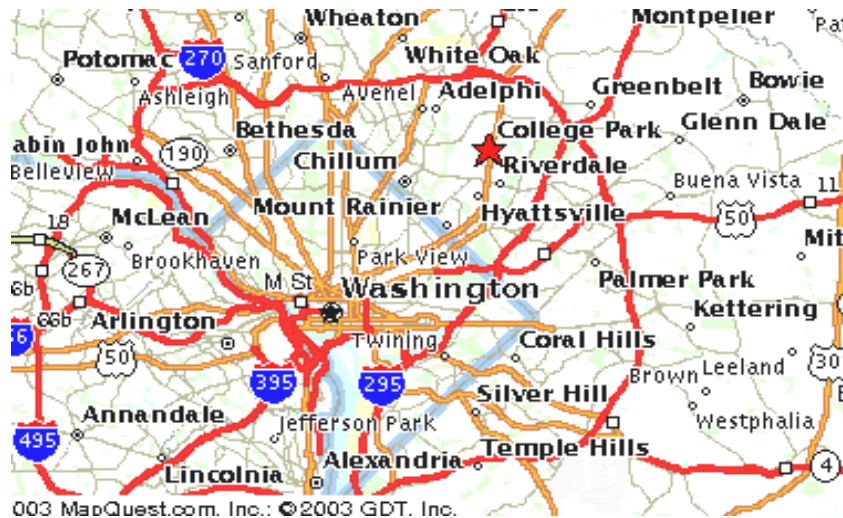


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You are here!



Incorporated as a City in 1945, College Park is an historical place settled over 200 years ago. It has grown into the second largest city in Prince George's County, covering five square miles and having a population of over 24,000 people. The City is proud to have the oldest continuously operating airport in the world. The Wright brothers trained U.S. Army pilots here during World War I. You will find the airport museum a fun place to visit. College Park is also home to the *flagship campus* of the University of Maryland. A distinctive feature of College Park is its mixture of new and old residential communities. People of all ages, occupations, nationalities, races and lifestyles reside in College Park. People like you make this a great place to live. This pamphlet is designed to introduce you to certain rights and responsibilities you have as a resident of College Park. You will find these defined in our City Code.

Since not all codes and ordinances are covered, and this pamphlet is just a summary of the laws, you may have questions *not* covered here. We have also provided a list of phone numbers of offices and organizations where you may find *further assistance*. You are encouraged to call City officials and staff members during regular business hours if you have a question or need information.

Safe & Healthy Housing



All dwelling units must meet specific standards to ensure that the property is maintained in a safe, sanitary and livable condition. Here are a few of the City Code standards that you should know:

- An operable smoke alarm is required to protect all sleeping areas. **It must be kept operable.**
- A deadbolt lock must be maintained on all exterior doors.
- There must be at least one window in each habitable room. The minimum total window area for every room used for sleeping shall be 5.7 square feet. An operable window or skylight is required for ventilation in each room. From April 1 to October 31, every window and door leading directly to the outside shall have screens installed when open. Where there is operable central air conditioning, the use of screens and/or screened doors is not mandatory.
- All electrical outlets and fixtures must be maintained in a safe condition.
- Although your rental agreement specifies who pays for heat, it must be possible for you to maintain heat at 68 degrees Fahrenheit, measured at a distance of three feet above floor level, under ordinary winter conditions. The floors, walls, ceilings and roof must be weather-tight. Plumbing fixtures must be properly installed and drains must work effectively. (Air conditioning is NOT REQUIRED by code.)
- If a structure contains two or more units, the property owner is responsible for maintaining any common or public area on the premises. This includes hallways and entrances.
- If you rent a basement room or plan to rent one, you should consult the Department of Public Services about the requirements of the City's Housing Code that define a livable basement.
- On the day you move into your residence, your property owner is responsible for providing you with a clean, habitable and sanitary living environment. **It is up to you to keep your environment clean.**
- Occupants must keep their dwelling units clean so that insects and rodents are not attracted. This includes keeping plumbing fixtures clean and disposing of garbage properly.
- Grass must be kept below 12 inches.
- Gutters must be securely fastened and clear of debris and obstructions.
- Leaves should be raked and ready for pickup at the curb on the scheduled leaf pick-up days in the fall.
- In the event of snow, the owner or occupant must shovel all sidewalks within eight hours of daylight after the termination of the snowfall, including the city sidewalk in front of your property.
- If you rent a single room in a house or in a rooming house, some of these standards may be different. The Department of Public Services can answer your specific questions.



Room for Roommates

Everyone is entitled to clean, safe and sanitary living conditions. If you feel there is a health or safety risk where you live, you should call the Department of Public Services at 240-487-3570. A Code Enforcement Officer may inspect the property at your request. If it is not up to standard, the Code Enforcement Officer will issue a Correction Order to the property owner. Housekeeping issues are the responsibility of the occupant.

- Look for the permit! Residential Occupancy Permits are required at owner-occupied properties with three or more tenants **OR** any property leased in its entirety. Requirements for these permits include an annual inspection for safety and minimum housing standards; a permitted property indicates that your property owner is providing housing that meets the minimum housing code standards.
- College Park is densely populated. Overcrowding in a house, apartment and the neighborhood as a whole, can affect the health, safety and well-being of the entire community. Crowded conditions increase fire and safety risks. More people lead to more cars, traffic, litter and noise. The Prince George's County Zoning Ordinance places limits on the number of persons who may occupy a housing unit and makes it illegal for more than five unrelated persons to live together. The Department of Public Services monitors rental properties for violations of the Zoning Ordinance, in an effort to prevent problems associated with overcrowding.
- To ensure adequate livable space for each occupant, there is also a minimum floor area requirement per person. There must be 150 square feet of floor space for the first person living in a residence and 100 square feet for each additional person. If the residence has two or more rooms, sleeping rooms must have 70 square feet for the first occupant and 50 square feet for each additional occupant. In addition, at least one-half of each room must have a ceiling at least seven feet high. If a bathroom is being shared, its sole access cannot be through another sleeping room; the bathroom must have its own separate entrance door.
- If you are not sure that your residence meets these requirements, including permits, or if you believe a property has been transformed into a "hotel", please call the Department of Public Services at 240-487-3570.

