



Community Handbook 2013-2014



**Town of Chevy Chase
4301 Willow Lane
Chevy Chase, MD 20815**

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Town Council

Patricia Burda, Mayor

Kathy Strom, Vice Mayor

Al Lang, Secretary

David Lublin, Treasurer

John Bickerman, Community Liaison

Town Staff

Todd Hoffman, Town Manager

Eric Glidden, Management Assistant

Joel Happy, Town Clerk

Belinda Wilborn, Constituent Services Aide

Dave Walton, Permitting/Code Enforcement Manager

Tom Huntley, Maintenance Supervisor

Miguel Hernandez, Maintenance Assistant

[*www.townofchevychase.org*](http://www.townofchevychase.org)

Quick Phone References

Animal Control	240-773-5960
Bethesda Cares.....	301-907-9244
Bethesda-Chevy Chase Chamber of Commerce	301-652-4900
Bethesda-Chevy Chase High School	240-497-6300
Bethesda-Chevy Chase Rescue Squad.....	301-652-0077
Bethesda Fire Department.....	301-654-0655
Bethesda Help	301-294-4888
Bethesda Regional Library.....	240-777-0970
Bethesda Urban Partnership.....	301-215-6660
Chevy Chase Community Library	240-773-9590
Chevy Chase Elementary School.....	301-657-4994
Chevy Chase Fire Department	301-652-0707
Chevy Chase Post Office (CC Village).....	301-941-2972
Emergency	911
Lawton Community Center.....	240-777-6855
Maryland State Police	301-424-2101
Montgomery County Government	240-777-0311
Park Police	301-949-8010
PEPCO	877-737-2662
Police (Bethesda)	301-652-9200
Rosemary Hills Primary School.....	301-650-6400
Senior Connection.....	301-962-0820
Sheriff	240-777-7000
State Highway Administration.....	301-513-7300
Suburban Hospital.....	301-896-3100
Tax Assessments	240-777-0311
Town Office	301-654-7144
Trash Pickup (Special).....	301-490-8604
Verizon.....	800-837-4966
Washington Gas	703-750-1400
Westland Middle School.....	301-320-6515
WSSC.....	301-206-8000
YMCA of Bethesda-Chevy Chase	301-530-3725

Town Of Chevy Chase Community Handbook

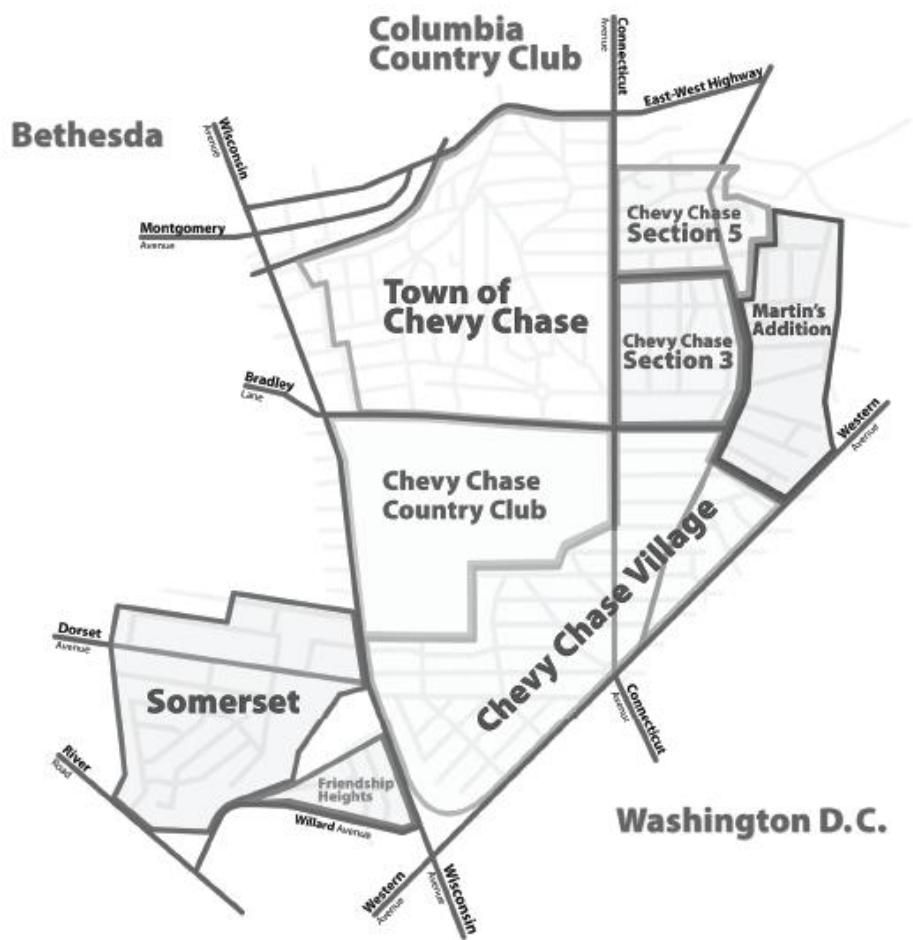
This handbook is intended to give residents a detailed guide of Town programs, services and regulations. For additional information on anything listed in this handbook, please call the Town Office at 301-654-7144 or visit www.townofchevyCHASE.org.

The Town keeps an up-to-date version of the Community Handbook online at www.townofchevyCHASE.org. Please let the Town Office know of additional items you would like to see included or any items for which you would like more comprehensive information.

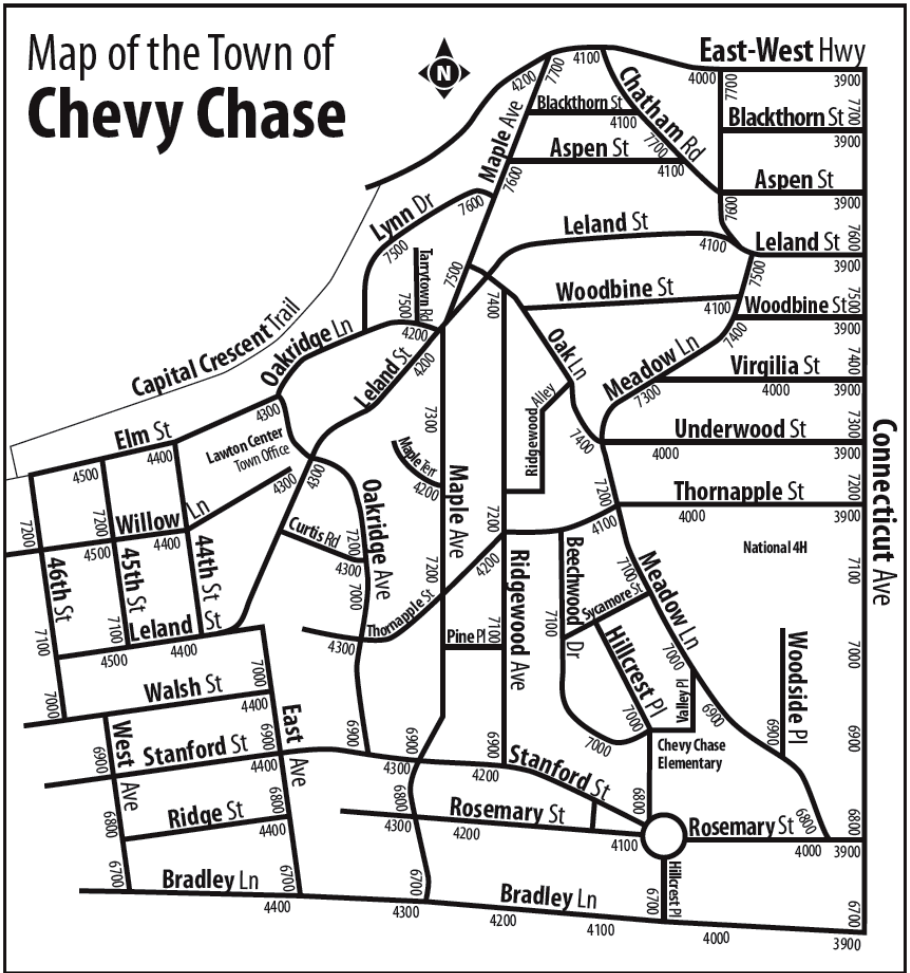
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2013-2014

