**Signing up for water/sewer/trash service at Town Hall**

Prior to establishing water service, you will need to submit the following information to Town Hall:

1. Application (available at Town Hall and on our website)
2. Driver’s License
3. Lease Agreement (if renting)

\*We accept check, cash, money order, and credit card for all payments.

***Please be advised that we require 48-hour notice prior to turning water on/off.***

**Garbage and Recycling**

Garbage collection is Monday and Friday for Residential customers, and Monday, Wednesday, and Friday for Heavy Commercial customers. Recycling for Residential customers is Wednesday. Recycling for Heavy Commercial customers is Tuesday. Garbage should be set out by 7:00 a.m. in cans no larger than 20 gallons with tight fitting lids.

**Special Pick-Ups**

For special pick-up (any trash other than ordinary household garbage) please contact our billing department at 304-876-2574.

**Spring and Fall Clean-Up**

The Corporation of Shepherdstown provides a Spring and Fall clean-up each year. For questions, please contact Town Hall at 304-876-2312.

**Shepherdstown Welcomes You!**

|  |
| --- |
| Historic Shepherdstown, the oldest town in the state of West Virginia, nestled in the lower Shenandoah Valley - is only 90 minutes from the Washington-Baltimore metropolitan areas but miles away from the stress and rushed lifestyle of the city. Stroll along German Street, filled with more than a dozen fine dining and casual [restaurants](http://www.shepherdstownvisitorscenter.com/newPage.asp?section_id=14), and unique locally owned [shops](http://www.shepherdstownvisitorscenter.com/newPage.asp?section_id=15). You're sure to find the perfect spot to [stay](http://www.shepherdstownvisitorscenter.com/newPage.asp?section_id=13), eat and shop here, and, of course, to see a parade - all uniquely Shepherdstown. Commuters: Marc Train is 3 miles from Shepherdstown Shepherdstown Town Hall Ph. 304-876-2312  Fax: 304-876-1473  Website: [www.shepherdstown.us](http://www.shepherdstown.us)  Located on **2nd** floor - **Receptionist, Town Clerk, Billing Clerk, Planning/Zoning Officer, and the Mayor’s Office.**  Hours: M-F 8:00 a.m. – 4:30 p.m.  **Town Council**: Mayor - Jim Auxer, Recorder - Lori Robertson, Town Council - Wanda Grantham Smith, Bane Schill, Karene Motivans, David Rosen & Jim Ford. |

**Corporation**

**of**

**Shepherdstown**



Photo Credit: Scott McKibben

[www.byscottmckibben.com](http://www.byscottmckibben.com)

**104 North King Street**

**P.O. Box 248**

**Shepherdstown, WV 25443**

**Business Licenses**

Any business operating in Town must obtain a business license. Contact the Town Clerk for more info.

**Parking Information**

Parking meters are enforced Monday through Friday from 8 am until 6 pm. Meters are not enforced on Saturday or Sunday or on legal holidays.

Meters – coins or Passport

App @ <https://ppprk.com/park/>

***\*\*Residential parking zones are enforced 24/7***

Parking tickets can be paid via drop-box located outside of Town Hall. We accept cash/check/credit card.

**See enclosed parking meter map**

**Parks**

Park Hours: dawn to dusk-**map enclosed**

**Planning/Historic Landmarks Commissions**

Those wishing to add/change the appearance or building materials to a building’s exterior, including storage sheds/garages, fencing, signage, decks, railings, painting, walkways, lighting, handicap ramps, etc. must contact the Planning/Zoning Officer for guidance.

## Police Department

Office hours: Monday – Friday, 8:00 a.m. to 4:00 p.m. After hours call 911

First floor of Town Hall

**Business Office:** 304-876-6036

**Chief of Police:** Mike King

Ph. 304-876-6037

**Sidewalks –repairs**

Property owners are responsible for the sidewalks adjacent to their property. See the sidewalk ordinance for more info.

**Snow Removal Policy**

Property owners and renters - policy regarding snow removal on sidewalks.

Section 11-407 Prohibited accumulations of snow, ice and debris on sidewalks and removal thereof by town at expense of property owners provides that…..

No person shall permit the accumulation of snow or ice upon the sidewalk adjacent to any property owned or occupied by him/her within the town, but shall remove the same within a reasonable time not later than 9:00 a.m., and 4:00 p.m., each day that snow or ice accumulates thereon.

**Trees**

Town Tree Maintenance Request Forms are available at Town Hall. Emergency call 911, if not-304-876-2312. It is against town ordinance to cut a tree down on town property. For a copy of appropriate trees to plant in town, see receptionist.

**Mail –** delivered to Post Office only

**Newspapers** – The Shepherdstown Chronicle, The Journal, The Spirit, The Herald-Mail, and The Good Newspaper.

**Local TV** – WHAG (Hagerstown)

**Shepherd University Radio** – WSHC 89.7 FM

***Find us on facebook at Shepherdstown, West Virginia***

**Phone Directory & Services**

***Town Hall Contacts:***

**Accounting Clerk** 304-876-2589

**Billing Clerk** 304-876-2574

(water/garbage/recycling billing)

**Mayor’s Office** 304-876-2605

**Receptionist** 304-876-2312

(emergency alert sign up/apply for & pay utilities/event-tree request forms)

**Town Clerk** 304-876-2398

(town administration)

**Planning/Zoning Dept.** 304-876-6858

(business & homeowners/sign/fences/exterior building questions)

***Police Department Contacts:***

**Police Department** 304-876-6036

(parking stickers/tickets

**Non-Emergencies** 304-725-8484

**Police/Fire Emergencies** 911

***Corporation-Misc. Contacts:***

**Public Works** 304-876-3322

**Waste Water Dept**. 304-876-3350

**Water Dept**. 304-876-2394

(water leaks)

**Visitor’s Center** 304-876-2786

[www.ShepherdstownVisitorsCenter.com](http://www.ShepherdstownVisitorsCenter.com)

(info/brochures/parking map)

**Library** 304-876-2783

www.lib.shepherdstown.wv.us

**Post Office** 304-876-2370

**Shepherdstown Day Care**  - 304-876-6923

**Voting place** –Local (Town Hall) Co/State/National (Trinity Church)

***County Contacts:***

**DMV** – 304-558-3900 –

25 Rudland Rd, Kearneysville

**County** – Jefferson **County Seat** - Charles Town

**Jefferson Co. Assessor’s Office** – 304-728-3215,

100 E. Washington St –Charles Town

**Voter registration** – 304-728-3246

104 E. Washington St – Charles Town