Summary of Chapter 125 – Housing Regulations

Introduction

The Code of the City of College Park, Chapter 125, sets forth the Housing Regulations for all living areas located within the *corporate* limits of the City of College Park. The following is a summary of Chapter 125 provisions. To review a copy of the full text of the law, contact the Department of Public Services.

Applicable City Code

Housing Regulations, Chapter 125

Summary of Code

General: Chapter 125 of the City Code, Housing Regulations, establishes legal minimum property maintenance standards.

Purpose of this Chapter:

- To ensure that properties in College Park comply with the requirements of the Housing Regulations
- To protect the health, safety and welfare of City residents

Specific points in the Code: Below is a list of important points of this Chapter.

Basic Facilities

- The Department of Public Services is authorized to make inspections to determine whether a property is in compliance with City Housing Regulations. If a complaint is made to the City, a Code Enforcement Officer will inspect the premises for compliance with the Housing Regulations.
- When a Code Enforcement Officer finds a violation, the Officer must provide notice in writing, including the reasons why the notice is being issued, and allow a specified time for the violation(s) to be corrected. If a violation is not corrected a municipal infraction citation and fine will be issued.
- If not paid, municipal infraction citations are adjudicated in the District Court of Maryland.

In order to comply with the Housing Code, the following requirements must be met:

1. *All dwellings shall have functioning smoke alarms in each sleeping area.*
2. *Every dwelling shall have two separate, unobstructed exits, leading to safe and open space at ground level. Only in certain cases may a single exit be approved.*
3. *Every habitable room shall have at least one window or skylight that faces directly outside and/or one window that can be open to properly ventilate the room. This includes bathrooms that are not mechanically ventilated.*
4. *Every room used for sleeping shall have either a direct exit (door) to the outside; or an operable window with an opening measuring at least 20 inches wide, 24 inches high, with a total clear opening at least 5.7 square feet in area, and no more than 44 inches from the floor; or be protected by an approved fire sprinkler system.*
5. *Every dwelling must have a stove, refrigerator and kitchen sink, all of which shall be clean and in good working order. The kitchen sink is to be properly connected to water and sewer systems.*

6. *Every dwelling shall have a private bathroom with a properly installed toilet and shower or tub. Bathroom floors shall be kept clean and sanitary.*
7. *Every dwelling shall have adequate garbage storage facilities.*
8. *Every dwelling shall have water-heater facilities.*
9. *All exterior doors to dwelling units shall have deadbolt locks.*
10. *Every habitable room shall have a least two electrical outlets and proper lighting. All light fixtures and outlets are to be maintained in safe working condition.*
11. *Every dwelling shall have heating facilities capable of providing no less than 68°Fahrenheit, measured three feet from the floor. (Air conditioning is NOT required.)*
12. *Every public hall and stairwell in a multiple dwelling building shall have proper lighting at all times. In buildings with not more than four dwelling units, a light switch may be supplied so occupants can turn the hall and stairway lights on and off as needed.*
13. *Between April 1 and October 31, every door and window leading to the outside shall be supplied with a screen and self-closing device for protection against mosquitoes. If a dwelling has central air conditioning, screens and screen doors are not required.*
14. *All functioning basement windows used for ventilation shall have a screen to deter rodents from entering the dwelling.*
15. *Every foundation, floor, wall, ceiling and roof shall be reasonably weather-tight and rodent-proof and shall be capable of affording privacy and kept in good repair and fit for human occupancy.*
16. *All stairs and porches must be kept in good condition to assure safety. All fences and appurtenances, including garages, must be in good repair.*
17. *All premises shall be properly graded, and all gutters/downspouts must be installed for draining, so as to maintain the premises free from the accumulation of rain, waste and surface water.*
18. *All surfaces shall be graded and maintained so as to prevent the accumulation of stagnant water on the ground or within any building or structure located thereon. Water in swimming pools, wading pools and fish ponds shall not be allowed to stagnate and shall be maintained in clean and sanitary conditions at all times; it must also not be drained in such a manner as to flow onto neighboring property, or to cause erosion. Every downspout or gutter shall be properly installed, free from leaks and obstructions and kept in good repair. A notice of violation shall give the responsible party ten (10) days to correct the violation.*

Space, Location and Use

- Every dwelling shall have at least 150 square feet of floor space for the first occupant and at least 100 additional square feet of floor space for each additional occupant.
- Every dwelling with two or more rooms that are occupied for sleeping purposes, must contain at least 70 square feet of floor space for the first occupant and at least 50 square feet of floor space for each additional occupant.
- No dwelling with two or more sleeping rooms shall have the rooms arranged so that occupants of one room must go through another sleeping room or bathroom.
- At least one-half of the floor area of every habitable room must have a ceiling height of at least seven (7) feet. The floor area of the part of any room where the ceiling height is less than five (5) feet will not be counted as part of the floor area when computing total area of the room for purposes of compliance with the City Code.
- Basements cannot be used as habitable rooms unless they meet the following requirements: The floors and walls must be free of leaks from underground and surface runoff water, they must be insulated for dampness, the total ceiling height and window area of each room must meet the same standards as any other room in

the house, and adequate windows for ventilation and adequate second means of escape must be provided.

- Every dwelling, rooming or dwelling unit shall provide clothes-closet-space on the basis of six square feet of such space with a height of five feet for every room used for sleeping. One other clothes closet of like size shall be provided elsewhere in the dwelling unit. Closet(s) may be approved by the code enforcement officer elsewhere in the structure.