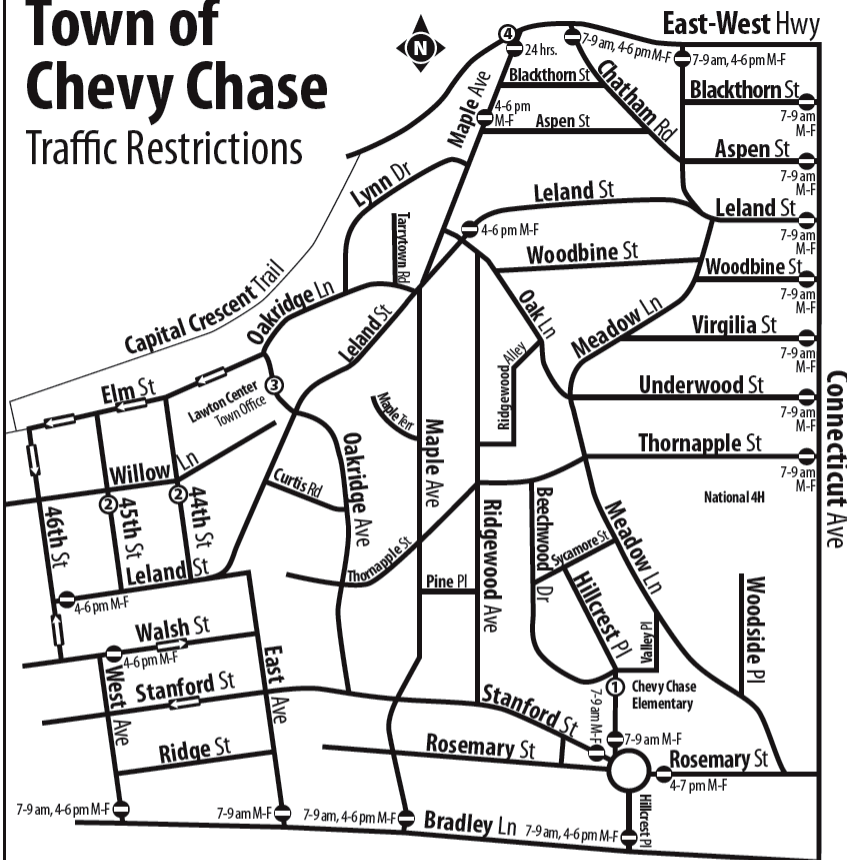


Map of the Town of Chevy Chase



Town of Chevy Chase

Traffic Restrictions



- ### Key
- One-Way Street
 - Do Not Enter during listed hours
 - 1** Do Not Enter southbound onto Hillcrest Place 8-9 am, 2:30-3:30 School days
 - 2** No Southbound Turns from Willow onto 44th or 45th Streets 4-6 pm M-F
 - 3** No Left Turns onto Oakridge Avenue 4-6 pm M-F
 - 4** No Left Turns onto East-West Highway at all times

A

A Wider Circle

The mission of A Wider Circle is to work to reverse the cycles of poverty and poor health by providing programs and services free of charge to needy families in the Washington, D.C. area. They accept monetary donations and collect usable items for families in need. The items may include dish sets, furniture, lamps, mattresses, bedding, household goods, dressers, tables and chairs. Computers are not accepted. For larger items of furniture in good condition such as mattresses, box springs, chests and tables, A Wider Circle asks that you call them to find out if they are needed: 301-608-3504 or contact@awidercircle.org.

Accessory Apartments

An accessory apartment is a completely independent living area with separate cooking, eating, sanitation and sleeping facilities that is either in or added to an existing single-family dwelling or in a separate accessory structure on the same lot as an existing dwelling. Most properties in the Town have title covenants that require the house to be used solely as a single family dwelling. Accessory apartments in the Town are licensed by Montgomery County. Town residents may call the Montgomery County Department of Housing and Community Affairs Licensing and Registration Unit at 240-777-0311 for additional information.

Accidents

Call 911 for rapid response to serious accidents. To file a police report for non-serious accidents, call the Montgomery County Police Department non-emergency line at 301-279-8000.

Agendas

Once finalized, agendas for Council meetings are posted on the Town website and sent out on Town Crier. An archive of past agendas is available on the Town website. Please contact the Town Office if you need assistance obtaining a specific meeting agenda.

Airports

The Town is located near three major airports. Dulles International Airport is located approximately 25 miles from the Town. Ronald Reagan National Airport is located approximately 10 miles from the Town. For additional information on Dulles or National Airport, visit

www.mwaa.com. Baltimore-Washington International Thurgood Marshall (BWI) Airport is located approximately 34 miles from the Town. For additional information on BWI airport, visit www.bwiairport.com.

Alarms

Montgomery County has adopted false alarm legislation due to concerns over police officer safety and to eliminate the misuse of police resources. Information is available at www.montgomerycountymd.gov or by calling 240-777-0311.

Ambulance

For emergency medical and ambulance service, call 911. *See also Fire and Rescue.*

American Red Cross

The Montgomery County Chapter of the American Red Cross is located at 2020 East West Highway in Silver Spring. Information is available on the American Red Cross website, www.redcrossnca.org, or by calling 703-584-8400.

Animal Control

Animal control in the Town is provided by the Montgomery County Department of Animal Control and Humane Treatment. For animal emergencies, call 240-773-5900. For animal control, the Humane Society, or an animal shelter, call 240-773-5960. For wildlife nuisance problems, call 877-463-6497

Animal Emergencies

See Animal Control

Animal Shelter

See Animal Control

Apartments

See Accessory Apartments

Arborist

Trees on both public and private property are very important to our Town. Because of a desire to maintain the tree canopy, the Town offers

each homeowner in Town one free biannual visit from the Town arborist to evaluate the health and condition of trees on private property.

The arborist will visit your property to examine trees for pest infestation and hazardous conditions, such as deadwood, rot or co-dominant branches. The arborist will then provide a report on the health and care specific to your trees. The Town schedules visits on a first-come, first-served basis. If you are interested in having the Town arborist visit your home, you must submit a sign-up sheet/liability waiver that is available either on the Town website or in the Town Office.

Architectural Review

The Town does not exercise architectural review. The Town prescribes development standards, such as building location and height, not architectural details. As long as a project meets Montgomery County and Town development standards, the Town will issue a building permit.

Assessments and Taxation

Property tax assessments and collection for the Town are handled by the Maryland State Department of Assessments and Taxation (SDAT). SDAT has an office in Montgomery County, which can be reached at 240-314-4510 (general information) or 240-777-0311 (tax bill questions). Each property is assessed every three years. Should you wish to discuss your assessment in more detail or have a question regarding the assessment appeals process, call SDAT at 1-888-246-5941 or visit www.dat.state.md.us.

Athletic Groups

The Montgomery County Department of Recreation runs a large number of sports leagues for children, teens and adults. For information, call 240-777-6961 or visit www.montgomerycountymd.gov/rec. In addition, there are a number of private leagues in the County that you may join, so ask your neighbors or search online for a specific league.

Audit

Town finances are audited annually, as required by State Law. The audit, when accepted by the Council, is posted on the Town website.

Automobiles

Commercial vehicles, trailers, campers, motor homes, buses or boats on trailers may not be parked on Town streets between 10 p.m. and 6 a.m.

These vehicles may not be stored in a front yard; however, they may be parked in a private driveway, as long as they are located behind the front of the house.

A disabled vehicle must be removed from the street within 24 hours or it will be towed. Car repairs may not be made on Town streets except for the purpose of moving a disabled vehicle.

For information on Town permit parking regulations, *see Parking*.

