



# Welcome to the Town of Capitol Heights

New Resident Information

**2023**



## From the Mayor and Council

Welcome to the Town of Capitol Heights. I know that, as a new resident, you will enjoy exploring all that the Town of Capitol Heights has to offer. The Town is located in Prince George's County, Maryland bordering the Nation's Capital Washington, DC, and is one of 27 incorporated municipalities in the state of Maryland. The Town of Capitol Heights boasts "green" open spaces alongside well-tended subdivisions and vibrant, comfortable living areas.

According to the 2010 US Census, there were 4,337 people, 1,482 households and 1,040 families residing in the town. The population density is 5,421.3 inhabitants per square mile. There are 1,622 housing units at an average density of 2,027.5 per square mile. The racial makeup of the town is 3.3% White, 91.3% African American, 0.3% Native American, 0.1% Asian, 3.1% from other races, and 1.9% from two or more races. Hispanic or Latino of any race account for 5.4% of the population.

The Town of Capitol Heights, Maryland maintains a hometown feel while providing the advantages of being in close proximity to Washington DC, and Virginia. A variety of employment prospects and the service of Capitol Heights Elementary School, and six (6) feeder schools serving K-4 through 12<sup>th</sup> grade makes the Town of Capitol Heights a perfect place for individuals and families.

This informational packet will provide you with an initial introduction to our dynamic community, but I hope you continue to explore the Town of Capitol Heights as you get better acquainted. To ask questions or learn more about the Town of Capitol Heights, don't hesitate to call the Vivian Dodson Municipal Center at 301-336-0626. Also, please take some time to visit the Town of Capitol Heights's website at [www.capitolheightsmd.com](http://www.capitolheightsmd.com) for useful information.

Thanks for choosing the Town of Capitol Heights as your new home.

Mayor Linda D. Monroe  
Pro Tem Ronald L. Williams, Sr.  
Councilmember Amanda Anderson  
Councilmember Anita Anderson  
Councilmember Faith T. Ford  
Councilmember LaTonya Chew  
Councilmember Victor L. James, Sr.



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This packet is designed to help Town of Capitol Heights residents become acquainted with the Town. Additional information, including other important regulations, services and updates, can be found at the Town's website, [www.capitolheightsmd.com](http://www.capitolheightsmd.com) or by calling, (301) 336-0626 or visiting the Vivian Dodson Municipal Center, located at One Capitol Heights Boulevard, Capitol Heights, MD 20743.



# Town of Capitol Heights

## **Resident Representation**

The Town of Capitol Heights is governed by a Mayor and six at-large council members. The Mayor and Council are elected to four-year terms. Visit the Town of Capitol Heights website for a complete list of officials, their term expiration dates and contact information, as well as the complete text of the Town of Capitol Heights' Municipal Code.

## **Meetings**

The regular meetings of the Council are held on the second and fourth Mondays of each month at 7 p.m. at Town of Capitol Heights Town Hall, One Capitol Heights Boulevard, Capitol Heights, MD 20743. All meetings are open to the public, except closed sessions. Meeting minutes are available on the Town of Capitol Heights' website ([www.capitolheightsmd.com](http://www.capitolheightsmd.com)).

**Vivian Dodson Municipal Center  
One Capitol Heights Boulevard  
Capitol Heights, MD 20743**

The Town of Capitol Heights Hall is open 8:30 a.m. – 5:00 p.m. Monday through Thursday and is closed on Fridays at 1:00 p.m. The Town Hall is also closed on major holidays. The Town of Capitol Heights Hall provides a variety of services for residents, including trash collection, yard waste, and bulk trash services. For issues, contact the Town Administrator [townadministrator@capitolheightsmd.com](mailto:townadministrator@capitolheightsmd.com).

## **Other Representation**

The Town of Capitol Heights is located within Prince George's County, Maryland and is within one mile of nearby municipalities including the City of Seat Pleasant, Maryland, the Town of District Heights, Maryland and the Town of Fairmount Heights, Maryland. Additional information on each city and township can be found on their respective websites.