Responsibilities of Owners and Occupants

- Every owner of a dwelling containing two or more rooming or dwelling units shall be responsible for maintaining all shared or public areas in a clean and sanitary condition.
- Every occupant of a dwelling shall keep rented areas in clean and sanitary condition.
- Every occupant of a dwelling shall dispose of garbage in the appropriate manner by placing it in approved rubbish containers. It is the responsibility of the owner to provide private dumpsters or city containers to all rental units. It is the responsibility of the occupant to furnish indoor containers to dispose of trash.
- Every occupant in a single dwelling unit is responsible for extermination of insects, rodents and other pests. In a multiple dwelling unit, it is the responsibility of the occupant of the infested unit, if that unit is the only one that is infested. In the event that an owner fails to rat-proof or reasonably insect-proof the premises, it is the responsibility of the owner to exterminate the pests. It is the owner's responsibility if an infestation occurs in any of the shared or common areas or in two or more units of the structure.
- Every occupant of a dwelling is responsible for keeping the plumbing fixtures clean and sanitary.
- It is the responsibility of animal owners to keep animals clean and sanitary. (See Animal Control regulations.)
- It is unlawful for any person to store, or allow to be stored, any vehicle that is inoperable, dismantled, wrecked, or does not bear current license plates, on any residential property for more than 30 days unless it is parked in a garage.
- It is unlawful for any property owner, renter, lessee, etc., to allow trash or garbage of any kind to accumulate on any property.
- It is unlawful to allow grass, weeds or briars to grow more than one foot (12 inches) tall.
- It is unlawful to drive over a curb or unpaved ground to get to any parking space. It is unlawful to park or store a vehicle on an unpaved area of any yard, except during a snow emergency.
- It is the duty of the owners of a property to properly display the correct address of the property. The numbers cannot be less than three inches high and must be visible from the street. New numbers must be four inches high.
- It is unlawful to store furniture, or any household goods not designed for outdoor use, in the yard of any residential property.

Rooming Houses/Hotels or Motels

No person shall operate a rooming house or let another person occupy a rooming unit unless it meets all the criteria set forth below:

- In order to have three or more persons rent rooms in a home, the owner/agent must have a VALID Residential Occupancy Permit. The Permit must be displayed in the rooming house in an obvious place.

- When an owner/agent sells property that was used as a rooming house, they must notify the City within 24 hours of the transfer in order for the new owner to apply for an Occupancy Permit.
- A person who has had an application for a Residential Occupancy Permit denied may request a hearing before the Advisory Planning Commission.
- If a Code Enforcement Officer finds any part of a property to be in violation of any requirement in the Housing Code, the Code Enforcement Officer will provide, in writing, notice of the violation and give a reasonable amount of time for the owner/agent to correct the problem. If the violations are not corrected *within the time specified*, a municipal infraction citation and fine will be issued.

Fraternities and Sororities

The following provisions must be met in all fraternity and sorority houses in the City of College Park:

- Each building must be provided with a complete, approved, fire sprinkler system no later than May 2006.
- Recreation rooms, study rooms, kitchens and dining rooms are allowed in the basement spaces as long as ventilation, lighting and two exits are provided, the space is free from dampness, and restroom facilities are provided on the basement level.
- There must be at least one bathroom for every six residents.
- If there are more than four people in one room, there must be at least four horizontal feet between each bed, and beds must be arranged so that there is a clear aisle to every exit.
- Keys to all rooms must be available on the premises and under the control of a responsible person at all times.
- Written notice of scheduled inspections will be directed to the property owner, president of the local chapter, and the Director of Greek Life at the University of Maryland, College Park.
- Written notices of violation will be sent to the Director of Greek Life at the University of Maryland College Park, the property owner, the president of the house corporation or alumni organization, and the president of the local chapter.

Unfit dwellings; Condemnation

- Any dwelling or dwelling unit that has the following violations will be condemned and found to be unfit for human habitation by the Department of Public Services:
 - a. One that is so damaged, decayed, dilapidated, unsanitary, unsafe, or vermin-infested that it creates a serious hazard to the health or safety of the occupants or the public.
 - b. One that does not have illumination, ventilation or sanitation facilities to protect the health or safety of the occupant or the public.
 - c. One that, because of its general condition or location, is unsanitary or dangerous in any other way to the health or safety of the occupants or the public.
- Any dwelling or dwelling unit that is condemned and found unfit for human habitation by the Department of Public Services, must be vacated within an amount of time specified by the Department. Occupants will be allowed to resume habitation once the Department has deemed that the property meets the standards set forth in the Housing Code.
- If the owner of the condemned property does not fix the violations that caused the condemnation within 90-days, the Department of Public Services will order the demolition of the property or an abatement of the nuisance. The cost of the

demolition or abatement will be placed as a lien on the property and collected in the same manner as delinquent taxes.

- No person may deface or remove a City placard on a property that has been condemned.
- Anyone affected by the condemnation may request a hearing before the Advisory Planning Commission.
- It is the responsibility of the owner to remove all unsanitary or flammable material and to seal all windows, doors and other points of entrance and exit after a dwelling has been condemned. If this is not done, the City will take action, and the cost of such action will be a lien on the property that is collectible in the same manner as delinquent taxes.

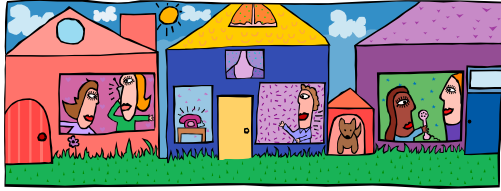
Housing Code Rules

- For the purpose of inspection, the Code Enforcement Officer is authorized, with the property owner's permission, to enter, examine, and survey all dwellings, dwelling units, rooming units, and premises between 8:00 a.m. and 6:00 p.m. , Monday through Friday. Appointments for inspections will be made with the owner. Absent the owner's permission, the City will use available legal process to gain entry for inspection.
- If, upon presentation of official identification, a Code Enforcement Officer is denied entrance to a property during the above-mentioned hours, the officer will schedule another inspection date and time. If, after the second request from a Code Enforcement Officer, access to the property is still denied, the City will use available legal process to gain entry for inspection.