B

Baltimore-Washington International Thurgood Marshall Airport

See Airports

Bethesda-Chevy Chase Chamber of Commerce

The Greater Bethesda-Chevy Chase Chamber of Commerce includes more than 800 businesses located throughout the Bethesda-Chevy Chase area. The Chamber of Commerce can be reached at 301-652-4900 or www.bccchamber.org.

Bethesda-Chevy Chase High School

Bethesda-Chevy Chase High School is located at 4301 East-West Highway, near the intersection with Wisconsin Avenue, and serves the Town of Chevy Chase. For more information, visit their website, www.mcps.k12.md.us/schools/bcchs, or call 240-497-6300.

Bethesda-Chevy Chase Regional Services Center

The Bethesda-Chevy Chase Regional Services Center links Montgomery County services with 171,000 down-county residents. The Center is located at 4805 Edgemoor Lane in Bethesda. The Center can be reached at 240-777-8200 or bethesda.citizen@montgomerycountymd.gov.

Bethesda-Chevy Chase Rescue Squad

See Fire and Rescue

Bethesda Fire Board

The Bethesda Fire Department (BFD) was founded in 1926. In partnership with the Montgomery County Fire and Rescue Service, BFD provides fire suppression and emergency services across the Bethesda

Chevy Chase communities. BFD owns and operates three stations: Bradley and Wisconsin, Old Georgetown Road, and Democracy Blvd. The Bethesda Fire Board is made up of one representative from each of the 19 municipalities or citizen associations served by BFD and three representatives from the Greater Bethesda Chevy Chase Chamber of Commerce. Board members are nominated and elected annually. For more information, please call the Bethesda Fire Department at 301-652-5602.

Bethesda Fire Department

Call 911 for fire emergencies. For more information, *see Fire and Rescue*

Bethesda Library (Regional)

The Bethesda Library is located at 7400 Arlington Road. The library is open from 9 a.m. - 9 p.m., Monday through Thursday; 10 a.m. to 6 p.m. on Friday and Saturday; and 10 a.m. to 5 p.m. on Sunday. The library can be reached at 240-777-0970.

Bethesda Pool

See Pools

Bethesda Urban Partnership

Downtown Bethesda is managed by the Bethesda Urban Partnership, Inc. (BUP), a non-profit organization established by Montgomery County in 1994. BUP handles landscaping and maintenance as well as promoting downtown Bethesda through innovative marketing campaigns and large-scale events. BUP can be reached at 301-215-6660 or www.bethesda.org.

Bicycles

Although not required, Montgomery County offers bicycle registration online at www.montgomerycountymd.gov. For more information, you may contact the County at 240-777-0311.

Birth, Death and Marriage Certificates

The Division of Vital Records of the Maryland Department of Health and Mental Hygiene issues certified copies of birth, death and marriage certificates in Maryland. The division also provides divorce verifications as well as information on procedures to follow for registering an adoption, legitimation or adjudication of paternity. The Division of Vital

Records is open from 8:00 a.m. to 4:00 p.m., Monday through Friday, and the third Saturday of each month. For a recorded message about birth, death or marriage certificates, call 1-410-764-3038. Applications also may be made at www.vsa.state.md.us.

Block Party

The Town allows residents to close a section of a street to hold block parties throughout the year. Block party petitions are available on the Town website or in the Town office. When completed, residents should bring the signed petition to the Town Office. Prior to the party, the Town will notify emergency services that the road will be closed during the party, deliver two tables, and will place barriers at the ends of the street to block the road. The morning after the party, the Town will pick up the barriers. The Town offers a subsidy of up to \$150 to cover any unexpected expenses incurred by the party organizer. The organizer must submit receipts for reimbursement following the party. Receipts may not include expenses for alcohol. Please contact the Town Office if you have any questions or need additional information.

Boards

The Town has three boards that are appointed by the Mayor in consultation with the Council. The Election Board, the Tree Ordinance Board, and the Water Board are each cross-referenced individually in this handbook. Additionally, the Town appoints residents to serve on the Bethesda Police Board, the Chevy Chase Fire Board and the Bethesda Fire Board.

Budget

Each year, the Town Council proposes a budget and property tax rate at the April Council Meeting. Both the proposed budget and tax rate are subject to a public hearing at the Annual Meeting, held the first Tuesday in May. The Council then votes to adopt the budget and tax rate (with any changes that may be made as a result of public comments) for the next fiscal year at either the May or June regular Council meeting. The approved budget and tax rate are effective from July 1 to June 30 (the Town fiscal year). Town finances are audited yearly, as required by State Law (*see Audit*).

Building Permits

Comprehensive information on the Town's permitting process and zoning standards are available on the Town's website or in the Town Office.

C

Cable Television Providers

See Comcast Cable

See RCN Cable

See Verizon FIOS

For information on satellite television providers,

See Direct TV

See Dish Network

Cable Television Station (Municipal)

Montgomery Municipal Cable (MMC), Channel 16, is one of ten PEG (Public, Educational, and Government) channels that serve Montgomery County residents. The Town of Chevy Chase is a sponsoring municipality. For additional information and a programming schedule, visit www.mmctv.sailorsite.net/index.html.

Calendar of Events

A calendar is available on the Town website to keep you up to date on Town events. A listing of special events sponsored by the Town can be found on page 66 of the Community Handbook.

Capital Crescent Trail

The Capital Crescent Trail is a hiker-biker trail that runs along the north side of the Town. It is accessible to Town residents either at Elm Street Park or from a public path adjacent to 7600 Lynn Drive. The trail is paved from Georgetown to Bethesda and is gravel from Bethesda to Rosemary Hills, in west Silver Spring. Four bridges and two tunnels offer trail users gentle gradients and grade-separated roadway crossings.

CCRA

See Chevy Chase Recreation Association

Census Data

See Statistical Profile on page 71.

Chamber of Commerce

See Bethesda-Chevy Chase Chamber of Commerce

Charter

The Town Charter details the incorporation of the Town as a municipality and sets out the powers and organization of the Town government. The charter is available on the Town website or in the Town Office.

Chevy Chase at Home

Chevy Chase at Home is a group run and organized by residents of the Chevy Chase community, developed to help those elderly residents in the greater Chevy Chase community who want to remain in their homes. The aging in place movement is a way for older residents to work together to remain in the neighborhood rather than moving to assisted living communities. Chevy Chase At Home is a non-profit organization incorporated in Maryland on May 1, 2009. Chevy Chase At Home seeks to provide members with access to a broad network of services. There is a membership fee for assistance provided by volunteers, and commercial and professional services will be performed on a fee-for-service basis. For more information, visit www.chevychaseathome.org or email info@chevychaseathome.org.

Chevy Chase Branch Library

The Chevy Chase Branch Library is located at 8005 Connecticut Avenue, just north of the Town. The library is open from 1 p.m. to 8 p.m. on Monday and Wednesday; 10 a.m. to 6 p.m. on Tuesday, Thursday, Friday and Saturday. The library is closed on Sundays. The library can be reached at 240-773-9590.

Chevy Chase Elementary School

Chevy Chase Elementary School (CCES) is located at 4015 Rosemary Street within the borders of the Town. CCES serves students in grades 3 through 6. For additional information, visit www.mcps.k12.md.us/schools/chevychasees or call 301-657-4994.

Chevy Chase Fire Board

The Chevy Chase Fire Board, in coordination with the Montgomery County Fire and Rescue Services, directs the Chevy Chase Fire Department (CCFD) to ensure that the local area receives the best possible fire and rescue service. There are ten citizen groups/associations/towns in the response area served by CCFD. The board is comprised of three board members from each of the 10 jurisdictions, who are appointed to serve three year terms. For more information, the Chevy Chase Fire Department can be reached at (301) 652-0707.

Chevy Chase Fire Department

Call 911 for fire emergencies. *See also Fire and Rescue*

Chevy Chase Historical Society

The Chevy Chase Historical Society collects, records, interprets and shares materials relating to the history of Chevy Chase, Maryland. The organization provides resources for historical research and sponsors a variety of programs and activities to foster knowledge and appreciation of the community's history. For additional information, visit www.chevychasehistory.org or call 301-656-6141.