# Prince George's County Resident Representation

## **RODNEY STREETER, COUNCIL MEMBER**

Council Administration Building  
14741 Governor Oden Bowie Drive  
County Council, 2nd Floor  
Upper Marlboro, MD 20772  
Phone: (301) 952-3690  
Email: [rstreeter@co.pg.md.us](mailto:rstreeter@co.pg.md.us)

## **JOANNE BENSON, SENATOR**

James Senate Office Building, Room 214  
11 Bladen Street  
Annapolis, MD 21401  
(410) 841-3148, (301) 858-3148  
1-800-492-7122, ext. 3148 (toll free)  
Email: [joanne.benson@senate.state.md.us](mailto:joanne.benson@senate.state.md.us)

## **JUANITA MILLER, CHAIR**

Board of Education Chair  
Prince George's County Board of Education  
Prince George's County Public Schools  
14201 School Lane  
Upper Marlboro, MD 20772  
301 952-6115 (phone)  
301 952-6114 (fax)  
Email: [juanita.miller@pgcps.org](mailto:juanita.miller@pgcps.org)

## **POLLING LOCATION:**

Vivian M. Dodson Municipal Center  
1 Capitol Heights Boulevard  
Capitol Heights, MD 20743  
(301) 336-0626

## **JAZZ LEWIS, DELEGATE**

6 Bladen Street, Room 423  
Annapolis, MD 21401  
Phone: (301) 952-3690  
(410) 841-3691, (301) 858-3691  
[jazz.lewis@house.state.md.us](mailto:jazz.lewis@house.state.md.us)

## **FAYE HOWELL, DELEGATE**

Lowe House Office Building, Room 216  
6 Bladen Street, Room 216  
Annapolis, MD 21401  
(410) 841-3692  
Email: [fayemartin.howell@house.state.md.us](mailto:fayemartin.howell@house.state.md.us)

## **ANDREA HARRISON, DELEGATE**

House Office Building  
6 Bladen St., Annapolis, MD 21401  
(410) 841-3919, (301) 858-3919  
Email: [andrea.harrison@house.state.md.us](mailto:andrea.harrison@house.state.md.us)

## **VOTING INFORMATION**

Registering to vote within the Town of Capitol Heights can be completed by visiting the Town Hall. You also have the option to register at your designated polling location on the day of the election. Please bring along your driver's license and proof of residency. For example, a utility or phone bill showing your street address and name.



# Schools

The Town of Capitol Heights is served by seven area schools. For more information on boundaries or enrollment, contact the appropriate school.

Capitol Heights Elementary School 301-817-0494 or at <http://www1.pgcps.org/capitolheights/>

Doswell E. Brooks Elementary School 301-817-0480 or at <http://www1.pgcps.org/doswellbrooks>

William Hall Academy 301-817-2933 or at <http://www1.pgcps.org/williamwhall>

Drew Freeman Middle School 301-817-0900 or at <http://www1.pgcps.org/drewfreeman>

Walker Mill Middle School 301-808-4055 or at <http://www1.pgcps.org/walkermill>

Central High School 301-499-7080 or at <http://www1.pgcps.org/central>

Suitland High School 301-817-0500 or at <http://www1.pgcps.org/suitlandhs>

The Town of Capitol Heights is located a short distance away from institutions of higher learning including but not limited to the following:

**Prince George's Community College**, a two-year institution that offers an Associate Arts Degree in 24 major disciplines. Contact the college at 301-546-PGCC (7422) or at [www.pgcc.edu](http://www.pgcc.edu)

**University of Maryland University College** located in College Park, Maryland. Contact the University at 800-888-UMUC (8682) or at [www.umuc.edu](http://www.umuc.edu)

**Bowie State University** located in Bowie, Maryland. Contact the University at 888-526-2625 or at [www.bowiestate-university.com](http://www.bowiestate-university.com)