Fire Safety

- Owners and occupants are mutually responsible for fire and life safety.
- Property owners must install and maintain smoke alarms, sprinkler systems, exit signs, fire escape windows and stairs, etc., as required by the Fire Safety Laws of Prince George's County, Maryland.
- Occupants are prohibited from damaging or making any of these systems inoperable, and should immediately report inoperable equipment to the property owner.
- Fire survival information is available on-line at <http://www.des.umd.edu/fire>





Living in Harmony

- **Planning a Party?** If you are planning a party, please take care to abide by the City's Noise Ordinance.

Adhering to the Noise Ordinance will not only keep you on your neighbor's good side – *you never know when you will need their assistance* – it may also save you money. In preparation for your party, let your neighbors know when and where it will be held. You should also give them your name and a number to reach you should it become necessary to do so during the party, and you should answer the phone if someone should call. We all like to relax after a hard day at work or school; your neighbors will be much more tolerant of your party when they have been advised ahead of time rather than jolted out of a peaceful rest. It is still your responsibility, however, to control the noise level, litter, and potential inconvenience to your neighbors. You must also plan for the control of any alcoholic beverages you serve. Police enforce laws controlling the sale of alcohol without a license, and the distribution of alcohol to anyone under 21 years old. You are liable for injuries to your guests if they drink and drive.

- **Your Neighbor's Party Disturbing You?** You should attempt to talk to your neighbor as a first step. If this does not solve the problem, you may contact the Prince George's County Police Department (301-352-1200) or the City's Code Enforcement Officer (240-487-3570) to enforce the City's Noise Ordinance as both the County and the City consider noise disturbances unlawful. You may also file a complaint with the Noise Control Board via a written notice to the Office of the City Clerk within 15 days of the occurrence. Your written correspondence should be addressed to the City Clerk, College Park City Hall, 4500 Knox Road, College Park, MD 20740. It should include: The name, address, and telephone number of any neighboring witnesses (including yourself); the name, address, and telephone number of the violator; the time, date, and duration of the disturbance. State whether it was a moderate or severe disturbance and describe any conversations between you and/or witnesses and the individuals involved in the disturbance. Finally, you and any neighboring witnesses should sign it. The Noise Control Board will convene a hearing upon written complaint signed by at least two witnesses. All identified parties will be notified of the hearing schedule.
- **What Are The Penalties for a Noise Disturbance?** Prince George's County law states that noise disturbance is punishable by both a fine of \$250 for the first offense, up to \$500 for each subsequent offense, and up to 30-days imprisonment. The County enforces this law between the hours of 9:00 p.m. and 7:00 a.m. . Court appearances by persons issued County violation notices are mandatory.
- The City's Noise Ordinance makes public disturbances a municipal infraction. A City Code Enforcement Officer may enforce the City's Noise Ordinance. A violation of the City noise standards with a noise meter reading over 55 dB between 8:00 PM and 8:00 a.m. or over 65 dB between 8:00 a.m. and 8:00 p.m. may result in the issuance of a municipal infraction citation. The fine for a first offense is \$500.00 and increases to \$1,000.00 for the second offense within a six-month period. A third offense in a 12-month period may lead to revocation of the Residential Occupancy Permit issued for a rental property.
- **Leaving the Party?** Prince George's County enforces Open Container laws, which mean that a person cannot possess an open container of alcohol or an alcoholic beverage in a public area or vehicle. As the host of a party, you are responsible for compliance with all alcoholic beverage control laws for unlicensed sale, distribution to minors, as well as the Open Container laws.
- **Holding Your Party Outdoors?** You should provide adequate trash containers for your guests to place their trash and items for recycling. Debris on your property or a neighbor's property could result in the issuance of a municipal infraction citation for litter. In any case, your neighbors should not have to clean up after your messy guests! Demonstrating respect for our neighbors helps us live in harmony.

Summary of Chapter 138 – Noise

Introduction

The City of College Park Code, Chapter 138, regulates noise within the corporate limits of the City. The Code establishes what constitutes unlawful noise, what you can do about excessive noise, and the function of the Noise Control Board. The following is a summary of the provisions of Chapter 138. To review the full text of the law, contact the Department of Public Services.

Applicable City Code

Noise, Chapter 138.

Summary of Code

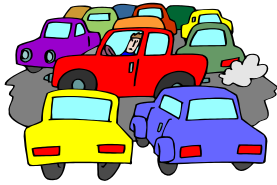
General: Chapter 138 of the City Code, “Noise” defines unlawful noise, identifies the Noise Control Board, informs the residents of College Park as to what actions can be taken about unlawful noise, and outlines the penalties for violating the Code.

Purpose of the Chapter

- To define prohibited levels of noise
- To establish community standards
- To improve quality of life

Specific Points in the Code: Detailed below are important and useful points in the City Noise Code, Chapter 138