Chevy Chase Past and Present (History Book)

Chevy Chase Past and Present is a history book published in 1990 by the Town History Committee. The book is out of print and the Town no longer has copies available, but it can be found on the Town website.

Chevy Chase Recreation Association

The Chevy Chase Recreation Association (CCRA) is a non-profit community swim and tennis club located at 8922 Spring Valley Road, Chevy Chase, Maryland (near Connecticut Avenue and the Beltway). For additional information, visit www.chevychaserec.org or call 301-656-CCRA (2272).

Chevy Chase Section 3

Section 3 of the Village of Chevy Chase is located east of Connecticut Avenue and can be reached at 301-656-9117. An area map of the Chevy Chase region can be found on page 4 of the Community Handbook.

Chevy Chase Section 5

Section 5 of the Village of Chevy Chase is located just east of Connecticut Avenue and can be reached at 301-986-5481. An area map of the Chevy Chase region can be found on page 4 of the Community Handbook.

Chevy Chase: A Streetcar to Home (History DVD)

“Chevy Chase: A Streetcar to Home” is a DVD about the history and architecture of Chevy Chase published in 2006 by the Chevy Chase Historical Society. Copies are available from the Historical Society. Visit their website for more information: www.chevychasehistory.org.

Chevy Chase Village

Chevy Chase Village is located south of the Town of Chevy Chase and can be reached at 301-654-7300. An area map of the Chevy Chase region can be found on page 4 of the Community Handbook.

Christmas Tree Disposal

The Town collects Christmas trees placed at the curb until January 15 each year. All ornaments, tinsel or other decorations must be removed from the trees.

Circuit Court

The Montgomery County Circuit Court is located at 50 Maryland Avenue, Rockville, MD 20850. The Court is open Monday through Friday from 8:30 a.m. to 4:30 p.m. and can be reached at 240-777-9415.

Climate & Environment Committee

The mission of the Climate and Environment Committee is to inspire and facilitate energy conservation and environmental stewardship by the Town and its residents through education, government policies, and incentives. Additional information about the Climate & Environment Committee can be found on the Town website.

Code of Ordinances

The Town Code is comprised of all the laws passed by the Town Council. The Code is available on the Town website, or copies of individual sections can be obtained from the Town Office.

Colleges

There are a number of colleges and universities located in the Washington D.C. Metro area. Names and phone numbers of local colleges are listed below:

- American University 202-885-1000
- Catholic University 202-319-5000
- Columbia Union College (Takoma Park) 301-891-4000
- Georgetown University 202-687-0100
- George Washington University 202-994-1000
- Gallaudet University 202-651-5000
- Johns Hopkins University (Mont. Co. Center) 301-294-7000
- Maryland College of Art & Design 240-567-4454
- Montgomery College (Germantown) 240-567-7823
- Montgomery College (Rockville) 240-567-5000
- Montgomery College (Takoma Park) 240-567-1501
- Uniformed Services Univ. of Health Sciences 800-772-1743
- University of Maryland (College Park) 301-405-1000
- Univ. of Maryland Education Ctr., Shady Grove 301-738-6000
- University of Maryland University College 301-985-7000

Comcast Cable

Comcast is one of the cable TV, phone, and internet providers in the Town. It can be reached at 1-800-COMCAST or www.comcast.com.

Committees

The Town has five standing Committees comprised of residents appointed by the Mayor: Community Relations, Climate & Environment, Land Use, Long-Range Planning, and Public Services. Each committee is individually referenced in this handbook.

Community Calendar

A calendar is available on the Town website to keep you up to date on Town events and appears in the Forecast each month.

Community Center

See Jane E. Lawton Community Center

Community Relations Committee

The mission of the Community Relations Committee is to give town residents the information they need to be active participants in the Town’s governance, to create a deep sense of community and neighborliness among the Town’s residents by organizing activities and events aimed at residents of all ages and interests, and to reach out to residents to ensure that their government and services are responsive to their needs and concerns. A listing of committee members is on the Town website.

Complaints/Compliments

If you would like to register a formal complaint or compliment with the Town Office, complete and submit a complaint/compliment form, available on the Town website or in the Town Office. The purpose of the form is to provide a system for tracking issues of interest to residents so that the Town Council, Town staff and Town committees can be more responsive to broader resident issues and make informed and continual improvements to Town programs and services.

Composting

Composting is a simple, natural, and nearly effortless method for “recycling” yard trimmings, such as leaves and grass, into a wonderful soil conditioner for lawns and gardens. It is also an excellent way to improve poor soils while protecting the environment from synthetic fertilizers and chemicals. Comprehensive information on composting is available on the Montgomery County Department of Environmental Protection website www.montgomerycountymd.gov/dep.

Composting Bins

Montgomery County provides free bins for composting. The bins help manage compost piles on private property. Please visit the Montgomery County website www.montgomerycountymd.gov/dep for more information.

Consulting Arborist Program

See Arborist

Consumer Affairs/Consumer Protection

The Montgomery County Government offers Town residents consumer affairs/consumer protection services through the Office of Consumer Protection. Residents can file consumer complaints and merchant

complaints. For additional information, contact the Office of Consumer Protection at 240-777-3636 or visit www.montgomerycountymd.gov.

Container Permit

See Dumpster Permit

Council

The Town Council is responsible for making all of the legislative decisions that affect the Town. Councilmembers are elected each May and serve for two year terms, with two seats being filled in odd years and three in even years. The Council serves in an unpaid capacity. Each Councilmember donates many hours each year helping to ensure that the Town runs as smoothly and efficiently as possible. They hold public meetings once a month to discuss Town business and policy. Agendas and minutes from those meetings are available online and in the Town office. Each Councilmember serves as a liaison to at least one Town committee and has many other public service interests. A list of Councilmembers is on page 67 of the Community Handbook.

Council Meeting Agendas

See Agendas

Council Meeting Minutes

See Minutes

Council Meetings

The Town Council holds public meetings once a month to discuss Town business and policy. These meetings are normally scheduled on the second Wednesday of the month at 7:00 p.m. in the Town Hall. Agendas and minutes from those meetings are available on the Town website and in the Town Office.

County Government

The Montgomery County Government's general information line is 240-777-0311. Information on Montgomery County programs and services can be found at www.montgomerycountymd.gov.

Courts

See Circuit Court

See District Court

See Small Claims Court

D

Death Certificates

See Birth, Death, and Marriage Certificates

Deeds

Deeds, deeds of trust, leases, assignments, powers of attorney, etc. are recorded in the Recording Department of the Clerk's Office in Montgomery County Circuit Court. The Recording Department may be reached at 240-777-9470. Information also may be obtained at www.montgomerycountymd.gov.

Demographic Information

See Statistical Profile located on page 72.

Direct TV

Direct TV is a satellite TV provider that may be available to Town residents. For information, visit www.directpackages.com or call 1-888-777-2454.

Directory

A new Town Resident Directory is compiled every two years with the goal of providing an easy-to-use reference for residents. Each of the residents listed in the directory authorizes their inclusion. The Town does not sell, or otherwise publish, the names, addresses, or any other information listed. Please use this directory for your personal use only. Contact the Town Office if you would like a copy of the current Town Resident Directory.

Dish Network

Dish Network is a satellite TV provider that may be available to Town residents. For information, visit www.dishnetwork.com or call 1-888-825-2557

Dog Licenses

See Animal Control

Dogi-Pots

The Town provides Dogi-Pots for the disposal of animal waste around the Town. Please clean up after your pets.

Dulles International Airport

See Airports

Dump

The Montgomery County Dump (Shady Grove Solid Waste Transfer Station) is located at 16101 Frederick Road (Rt. 355), Derwood, Maryland, 20855 and can be reached at 240-777-6560. Resident drop-off hours are Monday - Friday: 7:00 a.m. - 8:00 p.m.; Saturday: 7:00 a.m. - 5:00 p.m.; Sunday: 9:00 a.m. - 5:00 p.m. For additional information, visit www.montgomerycountymd.gov/solidwaste. For information on hazardous waste disposal, *see Hazardous Waste*.