# Libraries

The Prince George's County Memorial Library system has many locations that serve residents of the Town of Capitol Heights, District Heights, Fairmount Heights and other nearby municipalities. Every Prince George's County resident is entitled to receive a library card at no cost. Information about library hours, circulation services, and library programs may be found on the library's website, <http://www.pgcmls.info/>

## **Spaldings Branch Public Library**

5811 Old Silver Hill Rd  
District Heights MD, 20747  
Main: (301) 817-3750

## **Fairmount Heights Public Library**

5904 Kolb Street  
Fairmount Heights MD, 20743  
Main: (301) 883-2650





# Local Services

New residents can get acquainted with the Town and become familiar with the information and services available in the Prince George's County Area.

## U.S. Postal Service locations

6089 Central Avenue, Capitol Heights, MD 20743 (301) 333-5497  
9201 Edgeworth Drive, Capitol Heights, MD 20770 (301) 499-7304



## News Outlets

Washington Post – Daily newspaper serving greater Washington D.C. and Maryland  
[www.washingtonpost.com/regional/](http://www.washingtonpost.com/regional/) (202)-334-6000

The Capitol Heights Express – online and in-print-serving the Town of Capitol Heights ONLY

WPGC - FM radio station broadcasting to Washington DC and Prince Georges County  
Facebook - Follow the [Town of Capitol Heights Facebook](#) to receive news and updates

## Utilities

Bates Trash Removal (waste removal)	(301) 773-2069
Pepco (electric service)	(202) 833-7500
WSSC (water & sewer)	(301) 206-4002
Washington Gas (gas service)	(703) 750-1000





# Public Safety

The police department administrative office hours are Monday through Friday from 9:00 am to 5:00 pm. Town administrative offices are closed to the public on weekends and holidays.

## Fingerprinting

The Capitol Heights Police Department offers Ink and Electronic Fingerprinting services. We perform services during our normal business hours of Monday through Fridays from 9:00 am to 4:30 pm.

## Traffic Infractions

If you have received a Town parking citation or moving violation and you would like to inquire or satisfy this citation you may visit the Capitol Heights Police Department or call (301) 420-2444.

For information and payment inquiries regarding town speed camera enforcement tickets, please contact the Town of Capitol Heights Speed Enforcement Customer Service Division at (443) 749-8837.

To find out more information regarding additional services, please call the Capitol Heights Police Department at (301) 420-2444.

## Tornado Alerts



On the first Tuesday of every month, the Police Department runs a test of the Town of Capitol Heights emergency warning siren. The test begins at 10 a.m. and only lasts for a few minutes.

The Capitol Heights Police Department calls for service are connected through Prince George's County Communications Center – calls for service should be placed to the following numbers:





<b>Emergency</b>	911
<b>Prince George's County Police Department</b>	(301) 772-4900
<b>Prince George's County Police Records</b>	(301) 985-3660
<b>Prince George's County Non-Emergency</b>	(301) 352-1200

Please be patient when dialing non-emergency calls; each call will be addressed according to priority)

<b>Sheriff Department</b>	(301) 780-8600
<b>Crime Solvers</b>	(301) 772-4718
<b>Metro Transit Police</b>	(202) 962-2121
<b>Capitol Heights Volunteer Fire Department</b>	(301) 336-2111

*In case Town officers are not available, Prince George's County officers will service you.*



# Licenses & Permits

## Building Permits

Home construction projects on private property require Town-issued building permits and in most cases a Prince George's County Building Permit. These projects include, but are not limited to, porches, garages, swimming pools, fireplaces, decks, fences and roof, stair and siding replacement. **A permit must be obtained before the start of the project.** Building permits are required for most work on both residential and commercial buildings and structures. Below is a list of the most common work that requires permits from the Town of Capitol Heights:

- Additions
- Alterations or Renovations
- Deck, Patio or Porch
- Fencing
- HVAC Systems
- Roofing
- Roof Mounted Solar Panels
- Plumbing
- Electrical

## No permits are needed for the following work:

- Carpet, vinyl and ceramic tile flooring installation.
- Painting, paneling over existing walls and wallpapering.
- Ordinary minor repairs, done in kind.
- Shed – less than 500 square feet



**A permit must be obtained before the start of the project.**

Permits from Prince George’s County and any other corresponding utility permits must first be obtained prior to obtaining a permit from The Town of Capitol Heights.