- The residents of College Park have the right to live in an environment that is free from noise that may jeopardize their health, general welfare, or property.
- The City of College Park has a Noise Control Board to assist and advise the City in its noise control efforts. The Board membership consists of five people, one person to be appointed by each of the four election district Council members and one appointed by the Mayor. There are two alternate members appointed at-large by the City Council. A quorum consists of three members. The members elect a Chairperson from among themselves.
- It is unlawful for any person to generate loud or disturbing noise that bothers others living or located nearby, or to permit anyone else to do so on their property.
- It is unlawful to generate noise that exceeds 55 dB, at your property line, between the hours of 8:00 p.m. and 8:00 a.m. , and 65 dB between 8:00 a.m. and 8:00 p.m. .
- A police officer or City Code Enforcement Officer may measure sound from the property line using a calibrated noise meter.
- It is unlawful for the owner of a property in College Park to allow the occupants of the property to generate noise in violation of this Code.
- If a Code Enforcement Officer or police officer finds a violation of the Noise Ordinance, they may issue a municipal infraction citation, which carries a fine of \$500 for each person responsible for the first offense. To contest the citation, a violator may go to the District Court of Maryland for Prince George’s County.
- Residents can bring other residents before the Noise Control Board if two people submit complaints in writing, about a specific incident, to the City Clerk.
- Separate fines may be issued to each owner and occupant of the property. In the event that there is more than one occupant, the fine shall be divided equally among them (Noise Board findings only).
- The City may seek court action, in addition to the Noise Control Board, to remedy a noise violation, depending upon the circumstance.
- The Noise Control Board will hear resident complaints that come before it and decide if a citation will be issued, along with any fine up to the legal amount.
- Noise Control Board hearings are open to the public.
- Three violations of the Noise Code may result in a revocation of the Residential Occupancy Permit for a rental property.



Parking

Parking in the City of College Park can be a challenge. There are only so many on-street parking spaces, and there are not enough to accommodate all the cars in the City. Keeping this in mind, you should know your rights and responsibilities of owning, parking and driving a vehicle in the City.

Meters – You will probably find parking at a meter to be one of the most convenient kinds of parking in College Park. Meters are enforced Monday through Saturday, 8:00 a.m. to 10:00 p.m. , except on the following holidays: New Year’s Day, Memorial Day, Fourth of July, Veterans Day, Thanksgiving and Christmas.



Off-Street Parking – A legal off-street parking space must be covered by asphalt, gravel, or concrete, and be directly accessible from the street without the need to drive over a curb, grass, or bare ground. Remember that the public sidewalk must be accessible at all times. You may be ticketed if your vehicle is blocking the sidewalk.

On-Street Parking is restricted in designated areas through the City’s Permit Parking Program. There are several neighborhoods throughout the City that are zoned for permit parking only. Be sure to observe the posted restrictions. However, no vehicle may remain in the same parking space for more than 48 hours. Any vehicle found in the same space over a 48-hour period will be ticketed and/or towed.



Disabled Drivers – Be sensitive of the needs of drivers with disabilities. Parking in spaces designated for handicapped drivers can cost you \$255.00. Use of someone else’s handicapped permit is illegal.



Repairs are not permitted on the streets or other public property. Inoperable vehicles or those with expired registration tags must be moved to an enclosed garage. **It is no longer permitted to cover these types of vehicles and leave them on the street.** Your vehicle may be ticketed and/or towed if a Code Enforcement or Parking Enforcement Officer documents a violation.



Registration required for all vehicles parked on public roadways. Vehicles parked on public roadways must display valid license plates and registration stickers or be ticketed and/or impounded.

Parking Tickets – If you receive a parking ticket, you may pay the fine, request a review by a Parking Violation review officer, or request a court trial within 15 days of the date of issue of the ticket. Service charges will be added to the initial fine after the 15-day period. The City may impound the vehicle after two unpaid tickets. All outstanding tickets, towing, and storage fees must be paid in full before an impounded vehicle will be released to the owner.



Remember:

- Always park on gravel or pavement, *not* on the grass.
- Keep sidewalks clear. Pedestrians are put at risk of physical harm if they have to step into the street to avoid a car parked on the sidewalk.
- Parking in an alley or against the flow of traffic is not permitted.

Summary of Chapter 184 - Vehicles and Traffic

Introduction

The City of College Park Code, Chapter 184, regulates vehicles and traffic within the City of College Park. The Code establishes what can and cannot be legally done involving vehicles and traffic within the City limits. The following is a summary of Chapter 184 provisions. To review the full text of the law, contact the Department of Public Services.

Applicable City Code

Vehicles and Traffic, Chapter 184

Summary of Code

General: Chapter 184 of the City Code, *Vehicles and Traffic*, tells residents what they can and cannot do with vehicles located within the City. It includes laws regarding stop signs, speed limits, littering, posting signs, and major automotive repairs. Chapter 184, Article II deals with parking permitted within the City limits. It also tells where permits are required in order to park, as well as the penalty for each offense.

Purposes of the Chapter

- To define what residents are legally allowed to do with their vehicles
- To establish fines for vehicle related offenses

Specific Points in the Code: Below is a summary of what is prohibited by Chapter 184, the Vehicles and Traffic Code of the City of College Park:

- It is unlawful to run a stop sign.
- It is unlawful to drive over 25 miles per hour unless a higher speed limit is posted; in alleys the speed limit is ten miles per hour.
- It is unlawful to throw anything against or into any vehicle.
- It is unlawful for anyone except City officials to erect or post any traffic control or parking control sign on any City street.
- It is unlawful to make repairs to a vehicle on any sidewalk or public property.
- It is unlawful for any person to park any vehicle on any street in College Park for more than 48 continuous hours.
- It is unlawful to park any vehicle on any off-street parking area owned, leased, or otherwise subject to control of the City, for more than 18 continuous hours.
- It is unlawful to park or leave standing, between the hours of 8:00 p.m. and 6:00 a.m. , any truck having a rated-load capacity in excess of $\frac{3}{4}$ ton on a public street in a residential zone, except while loading or unloading the vehicle, or for emergency home service.
- It is unlawful to park or leave standing, between the hours of 8:00 p.m. and 6:00 a.m. , any boat trailer or other type of trailer, or any special mobile equipment, on a public street, unless City officials have given written permission.
- It is unlawful to park or leave standing any vehicle exceeding 21 feet in length or six feet in width on any City street, unless the vehicle is being loaded or unloaded, or permission has been granted by City officials.
- It is unlawful to park a commercial bus, trailer, or heavy truck on any street or highway in the City between 6:00 p.m. and 6:00 a.m. . Any vehicle in violation of this is subject to being towed and impounded after it has been parked for a 24-hour period.