Dumpster

The Town requires a permit for dumpsters and other temporary containers. The application form is available online and in the Town Office. The submittal requirements include a \$50 application fee and a \$500 refundable performance bond. Permits are valid for up to one year. Dumpsters may not be stored overnight on Town property, including the street or right-of-way adjacent to a home.

E

E-Document Center

The Town offers an E-Document Center on its website that contains forms, applications and sign-up sheets frequently used by Town residents.

Elected Officials

A list of elected officials serving the Town begins on page 67 of the Community Handbook.

Elections

Town elections are governed by the provisions in Chapter 8 of the Town of Chevy Chase Municipal Code, which state: An election shall be held on the first Tuesday in May of each year to elect members of the Town Council. Three (3) members shall be elected in even-numbered years and two (2) members in the odd-numbered years. Residents must be registered to vote in Montgomery County, MD in order to vote in Town elections. The Mayor, in consultation with the Town Council, appoints

an election board consisting of three members to three year staggered terms. The election board is responsible for supervising and managing the election.

For more information about Town elections, please refer to the Town Code (available on the Town website) or contact the Town Office.

Election Board

The duties of the Election Board are to provide for the conduct of all elections, special or general, including, but not limited to, making provisions for nominations, the printing of ballots, the appointing of judges, the supervision of the polls, and the maintenance of an up-to-date list of qualified town voters.

The Election Board works with, and under the guidance of, the Town Council. Following an election, the Election Board submits to the Town Council its written report including the voting results and its recommendations for conducting future elections.

Elm Street Park

This 2.1 acre park borders the Town at the corners of 46th Street and Elm Street and 46th Street and Willow Lane. The park has multiple seating areas including benches, tables, and a covered pavilion. It is maintained by Maryland-National Capital Park and Planning Commission (M-NCPPC). Residents should contact Montgomery County Department of Parks in order to reserve the park for any parties or organized activities. Phone: (301) 495-2595 or www.montgomeryparks.org.

Emergency Animal Rescue

See Animal Control

Emergency Preparedness

Emergency preparedness in the Town is managed by a combination of Federal (FEMA), State, and Montgomery County agencies, depending on the nature of the emergency. The Town relies on Montgomery County to provide police, fire, and rescue services. The Town does not provide emergency services.

Emergency planning experts suggest having enough food, water and other essentials to last you and your family for three to five days.

Emissions Inspection

The State of Maryland requires vehicle emissions inspections every two years. Information can be found at www.marylandmva.com. There are two emission testing centers in Montgomery County.

- Montgomery County, East
2121 Industrial Parkway
White Oak, MD 20904
(Off US 29 - 3/4 mile North of New Hampshire Avenue)
- Montgomery County, Central
15910 Chieftain Avenue
Derwood, MD 20855
(Off Redland Road - 1/2 mile East of Frederick Road, MD 355)

The hours of operation for the above stations are:

M, TH, F:	8:30 a.m. - 5:00 p.m.
T, W:	7:00 a.m. - 7:00 p.m.
SAT:	7:00 a.m. - 1:00 p.m.

Environmental Protection

The Montgomery County Department of Environmental Protection offers the following programs: Air Quality; Biological Monitoring; Clean Energy Rewards; Climate Change; Composting; Countywide Stream Protection Strategy; Energy Enforcement; Environmental Assessment; Environmental Partners; Grasscycling; Groundwater; Invasive Plants; Lawns & Landscaping; Light Pollution; Noise Control; Rainscapes; Streams & Watersheds; Trees & Forests; Wastewater; Watershed Restoration; Water Supply. For additional information, visit www.montgomerycountymd.gov, or call 240-777-0311.

Estate Administration

See Wills and Estate Administration

Events

See Town Event listing on page 66 of the Community Handbook.

F

Farm Woman's Market

The Montgomery Farm Woman's Cooperative Market is located at 7155 Wisconsin Avenue, just outside of the Town. The market building is open year round every Wednesday, Friday and Saturday from 7:00 a.m. to 4:00 p.m. There is an outdoor flea market every Wednesday, Friday, Saturday and Sunday. The market can be reached at 301-652-2291.

Federal Government

Information on the Federal Government can be found online at www.usa.gov.

Fence Permits

For comprehensive information on permitting in the Town, visit www.townofchevy Chase.org, or call the office at 301-654-7144.

FIOS

Verizon's fiber-optic service is available to some Town residents and is expanding throughout the Town. Residents can check to see if FIOS is available for their residence by visiting Verizon's website: <http://www22.verizon.com/Residential/Fiosinternet/>.

Fire and Rescue

Emergency fire and ambulance services are provided by the Montgomery County Fire and Rescue Service. Call 911 for emergencies only. Information on the Bethesda-Chevy Chase Rescue Squad can be found at www.bccrs.org, or you can contact their non-emergency number at 301-652-0077. Station 6 of the Bethesda Fire Department is located at 6600 Wisconsin Avenue and can be reached in a non-emergency at 240-773-4706. Station 7 of the Chevy Chase Fire Department is located at 8001 Connecticut Avenue and can be reached in a non-emergency at 301-652-0707. Information on Fire and Rescue Services is available on Montgomery County's website, www.montgomerycountymd.gov.

Flood Insurance

The Town has joined the National Flood Insurance Program (NFIP), sponsored by FEMA, by adopting and enforcing floodplain management ordinances to reduce future flood damage. In exchange, the NFIP makes

federally-backed flood insurance available to homeowners and renters in the Town.

Contact your insurance provider to see if they are NFIP participants. Additional information can be found online at www.floodsmart.gov.

Flu Shot Clinic

Each year in October or November, the Town offers a flu shot clinic for Town residents. Information is printed in the October or November issue of the Forecast and is available online. This event requires a reservation to ensure that the nurses bring an adequate supply of the vaccine.

Forecast Newsletter

The Town publishes a monthly newsletter, called the Forecast, which is mailed to each home. Current and past issues are available online.

Fourth of July

Each year the Town celebrates Independence Day by hosting a picnic and parade on July 4. Information is available in the June Forecast.

Freedom of Information Act

Because the Town is a public entity, its records are subject to the Freedom of Information Act. If you would like to make a formal request for any public information, a request form is available online or in the Town Office.

G

Gas

See Washington Gas

General Assembly

See Maryland General Assembly

Global Warming

See Climate Protection Committee

Grass Clippings

See Yard Trash Recycling

Green Bins

See Recycling Bins

Group Houses

The Montgomery County Zoning Ordinance restricts the number of persons who may reside in a residential dwelling. Every dwelling unit must contain at least 150 square feet for the first occupant and 100 square feet for every additional occupant; and bedrooms require at least 70 square feet for one occupant and at least an additional 50 square feet of usable area for more than one occupant. For additional information or to report suspected zoning violations, contact the Montgomery County Department of Permitting Services at 240-777-0311.

H

Hawkers

See Solicitor, Hawker, Peddler Regulations

Hazardous Waste Collection

The Town does not offer hazardous waste collection as part of its waste collection and disposal program. Montgomery County offers staffed hazardous waste collection at the transfer station (*see Dump*) from 7 a.m. to 8 p.m. Monday through Friday; 7 a.m. to 5 p.m. Saturday; and 9 a.m. to 5 p.m. on Sunday. Additionally, Montgomery County offers satellite pickups during the year. Information on satellite pickups may be found at www.montgomerycountymd.gov or by calling the Town Office.