The Town of Capitol Heights requires a separate permit, issued by the Town of Capitol Heights, for all work being performed within the incorporated Town of Capitol Heights, congruently and in conjunction with permits that are required by Prince George’s County for a property owner or his/her authorized agent to erect, construct, enlarge, alter, move, improve, remove, connect, demolish or raze any building or structure, change an exit, or alter/install any equipment regulated by the Prince George’s County Building Code. *(See Prince George’s County Department of Permitting, Inspections, and Enforcement – DPIE <https://www.princegeorgescountymd.gov/1501/Residential-Building> ),* as well as, any utility permits required from (PEPCO, Washington Gas and/or Washington Suburban Sanitary Commission – WSSC). This requirement is for both residential and commercial property, land, and lots within the incorporated Town of Capitol Heights.

Permit applications can be downloaded from the Town’s website <http://www.capitolheightsmd.gov/DocumentCenter/View/1260/Building-Permit-Application-2019-PDF> and submitted to the Town Hall in person, fax, or by email.

Town Hall (301) 336-0626  
Fax (301) 336-8706  
Email: [buildingpermits@capitolheightsmd.com](mailto:buildingpermits@capitolheightsmd.com)

An inspection for underground utilities is required before digging on private property. Residents must call Miss Utility at 1-800-257-777 or 811



## Rental License

All homeowners who rent their residences are required to obtain a rental license. The cost of the license is **\$250**. You may download the rental license application from the Town website at [www.capitolheightsmd.com/forms](http://www.capitolheightsmd.com/forms) or apply at the Town Hall. Rental License must be obtained before renting the property. Additional fees may apply.

## Business License

All business owners are required to obtain a Town business license. The cost is **\$375** for the first year and is based on the gross receipts thereafter. Applicants must have a Use & Occupancy Permit from Prince George's County or proof they have applied for one. You may download the business license application from the Town website at [www.capitolheightsmd.com/forms](http://www.capitolheightsmd.com/forms) or apply at the Town Hall. Additional documents, based on the type of business you operate, may be required.



## **Yard Maintenance Standards**

Yard maintenance pertains to any untended growth in excess of 12 inches in height. Please remember to remove any dead limbs and branches from your property and avoid the over growth of weeds.

### **Junk, Trash & Debris**

Junk, trash and debris are prohibited from being left in the yard and must be disposed of properly. This includes, but is not limited to, junk, auto parts, appliances, furniture, building materials, tires, trash such as discarded paper, cardboard, plastics, etc., and debris such as tree trimmings and fallen limbs. For Bulk Trash pickup on Wednesdays, call Bates Trucking at (301) 773-2069.

### **Open Storage**

Open storage is prohibited. Generally, any equipment, materials or furnishings that would ordinarily not be used outdoors may not be stored outdoors. For example, you may not keep indoor furniture, household appliances, auto parts or building materials outside.

### **Minimum Housing Standards**

All wood, siding, shingles, roof covering, railings, walls, ceilings, porches, doors, windows, screens and any other exterior parts of residential structures must be maintained in weather-tight, rodent proof, sound condition and in good repair. Interior walls, ceilings, floors, doors and hardware must be in sound condition and in good repair. Electrical, heating and plumbing fixtures shall be installed in accordance with codes and maintained in good and safe repair.

