

Corporation of Shepherdstown



Photo Credit: Scott McKibben
www.byscottmckibben.com

**104 North King Street
P.O. Box 248
Shepherdstown, WV 25443**

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, and unique locally owned shops. You're sure to find the perfect spot to stay, 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

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 –Cheryl Roberts, Jim Ford,
Chris Stroeck, Jenny Haynes, Marty
Amerikaner

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
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.

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.

Parking Meters – pay with coins or use 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 Commission Historic Landmarks Commission

Those wishing to add to/change the appearance or material composition of a building's exterior (including but not limited to sheds/garages, fences, signs, decks, railing, lighting, sidewalk/patios, roofs, siding, doors, windows, etc.) must contact the Planning & Zoning Administrator 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.

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.

Town Tree Ordinance

Town Tree Maintenance Request Forms are available at Town Hall. Emergency call 911, if not-304-876-2312. It is against the town's tree 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 signup/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

(info/brochures/parking map)

Shepherdstown 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)

Jefferson County Schools – 304-725-9741

<http://boe.jeff.k12.wv.us/>

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