Hazardous waste includes:

- Insecticides, Herbicides, Pesticides
- Fertilizers with herbicides
- Paint thinners and solvents
- Swimming pool chemicals
- Used motor oil, most other oils, hydraulic fluids, kerosene (5 gallon limit)
- Brake fluid and antifreeze (5 gallon limit)
- Car batteries
- Oil-based paints (Latex paints are not hazardous waste)

- Batteries containing nickel, cadmium, mercury, silver-oxide, lead or lithium. Alkaline batteries may be put in with regular trash.
- Fluorescent light tubes and bulbs (up to 12 bulbs)

For additional information, visit www.montgomerycountymd.gov or call the Division of Solid Waste Services at 240-777-0311.

Health and Human Services

The Montgomery County Department of Health and Human Services has primary responsibility for the delivery of public health and human services that address the basic and critical needs of the most vulnerable children, adults and seniors in Montgomery County. The Department provides more than 60 programs and services to residents. For information, visit www.montgomerycountymd.gov or call 240-777-0311.

Health Department

See Health and Human Services

Historic Houses

Seventeen structures in the Town of Chevy Chase have been designated on the Montgomery County Master Plan for Historic Preservation. For a list, call the Town Office or visit the Town website.

History

In the 1890s, the Chevy Chase Land Company was formed and set the stage for the development of Chevy Chase in the 20th and 21st centuries. The company was founded by two men, Francis G. Newlands and William M. Stewart, who had made their fortunes in the gold and silver mines of the west. After purchasing thousands of acres of land in the area just north of Washington D.C., the company began a massive development project that included extending Connecticut Avenue north into Maryland, building a \$1.5 million electric railway, installing a water and sewer system, and building roads and other infrastructure.

Newland's key early purchase was Chevy Chase, a 305-acre plot of land straddling the line between Maryland and the District of Columbia. The name, which he subsequently adopted for the entire new subdivision, can be traced to the larger tract of land called "Cheivy Chace" that was patented to Colonel Joseph Belt from Lord Baltimore on July 10, 1725. It has historic associations to a 1388 battle between Lord Percy of England and Earl Douglas of Scotland. At issue in this "chevauchee" (a Scottish

word describing a border raid) were hunting grounds or a "chace" in the Cheviot Hills of Northumberland and Otterburn.

Section IV was incorporated as a municipality in 1918. The Enabling Acts of Section IV (later renamed the Town) gave the Town the legal authority to govern to preserve and protect the general plan of development first envisioned and specified by the Chevy Chase Land Company. The members of the first government levied taxes to provide services to the residents. The decade of the 1920s saw booming growth in Chevy Chase. As the lots were improved and the population increased, additional infrastructure was needed. The 1930s ushered in a decade of improvements, which included sidewalk and street repair, macadam application to streets, installation of storm sewer catch basins, and implementation of a tree-planting program in the public spaces.

Many Town governmental and service functions have remained the same since this time. The Town is responsible for sidewalk and street repair, retains a tree planting program, and is responsible for trash collection and numerous other services. The Town has, however, grown in the interim by annexing other sections of the Chevy Chase development. After the annexation of Sections 8, 8A and 8B in 1976, all of the sections were renamed Town of Chevy Chase. In the general election of 1983, the new name was officially approved.

Holidays

The Town Office is closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Friday before Easter, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

Home Businesses

A home-based business is allowed to operate in Montgomery County if the business is conducted entirely within the house and it does not change the residential character of the neighborhood by creating noise, odors, or vibrations at the property line. The County classifies home-based businesses into three categories, and, depending on which category the business falls into, it may be required to register or seek a special exception with the Montgomery County Board of Appeals.

These regulations do not cover day care facilities, private educational institutions, boarding houses or tourist homes. All of these require

special exceptions under a separate category. For a complete copy of the rules and regulations, contact the Montgomery County Department of Permitting Services at 240-777-0311.

Hospitals

There are a number of hospitals located in the metropolitan area. Names and phone numbers of local hospitals are listed below.

- Children’s Hospital, 111 Michigan Avenue NW, Washington, DC, 20010; 202-476-5000
- George Washington University Hospital, 900 23rd St NW, Washington, DC, 20037; 202-715-4000
- Georgetown University Hospital, 3800 Reservoir Road NW, Washington, DC, 20007; 202-444-2000
- Holy Cross Hospital 1500 Forest Glen Road, Silver Spring, MD, 20910; 301-754-7000
- Montgomery General Hospital 18101 Prince Philip Drive, Olney, MD, 20831; 301-774-8882
- Shady Grove Adventist, 9901 Medical Center Drive, Rockville, MD, 20850; 301-279-6000
- Sibley Hospital, 5255 Loughboro Road NW, Washington, DC, 20016; 202-537-4000
- Suburban Hospital, 8600 Old Georgetown Road, Bethesda, MD, 20814; 301-896-3100
- Washington Adventist Hospital in Takoma Park, 7600 Carroll Avenue, Takoma Park, MD, 20912; 301-891-7600
- Washington Hospital Center, 110 Irving Street NW, Washington, DC, 20010; 202-877-7000

Household Trash Collection

See Trash Collection

Humane Society

See Animal Control

I

Income Tax Information

One of the major sources of revenue that the Town receives each year is a portion of income taxes that each resident pays to the State of Maryland. Remember to write “Town of Chevy Chase” in the box marked “City, town or taxing area” on the Maryland income tax form. If you are filling out the tax form online, type “Town Of ChCh” in the box marked “City, town or taxing area.” This will insure that a portion of your tax dollars will be distributed to the Town. Do not assume that people at the state level understand the different municipalities that share the 20815 zip code.

Independence Day Celebration

See Fourth of July

Inoperable Motor Vehicles

See Automobiles

InterFaith Works

The organization was established in 1972, then named Community Ministry of Montgomery County, to create a mechanism through which congregations could address the growing social needs in the County. The non-profit has grown by launching new programs in response to identified needs in the community, and by taking on the management of smaller non-profits in search of a partnership. The organization has been successful in launching and nurturing many programs that continue to serve the community such as: Habitat for Humanity, Montgomery County Chapter; Manna Food Center and MUSST- Ministries United, Silver Spring Takoma Park. To find out how to contribute, InterFaith Works can be reached at (301) 762-8682 or online www.communityministrymc.org.

Internal Revenue Service

The Internal Revenue Service is the federal agency responsible for federal tax collection. If you need to resolve a tax problem or have questions about how the tax law applies to your individual tax return, visit your local Taxpayer Assistance Center, located at 11510 Georgia

Avenue in Wheaton (202-283-8097). No appointment is necessary - just walk in Monday through Friday from 8:30 a.m. to 4:30 p.m. For additional information, visit www.irs.gov or call 1-800-829-1040.

J

Jane E. Lawton Community Center

The Jane E. Lawton Community Center is a Montgomery County Recreation Department Community Center located at 4301 Willow Lane. In June 2009, the center was renamed in honor of Jane Lawton, a former Maryland State Delegate, Town Mayor, and longtime Town activist. The Lawton Center property is owned by the Maryland National Capital Park and Planning Commission (the Town has no authority to regulate it). The Community Center offers a variety of programs and services including a gymnasium, social hall and workout room. You may contact the Lawton Center directly at 240-777-6855.

Jury Duty

If you have a question concerning jury service or have lost your summons, you may call 240-777-9090 for further assistance and information. Montgomery County has a liberal deferment policy in order to accommodate your scheduling problems. If you wish to request a postponement, call 240-777-9090.

Information regarding jury service for your particular date will be posted by recording at 4:00 p.m. on the workday preceding your service date (301-309-9351). In case of inclement weather, listen to your local news station for information regarding the Montgomery County Circuit Court. You may call the recorded message again just before you leave your home to see if there has been a change in your jury service.

L

Land Records

The Land Records Department (at the Clerk's Office in Montgomery County Circuit Court) handles all matters relating to real estate transactions. For information on obtaining a plat, call 240-777-9477.

Land Use Committee

The mission of the Land Use Committee is to consider and recommend solutions to issues and concerns relating to land use and construction in the Town of Chevy Chase that may be identified by the Town Council, Town residents, or the Committee itself, to advise the Council on the use of existing Town authority to control development and redevelopment, and to identify laws, policies, and practices related to development that the Town may wish to use. Recommendations are made in view of the Town's Strategic Plan and the public health, safety and general welfare of Town residents.