### **Derelict/Inoperable Vehicles**

Derelict/inoperable vehicles cannot be stored except in a fully enclosed, legally constructed building. A derelict/inoperable vehicle is one that does not display a current license tag and/or is not equipped with all parts required to legally and safely operate on public streets and/or cannot be driven under its own power.

### **Animals**

Unrestrained dogs and nuisance animals shall be taken by the police, animal control, officers, or humane officers and impounded in an animal shelter and there confined in a humane manner. No person owning, keeping, or having custody to an animal, except a seeing eye dog, in the Town of Capitol Heights, shall allow or permit excrement from such animal to remain in any public place, nor shall any person permit excrement from such animal to remain on private property without the consent of the owner or occupant thereof.



# Neighborhood Services

## **Town of Capitol Heights Snow Plowing**

During a snowstorm, crews concentrate on clearing the primary thorough-fares, highly-traveled intersections and “trouble spots” first. Roads such as Capitol Heights Blvd, Old Central Ave, Chambers and Davey are prioritized. Crews will then plow the roads leading in and out of the neighborhoods and then all cul-de-sacs and side streets..

## **Parking Restrictions During Winter Months**

Winter parking regulations help the Neighborhood Services staff effectively remove snow from the roads and streets by keeping the pavements free of parked cars. This extra room provides the space needed by the plow trucks to maneuver and push snow off the streets.

- Residents are encouraged to park in driveways and on the designated parking side of the street during snow emergencies. Regular on-street parking may resume when the snowfall has stopped and Town of Capitol Heights crews have completely removed the snow to the curb.
- *Residents and businesses should not plow driveway or parking lot snow onto roadways.*

## **Sidewalk and Fire Hydrant Snow Removal**

You are required to remove snow from your sidewalk within 48hours after the precipitation has stopped. Residents are urged to clear snow and ice from the sidewalks in front of their homes to allow neighbors and children en route to school to walk safely away from the street immediately. Residents with fire hydrants in front of their homes are also urged to clear snow and ice away from the hydrants so they are visible and easily accessible for emergency operations.

## **WEB Q&A NEW RESIDENT NOTIFICATION APP**

The Town of Capitol Heights has launched a new resident portal on its website. This communication tool will allow residents to easily contact Town staff with questions, comments, and code violations. Please download this free App from your App store. There are links for Apple and Google Play. Visit the citizen site at:

[HTTPS://MYCUSTHELP.COM/CAPITOLHEIGHTSMD/RS/SUPPORTHOME.ASPX](https://mycusthelp.com/capitolheightsmd/RS/supporthome.aspx)



# Water

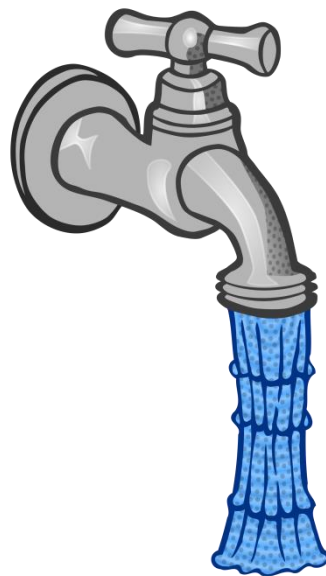
The Town of Capitol Heights' water comes from Anacostia River and Chesapeake Bay. The water treatment is conducted by the Washington Suburban Sanitation Commission (WSSC) and certified by the Environmental Protection Agency and the Army Corps of Engineers.

Residents are billed quarterly for water usage by WSSC.

For water emergencies, please contact (301) 206-4001.

## **Water use restrictions**

No person shall allow a continuous stream of water from the Town of Capitol Heights water supply to run off into any gutter, ditch, drain, street inlet, or onto adjacent property while using water for any purpose.