- It is unlawful to park in a parking area where permits are required without the proper City permit.
- It is unlawful to park a vehicle not having valid license plates, or not in compliance with vehicle registration or nonresidential permit requirements of Maryland Code, on any City street.
- It is unlawful to park a vehicle so that it blocks a public sidewalk.
- It is unlawful to park on the grass or dirt between the curb and sidewalk.
- It is unlawful to park closer than 15 feet to any fire hydrant.
- It is unlawful to park closer than 25 feet to any stop sign or other traffic sign.
- It is unlawful to park in a space reserved for specific vehicles.
- It is unlawful to stop, stand, or park in a handicapped space unless you have the proper permit or license tag issued to you or your passenger.
- It is unlawful to park on any unpaved area of a lot, unless it is during a snow emergency.

Enforcement and Penalties

- It is the duty of police or parking enforcement officers of the City to enforce parking regulations.
- To charge a parking violation, the enforcement officer must issue a written ticket. A ticket must contain the following: Address or location and circumstances that prove the vehicle has violated this Code, make and model of the vehicle, vehicle license number, date and time that the violation occurred, and any supporting facts. A fine will also be issued as established by the ordinance.
- The ticket will also contain the information that payment of the fine is due 15 days from the date of issue of the ticket. If the fine is not paid by the due date, the amount of the fine will increase.
- NOTICE – Failure to satisfy parking ticket fines may result in the denial of your vehicle registration renewal or transfer by the State Motor Vehicle Administration, and in the imposition of a service charge.
- In certain circumstances, the City may impound vehicles parked in violation of this Code. The vehicle will be removed from the site where the violation occurred and stored at another location. Once a vehicle is impounded, a date will be set for the case to be heard in District Court. All towing and storage fees must be paid to claim the vehicle.
- If you wish to avoid a hearing, you may pay all fines incurred on the vehicle.
- A vehicle may be booted for unpaid tickets, rendering the vehicle immovable. If this happens, you will receive written notice on the driver's side windshield. Booted cars carry a fee to remove the boot, as well as for any unpaid tickets.
- It is unlawful for any person to destroy, break or tamper with a booting device.
- If you feel that you were ticketed unjustly, you may request a review of the ticket to a City ticket review officer, or you may request a hearing at District Court in Hyattsville, MD. This must be done within 15 days of receipt of the ticket. Forms are available at City Hall.



Taking Out the Trash

Let's face it, we all make trash. College Park makes it easy to get rid of household garbage and even larger items, such as an old couch. The following information will tell you just how easy it is!



If You Live in an Apartment – Your property owner may have a special contract for garbage pick-up. Ask your property owner when garbage is picked up. Most apartment buildings have a few dumpsters where tenants can dispose of trash whenever they need to. Please dispose of your trash in a responsible way, making sure that all garbage gets into the dumpster, City toter, or trash can.

If You Live in a House – The Department of Public Works supplies you with a special garbage cart (called a toter), if the City is your designated trash collector. It is the responsibility of the resident to maintain the toter in good condition. If the toter is damaged through no fault of the owner, the City will replace it. You may request a replacement toter by calling the Department of Public Works at 240-487-3590. Household trash is collected once a week. Your toter must be placed at the curb (not in the street) no later than 7:00 a.m. on the scheduled day of collection, and must be removed from the curb before midnight that same day. Whenever possible, toters should be placed on the grass adjacent to the curb. All trash must be placed in the toter and **must not** contain hazardous materials such as oil, paint, or poisons of any kind. Recyclable items should be placed in a separate recycling bin, also provided by the Department of Public Works. Items that pose a potential hazard to the collector, such as broken glass, should be placed in disposable containers and clearly labeled as such. Large or bulk items such as a couch or a mattress should be placed next to your toter on your regularly scheduled trash collection day, or you may call the Department of Public Works to request a pick-up. Special trash, such as dishwashers or vehicle parts, is collected by appointment only. Contact Public Works at 240-487-3590 to arrange for pick-up of other kinds of waste.

Recycling – The City of College Park offers a curbside recycling program and provides bins. Items for recycling are collected on the same day as household trash. Recyclable items **must not** be placed in the household trash toters. You may contact the City's Department of Public Works at 240-487-3590 for a current list of recyclable items.

Trash Collection Schedule

- Monday – Berwyn, Calvert Hills, College Park Estates, Downtown, Lakeland, Yarrow
- Tuesday – College Park Woods, Crystal Springs, Daniels Park, Patricia Court
- Wednesday – Autoville, Hollywood, Sunnyside
- Thursday & Friday – Special Trash by appointment

In the case of a holiday observed by the City, trash and recycling will be collected on the following business day. You may obtain a list of observed holidays by contacting the Department of Public Works at 240-487-3590.



Failure to Properly Dispose of Trash may result in the issuance of a municipal infraction citation, as this is a violation of the City's Litter Ordinance, and fines are assessed with each additional day the offense is noted.

- Be sure to secure the toter lid and prevent loose debris around the toter and recycling bin. If your property is found in violation of the Litter Ordinance, you will be issued a violation notice, and given 24 hours to clean the property, before a fine is assessed. If the violation is repeated, the fine will be doubled.
- Report any instances of litter in your neighborhood to the Department of Public Services at 240-487-3570.

Please contact the Department of Public Works at 240-487-3590, if you require additional information about trash collection or recycling. Its hours of operation are Monday through Friday, 7:30 a.m. to 4:00 p.m. .

Summary of Chapter 132 – Litter and Graffiti

Introduction

The City of College Park Code, Chapter 132, regulates Litter and Graffiti . The Code establishes what constitutes unlawful litter and graffiti, where to dispose of litter, and the penalties for littering and other offenses listed in Chapter 132 of the City Code. The following is a summary of Chapter 132 provisions. To review a copy of the full text of the law, contact the Department of Public Services.