The Committee will, among other things: (1) advise the Council on land use issues as they arise, 2) monitor enactment of new state and county regulations pertaining to land use that impact the Town, 3) monitor effectiveness of existing Town land use ordinances and regulations and suggest modifications, 4) provide information to Town residents and developers about the Town's land use goals, regulations, policies, and practices. A list of committee members is on the Town website.

Landlord/Tenant Problems

Montgomery County offers assistance for landlords and tenants through the Department of Housing and Community Affairs Office of Landlord-Tenant Affairs. You can contact them at 240-777-0311 or www.montgomerycountymd.gov.

Lawton Community Center

See Jane E. Lawton Community Center

Leaf Collection

Leaves are collected from mid-October to mid-December each year. Vacuum trucks pick up continuously, street by street. A map detailing the schedule of the pickup is provided on the Town's website. The goal is to collect leaves on each street once per week. All leaves should be raked to the edge of the curb. Do not rake your leaves into the street, and ask your landscape workers to do the same. Please make sure that your leaves are not contaminated by cans, sticks, bottles or rocks. Prior to or following leaf collection, leaves should be placed in paper bags or in reusable containers for yard trash recycling.

Leash Laws

Animals are not allowed to be “at large.” Any dog is at large if it is outside the owner's premises and not leashed, unless it is a service dog or is in a dog exercise area designated by the Maryland National Capital Park and Planning Commission.

Any other animal (i.e. cat or livestock animal) is at large if it is outside the owner’s premises and not leashed or immediately responsive to verbal or non-verbal direction. Penalty for violation: \$100 for first offense, \$500 for each subsequent violation. For additional information, please contact Montgomery County Animal Control at 240-773-0311.

Libraries

Information on Montgomery County Public Libraries may be found online at www.montgomerycountymd.gov. The County offers an Ask-a-Librarian Phone Reference/Language Line Interpretation Service at 240-777-0001. *See also Bethesda Library and Chevy Chase Branch Library.*

Listserv

See Town Crier

Long-Range Planning Committee

The Long-Range Planning Committee identifies, monitors and analyzes emerging trends and local, county and state activities that could affect the Town's quality of life and recommends appropriate Council actions. It also monitors implementation of the Town's Strategic Plan. A list of committee members is on the Town website.

M

Map

A map of the Town is located on page 5 of the Community Handbook and on the Town website.

Markets

See Farm Women’s Market

Marriage Certificates

The Division of Vital Records of the Maryland Department of Health and Mental Hygiene issues certified copies of birth, death, fetal death and marriage certificates for events that occur in Maryland. The division provides information on procedures to follow for registering an adoption, legitimation or an adjudication of paternity. The Division of Vital Records is open from 8:00 a.m. to 4:00 p.m., Monday through Friday, and the third Saturday of each month.

For a recorded message about birth, death, or marriage certificates, call 1-800-832-3277. To apply by mail, write to: The Division of Vital Records, 6550 Reisterstown Road, Baltimore, MD 21215. Application can also be made at www.montgomerycountymd.gov.

Marriage License

If you are planning to be married in Montgomery County, Maryland, you must purchase a marriage license from the Clerk of the Circuit Court for Montgomery County at least 48 hours prior to the marriage ceremony. The fee for the license is \$55.00. For more information, call 240-777-9460.

Martin's Additions

The Village of Martin's Additions is a small municipality located east of Connecticut Avenue. The Village can be reached at 301-656-4112. An area map of the Chevy Chase region can be found on page 4 of the Community Handbook.

Maryland General Assembly

The Maryland General Assembly meets in Annapolis each year for 90 days to act on more than 2300 bills including the State's annual budget. Currently, the General Assembly has 47 Senators and 141 Delegates elected from 47 districts. For additional information, visit the General Assembly website, www.mlis.state.md.us, or call the Department of Legislative Services, Library and Information Services at 301-970-5400.

Maryland National Capital Park and Planning Commission

The Commission was created by the Maryland General Assembly in 1927 to develop and operate public park systems and provide land use planning for the physical development of the great majority of Montgomery and Prince George's counties, and to operate the public

recreation program in Prince George's County. State-of-the-art facilities and award-winning programs have resulted.

The Montgomery County branch of Park and Planning includes the Montgomery County Planning Board, the Planning Department, the Parks Department, and the Park Police. For additional information, visit www.mc-mncppc.org (and www.montgomeryparks.org/police/) or contact the Planning Board at Director of Planning at 301-495-4605 or Montgomery Parks at 301-495-2595.

Maryland State Police

The Maryland State Police can be reached online at www.mdsp.org. The Town is most closely served by the Rockville Barrack, located at 7915 Montrose Road. The Rockville Barrack can be reached at 301-424-2101.

Maryland Tax Return 502

One of the major sources of revenue that the Town receives each year is a portion of income taxes that each resident pays to the State of Maryland. Remember to write "Town of Chevy Chase" in the box marked "City, town or taxing area" on the Maryland tax form. If you are filling out the tax form online, type "Town Of ChCh" in the box marked "City, town or taxing area." This will insure that a portion of your tax dollars will be distributed to the Town. Do not assume that people at the state level understand the different municipalities which share the 20815 zip code.

Minutes of Town Council Meeting

Minutes that record formal actions taken at Council meetings are prepared by the Secretary. The Town Council reviews and approves the minutes at subsequent meetings. Once approved, the minutes are posted online or are available in the Town Office.

Miss Utility

The Maryland Underground Damage Prevention Act requires the marking of utilities before beginning any excavation. Residents may contact Miss Utility online at www.missutility.net or by phone at 1-800-257-7777.

Miss Utility uses the following colors to mark utilities:

- White - Proposed excavation
- Pink - Temporary Survey
- Red - Electric Power Lines, Cables and Conduit
- Yellow - Gas or Oil
- Orange - Communication, Alarm or Signal Lines
- Blue - Water
- Green - Sewers and Drain Lines

M-NCPPC

See Maryland-National Capital Park and Planning Commission

Montgomery County

Information on Montgomery County can be found online at www.montgomerycountymd.gov or by calling 240-777-0311.

Montgomery County Board of Elections

See Voter Registration

Montgomery County Courts

See Circuit Court

See District Court

See Small Claims Court

Montgomery County Fire and Rescue

See Fire and Rescue

Montgomery County Police Department

The Montgomery County Department of Police is committed to providing the highest quality of police services to the people who live and work in and visit the County. They constantly evaluate and improve their efforts to enhance public safety with the goal of improving the quality of life within Montgomery County, while at the same time maintaining respect for individual rights and human dignity. The Mission of the Montgomery County Department of Police is to safeguard life and property, preserve the peace, prevent and detect crime, enforce the law, and protect the rights of all citizens. They are committed to working in partnership with the community to identify and resolve issues that impact public safety. Additional information may be found online at

www.montgomerycountymd.gov. Important phone numbers are listed below:

- Emergency: 911
- Non-emergency dispatch: 301-279-8000
- Bethesda Station (2nd District): 301-652-9200

The Town of Chevy Chase hires off-duty Montgomery County police officers to provide security and traffic enforcement in the Town during the day and overnight.

Montgomery County Property Tax Information

The General County Property Tax is levied on all property in the County and funds, in part, such basic services as police protection, elementary and secondary education, the community college, transportation, health and social services, and libraries. In addition to this, the Town of Chevy Chase levies a tax for special value-added services, including tree care, security services, additional trash collection services, etc. Additional information is available online through the Montgomery County Department of Finance at www.montgomerycountymd.gov or by phone at 240-777-8860.

Montgomery County Public Schools

See Public Schools

Montgomery County Recreation Department

The Montgomery County Recreation Department runs a large number of sports leagues for children, teens and adults. In addition, they operate public community centers, swimming pools, camps and other summer programs. For additional information, please contact the Department of Recreation online at www.montgomerycountymd.gov or by phone at 240-777-6804. The Lawton Community Center, located in the Town, can be reached at 240-777-6855.