# Waste and Recycling

Refuse collection for the Town of Capitol Heights is provided by Bates Trucking. **Refuse is collected on Tuesday and Friday. Bulk trash is collected on Wednesday. Please contact Bates Trash Service prior to 2:00 pm on the Tuesday before pickup to schedule. (301) 773-2069.** Recycling is also collected on Wednesday. Trash may only be left out in a place easily acceptable for the trash collector after 6:00 PM on the day proceeding collection. It must be returned to the rear or side of your premises by 10:00 AM the day following collection. We thank you for your assistance in keeping the Town of Capitol Heights beautiful.

## Yard Waste Pick-Up

Yard waste is picked up on Wednesdays by Bates Trash Service. Yard waste must be in a paper receptacle or a trash receptacle which has been labeled yard waste. Yard waste in plastic bags (trash bags) will not be serviced and are subject to a county fine. To request a receptacle please visit the resident portal **FAQ** on the Town website at [www.capitolheightsmd.com](http://www.capitolheightsmd.com).

## Collection times during holidays

There is no collection on Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Independence Day or Labor Day. For removal of Christmas trees, call Bates Trucking at (301) 773-2069.

## Requesting a trash receptacle

Contact the Neighborhood Services Department at (301) 420-3000.

## Requesting a recycling bin

Recycling collection for the Town of Capitol Heights is provided by Prince George's County. To request a recycling container, dial 311 or (301) 883-4748. You can also submit a service request through County Click. You are encouraged to recycle your cans, glass bottles and jars, plastic containers and paper.



# Introducing the Town of Capitol Heights

## Ethics Commission



The Town of Capitol Heights Ethics Commission is an important public service. As a municipality, the Town of Capitol Heights is bound by the Maryland Public Ethics Law that requires all municipalities to have an Ethics Commission that is set up by Ordinance (a Town Law). The Town Council adopted Ordinance 2018-13 that has set up a standing Town Ethics Commission.

The Capitol Heights Ethics Commission is a three-member body. The body is responsible for issuing advisory opinions to the Town Mayor & Council about the acts of Town officials that have been provided to the Commission for review. This is an important part of the fair and ethical administration of town business.

### **Duties Include:**

The Ethics Commission is the advisory body responsible for interpreting per the Town Charter, the Ethics Article. In fulfilling this charge, the Commission will perform the following duties:

- Annual review of Financial Disclosure Forms completed by the Town elected officials and employees.
- To hear and decide with the advice of the Town Attorney, all complaints filed regarding alleged violations of the Ethics Ordinance by any person.
- Annual certification to the State of Maryland Ethics Commission noting the Town of Capitol Heights is in compliance with the requirements for elected officials in accordance with the Annotated Code of Maryland. The Town Administrator will ensure the certification is filed.
- Issue Advisory Opinions regarding application of the Ethics Ordinance.
- Address Ethics Complaints received from the public.
- Recommend legislative changes and improvements to the Ordinance.

DEPARTMENT	TITLE	EMAIL	NUMBER
ETHICS COMMISSION		<a href="mailto:ethics@capitolheightsmd.com">ethics@capitolheightsmd.com</a> (Joint Email) Corresponding Email to Contact Ethics Commission Members	
Redell V. Napper, Sr.   2 Year Term	Ethics Commission Chairman	<a href="mailto:rnapper@capitolheightsmd.com">rnapper@capitolheightsmd.com</a>	410-776-1392
Jean Johnson   1 Year Term	Ethics Commission Member	<a href="mailto:jjohnson@capitolheightsmd.com">jjohnson@capitolheightsmd.com</a>	410-776-1392
Lessie Hairston   3 Year Term	Ethics Commission Member	<a href="mailto:lhairston@capitolheightsmd.com">lhairston@capitolheightsmd.com</a>	410-776-1392
Mable Rahman El	Ethics Commission Alternate	<a href="mailto:mrahman@capitolheightsmd.com">mrahman@capitolheightsmd.com</a>	410-776-1392

Ethics Commission Members were elected by a vote of Council Members and sworn in on Monday, May 9<sup>th</sup>, 2022.