Applicable City Code

Litter and Graffiti, Chapter 132

Summary of Code

General: Chapter 132 of the City Code, *Litter and Graffiti*, establishes what can and cannot be done with trash, what constitutes unlawful litter and littering, and what penalties are set for violating the Code.

Purposes of this Chapter

- To prohibit the throwing or placing of litter in public places
- To regulate the distribution of advertising materials
- To control litter on private property
- To prohibit graffiti
- To prohibit the defacing of all property
- To create a process for the removal of graffiti and the recovery of public cleanup expenses
- To protect the public health, safety, and welfare, and prevent public nuisances
- To establish enforcement and penalties for violating Chapter 132

Specific Points in the Code: Below is a detailed list of important and useful points in the City Code, Chapter 132, *Litter and Graffiti*:

Litter

- It is unlawful to throw, dump, place, deposit, leave, or permit the leaving or placing of litter on any property, unless the litter is properly placed in a receptacle.
- Those owning or renting that property shall keep sidewalks and gutters on all perimeters of property free of litter.
- It is unlawful to put litter originating from a building, lot, or sidewalk into a gutter, sewer, street, or other public place in the City.
- It is unlawful to distribute, throw, fasten, scatter, post, or allow to be distributed, any advertising materials, notices, posters, handbills, or literature on streets, sidewalks, vehicles, poles, or any lots (public or private).
- Litter complaint forms are available to the public at City Hall.
- If a violation has occurred, the violators will be given 24 hours to correct the problem. If it is not corrected, a municipal infraction citation will be issued.
- The person(s) who receive the citation may contest it in the District Court of Maryland for Prince George's County.

Graffiti

- The exterior of all buildings in the City of College Park shall be kept clean and free of graffiti.
- If a violation notice is issued because of the presence of graffiti, the responsible person has 30 days to remove the graffiti. If it is not removed in 30 days, a municipal infraction citation will be issued.
- Every thirty days that the graffiti is not removed shall constitute a separate offense.
- The cost for any City removal of graffiti will be billed to the property owner.
- If the charges are not paid, they will be included as a tax lien on the property.

Regarding Your Pets

The City of College Park Animal Control Officer (ACO) enforces both City and County animal laws. The ACO's goal is to protect the health, safety, and welfare of the City's residents and animals. The ACO is on duty and patrols the City to meet variable seasonal and weekly needs. If you need animal control assistance, please call 240-487-3570. If you have an animal-related emergency and cannot reach the City's ACO, please call Prince George's County Animal Management Division at 301-780-7200.



Licensing Your Pet – Dogs, cats, and ferrets over four (4) months old need to be licensed annually by Prince George's County (this applies to any pets that reside in the County for more than 30 days, even if the animal is licensed in another county). The animal must wear the license on its collar at all times. There are two ways to purchase a license for your pet(s):

- 1) In person at City Hall, 4500 Knox Road, College Park, MD. City Hall is open 8 a.m. - 9:30 p.m. Monday thru Friday and 1:00 p.m. - 9:30 p.m. on Saturday.
- 2) By mailing an application(s) with payment to Animal Management Division, License Section, 3750 Brown Station Road, Upper Marlboro, MD 20772.

****Be sure to enclose or bring proof of spaying or neutering (if applicable) and proof of current rabies vaccination. Licenses are only \$5 for spayed/neutered pets and \$25 for intact pets. If your pet(s) is not already spayed or neutered, there are several low cost programs in the area such as the PG County SPCA (301-262-5625) that can assist you.**

Restraining Your Pet - Regular exercise is essential for your pet's good health, but it is important to obey the City and County's "leash law". For health and safety reasons, both dogs and cats must be leashed when they are not on their owner's property. Dogs and cats found unrestrained and off their property can be impounded for running at large and their owners must pay redemption fees and fines.



Animals that are allowed to run at large are often a nuisance to the community. Animal control services spend time catching these wandering pets, transporting them, adopting out or euthanizing them, and removing their bodies from roadways. Health departments spend time and money locating and inoculating people who have come in contact with these "strays" for rabies and other diseases. "Outside" cats and "inside/outside" cats that are allowed to run at large are particularly problematic because they rarely have their rabies vaccination, a county license, or a collar with identification. Not only do these cats pose health risks to their humans by carrying diseases, bacteria, and fungi, but they are also harmful to local wildlife populations.



Cleaning Up After Your Pet - Animal waste is not allowed on any property. Pet owners are responsible for immediately removing their animal's waste on other's private property and on public property, and disposing of it appropriately. Pet owners must also clean up waste on their own property. Excessive waste on one's property is not only a health hazard, but can attract rats and produce an unpleasant odor (particularly in the summer time).

Proper Care For Your Pet - There are a variety of standards by which all pets must be kept in order to keep them safe and healthy. If dogs or cats are kept outside unattended they must have clean water available at all times, proper shelter to protect them, and proper space in which to move. Pets are also entitled to appropriate veterinary care when needed. Not providing these things for your pet is considered animal cruelty and neglect. For a list of these standards you may call and request the Prince George's County "Proper Care Standards for Enforcement of Anti-Cruelty Laws".



Wildlife - An abundance of wildlife can be found in the City of College Park. Deer, groundhogs, raccoons, squirrels, opossums, geese, and bats, just to name a few. While some people have never had any problems with wildlife, others have had negative experiences with wild animals disturbing their house or yard. The Animal Control Officer can provide residents with information on how to solve a variety of wildlife problems.

Summary of Chapter 102 – Dogs and Other Animals

Introduction

The City of College Park Code, Chapter 102, regulates dogs and other animals within the corporate limits of the City. The Code establishes what constitutes unlawful maintenance and handling of animals, the incorporation of Prince George's County Animal Ordinance, and the function of the Animal Control Board. The following is a summary of the provisions of Chapter 102. To review the full text of the law, contact the Department of Public Services.

Applicable City Code

Dogs and Other Animals, Chapter 102.

Summary of Code

General: Chapter 102 of the City Code, *Dogs and Other Animals*, defines unlawful maintenance and handling of animals, incorporates the Prince George's County Animal Ordinance, identifies the Animal Control Board, and outlines the penalties for violating the Code.

Purpose of the Chapter

- To define proper maintenance and handling of animals
- To protect the health and safety of residents
- To protect the health and safety of animals

Specific Points in the Code: Detailed below are important and useful points in the City Code, Chapter 102, *Dogs and Other Animals*:

- The City of College Park will notify the owner of an animal that is in violation of Chapter 102 and give them no more than ten (10) days in which to take action to eliminate the violation.
- Any resident of College Park whose peace is disturbed or whose health, safety, or welfare is jeopardized by a violation of this Chapter or who observes animal cruelty or neglect may lodge a complaint with the City.
- Residents of College Park who own animals must have the proper licenses and permits for their pets.
- Pet owners must immediately pick up after their pet on both public property and on private property other than their own.
- It is unlawful for the owner of an animal to allow that animal to walk off leash when the animal is not on its owner's property.
- The City may impound any animal found at large and a prompt and reasonable effort will be made to locate and notify the owner.
- An animal impounded by the City will either be taken to the College Park Animal Shelter or the Prince George's County Animal Management Division and will be held for no less than three (3) business days.
- Animals unclaimed by the end of three (3) business days may be put up for adoption or euthanized.
- An owner wishing to redeem their animal from the City needs to show proof of ownership and pay any fees and/or fines associated with the impoundment and any violation of the Chapter.
- The Animal Control Board consists of five (5) resident members appointed by the City Mayor and Council. The Animal Control Board conducts public hearings to resolve complaints of violations of the Chapter.
- The City can request a hearing before the Animal Control Board to determine whether a specific animal should be deemed vicious based on complaints by residents or direct observation by the City Animal Control Officer.
- Farm animals may not be kept in the City unless the property is specifically zoned for such.
- The City Animal Control Officer may capture and remove wildlife or feral cats, in accordance with state law, that are causing problems inside a dwelling or commercial building or upon public property.
- The City Animal Control Officer may not capture and relocate wildlife on the exterior of private properties unless the animal poses a risk to public health and safety.
- The City has incorporated the Prince George's County Animal Ordinance into this Chapter and may therefore enforce laws contained in the County Animal Ordinance.

Useful Information

Elected Officials 2011-2013

Mayor: Andrew M. Fellows

City Council Members:

District 1:	Fazlul Kabir	Patrick L. Wojahn
District 2:	Robert Catlin	Monroe Dennis
District 3:	Robert Day	Stephanie Stulich
District 4:	Marcus Afzali	Denise Mitchell

Location of City Government Services

City Hall

4500 Knox Road, College Park, MD 20740-3330

Services provided at City Hall (near Route 1/Knox Road intersection):

- **Administration** – government information, complaints
- **Animal Licensing** – required County licenses for cats, dogs and ferrets
- **Finance** – taxes, payment of fees, fines, bills
- **Human Resources** – employment applications
- **Parking Enforcement** – parking permits, ticket payment and review
- **Planning & Economic Development** – zoning and property information

Public Services

4601-A Calvert Road, College Park, MD 20740-3421

Services provided (one block east of Route 1):

- **Animal Control** – information on lost or found pets and animal care
- **Code Enforcement** – property standards, zoning enforcement, noise and litter control, licenses and permits
- **Public Safety** – contract police program, Neighborhood Watch

Public Works/Davis Hall

9217 51st Avenue, College Park, MD 20740-3390

Services provided (near Fox Street intersection):

- **Landscaping** – playground maintenance, horticulture
- **Leaf Collection** – compost
- **Parks and Playgrounds**
- **Recycling Information** – collection days, recycling bin requests
- **Refuse Pick Ups** – collection days, toter requests, special pick ups
- **Sign Maintenance**
- **Snow Removal**
- **Street Maintenance**

Youth and Family Services Building

4912 Nantucket Road, College Park, MD 20740-1458

Services provided (near Rhode Island Avenue service road):

- **Counseling** – individual and group therapy for children to age 18 and their families
- **Crisis Intervention/Suicide prevention**
- **Parent Education/Parent Support Group**
- **Seniors Program**
- **Substance Abuse Assessment and Referral**
- **Youth Job Bank/Babysitting Corps**
- **Community Outreach/Special Events**

Contact Information

City's Web Site: www.collegeparkmd.gov

Ambulance/Fire/Police and Emergency Services

911

CITY PHONE NUMBERS

Animal Control	240-487-3570
<i>After hours</i>	240-375-3165
City Clerk	240-487-3500
City Manager	240-487-3500
Code Enforcement	240-487-3570
<i>Noise Abatement after hours</i>	301-275-2466
Finance	240-487-3509
Human Resources (Job Line)	240-487-3533
Parking Enforcement	
<i>Mon – Fri 8:00 a.m. – 10:00 p.m.</i>	
<i>Saturday 1:00 p.m. – 10:00 p.m.</i>	240-487-3520
Public Works	
<i>Trash & recycling, snow removal, street repairs</i>	240-487-3590
Youth & Family Services	
<i>Family counseling, Seniors Programs</i>	240-487-3550

OTHER USEFUL NUMBERS

Police – EMERGENCY	911
Non Emergency	
Prince George's County	301-352-1200
University of Maryland	301-405-3555
City of College Park	240-487-3570
Fire Department - EMERGENCY	911
Branchville Volunteer Fire Company	301-883-7711
College Park Volunteer Fire Department	301-901-9112
Maryland Poison Control Center	800-222-1222
M-NCPPC Community Center	
5051 Pierce Avenue	301-441-2647
University of Maryland	
Community Relations	301-405-2838
General Information	301-405-1000
Legal Aid (undergrads)	301-314-7556
Off-Campus Housing Services	301-314-3645
Public Safety/Police	301-405-3555
Shuttle Service	301-314-2255