Montgomery County Tourism Bureau

The primary mission of the Montgomery County Conference and Visitors Bureau (CVB) is to market, develop and promote tourism in Montgomery County. For more information, contact the CVB at 240-777-2060 or at www.cvbmontco.com.

Montgomery Municipal Cable

See Cable Television Station

Motor Vehicle Administration

Information on the Maryland Motor Vehicle Administration can be found online at www.mva.maryland.gov.

To speak to a customer service representative, call 1-800-950-1MVA (1-800-950-1682) from 8:30 a.m. to 4:30 p.m. Monday through Friday.

Locations for Montgomery County MVA Offices are below:

- Gaithersburg - Full Service
15 Metropolitan Grove Rd.
(off Clopper Road)
Gaithersburg, MD 20878
- White Oak - Full Service
2131 Industrial Parkway
(off Rt. 29)
Silver Spring, MD 20904
- Walnut Hill - Express Office
16516 S. Westland Drive
(at S. Frederick Road (355))
Gaithersburg, MD 20877
- Glenmont - Express Office
Glenmont Shopping Center
12335 Georgia Ave.
(at Randolph Road)
Silver Spring, MD 20906

Motor Vehicles

See Automobiles

Municipal Code

See Code of Ordinances

MVA

See Motor Vehicle Administration

MVA on Wheels

The Maryland Motor Vehicle Administration Mobile Office is a popular and convenient service. Once a month, often the 4th Monday, from 10:00 a.m. to 2:00 p.m., the MVA bus stops in Friendship Heights (on Friendship Boulevard next to the Village Center at 4433 South Park Avenue). It provides all the services that are available at the MVA Express offices, such as renewing driver's licenses, renewing vehicle registrations, renewing MD photo identifications, obtaining disability placards and returning tags. For more information about specific services offered or to verify the bus schedule, call 1-800-950-1MVA (1682).

N

National 4-H Center

Located in the Town, at 7100 Connecticut Avenue, the National 4-H Conference Center is one of the most modern, comfortable and efficient residential-training facilities in the Washington, D.C. area. Opened in 1959, the Conference Center has been continuously expanded and modernized through the generous support of corporate, foundation and individual donors.

The Conference Center offers excellent year-round meeting accommodations complemented by the area's numerous resources and learning opportunities. More than 35,000 youths and adults stay at the Conference Center each year. For more information about using the National 4-H Conference Center for an upcoming meeting, contact the Conference Center Sales office at 301-961-2840, or visit www.4hcenter.org.

National Flood Insurance Program

See Flood Insurance

Native Canopy Tree Planting Program

The Town provides and plants a limited number of canopy trees on residents' private properties on a first-come, first-served basis to requesting residents. Each year the Town budgets for a limited number of trees to be planted on private property. The Town arborist visits each resident to evaluate whether there is an appropriate location on the property for a new canopy tree and to recommend a suitable species. Five to six species of canopy trees are available through the program,

which are planted in the fall or spring. The Town purchases and plants the trees and provides a water bag to assist residents with the care needed in the critical first year after planting. Residents are responsible for the long-term care of the tree once planted. A request form is available in the Town Office and may be downloaded from the Town website at www.townofchevy Chase.org. The funding of this program is subject to budgetary limits and the discretion of the Council.

Natural Gas

See Washington Gas

Newsletter

See Forecast Newsletter

Newspaper Recycling

See Recycling Collection

Neighborhood Watch

The Town has a Neighborhood Watch program formed by Town volunteers to further the safety of the community and to encourage better communication between neighbors. Block captain volunteers are charged with keeping tabs on a certain number of homes and communicating with and relaying important news to their neighbors. To volunteer or to find out more information on the Neighborhood Watch program, call the Town Office at (301) 654-7144.

Noise Control

The Town has adopted Montgomery County’s Noise Control Ordinance. If you would like to report a noise violation during office hours, call 301-654-7144. At all other times, call the Montgomery County Police Department at 301-279-8000. Montgomery County also allows residents to file a two-party noise complaint after the violation has occurred. Information about the County Noise Ordinance and Noise Control Enforcement can be found online at www.montgomerycountymd.gov (search for Department of Environmental Protection). For updates regarding the Town’s policy concerning noise issues, check the Town website.

Notary Services

he Town offers notary services free of charge from 8:30 a.m. to 4:00 p.m. Monday through Friday. Please call the Town Office ahead of time to ensure a notary is available prior to stopping by.

O

Off-Duty Police Coverage

See Montgomery County Police Department

Oral History Project

The Town History Committee completed an Oral History project that involved interviewing long-time Town residents about living in the Town. The transcribed interviews are available for review in the Town Office and on the Town website (www.townofchevy Chase.org).

Overgrown Lots/Vegetation

See Weed Violations

Overnight Security

See Security

P

Park and Planning

See Maryland-National Capital Park and Planning Commission

Park Maintenance

The Town is responsible for maintenance of five small parks: Zimmerman Park, Rosemary Triangle, Rosemary Circle, Thornapple Path and Tarrytown Park. Please notify the Town at (301) 654-7144 if you see a maintenance problem in any Town park.

Parking

Residential permit parking is in effect on streets where commuter parking poses a problem. If residential permit parking has been instituted on your street, you must obtain a permit. Vehicles parked on permitted streets without valid permits will be ticketed. Permit stickers

and courtesy guest cards are issued at no cost to all qualified residents. Permits are intended to be used only in the vicinity of your house. When registering your car for the first time, you must provide proof of residency and a copy of your car registration. Permits expire in September of even numbered years. Applications for renewal are mailed to qualified residents prior to permit expiration.

When snow or ice is predicted for our area, all on-street parking must be on the even-numbered side of the street, unless otherwise posted, leaving the odd-numbered side free for the snow plow to operate.

The Town hires off-duty Montgomery County police officers who issue tickets for parking violations in the Town. If you feel a ticket has been wrongly issued (if your car was displaying an appropriate permit for example), please contact the Town Office as soon as possible. Once a ticket has been processed at the police station, the Town no longer can intervene.

Parks

See Park Maintenance

See Elm Street Park

Passports

The Passport Services Office provides information and services to American citizens about obtaining, replacing or changing a passport. To obtain a passport for the first time, you need to go to one of over 8,000 passport acceptance facilities located throughout the United States with two photographs of yourself, proof of U.S. citizenship, and a valid form of photo identification such as a driver's license. The nearest passport acceptance facility is located at the Bethesda Post Office, 7400 Wisconsin Avenue; 301-654-5894.

You may renew your passport by mail if your most recent passport is available to submit and is not damaged, if you received the passport within the past 15 years, if you were over age 16 when it was issued, and if you still have the same name or can legally document your name change. Additional information and passport application forms are available online at www.travel.state.gov.

Peddlers

See Solicitors, Hawkers, Peddlers

PEPCO

PEPCO provides electric service to residents of the Town of Chevy Chase. For additional information, visit www.pepco.com or contact PEPCO at the following numbers:

Outage Reports: 1-877-PEPCO-62
Customer Service: 202-833-7500
General Information: 202-872-2000

If you experience a power outage, it is important to report it to the outage line to ensure that PEPCO knows you are without service and can schedule repairs. PEPCO often cannot automatically detect service interruptions. Do not assume someone else has called to report an outage. There are four electrical grids in the Town, and Town officials are in contact with PEPCO officials to discuss service reliability issues.

If you have a downed power line, please do not go near it. You should report the downed line to emergency services by calling 911 as soon as possible.

Permit Forms

Permit forms are available in the Town Office or on the Town website (www.townofchevychase.org).

Permit Issuance

The Town of Chevy Chase issues permits “by-right.” As long as a building project meets Town and County permit standards, the Town will issue a permit for a project. A list of all active building permits is available on the Town website.

Permit Parking

See Automobiles

See Parking

Permit Parking Application Form

The Town Permit Parking Application Form is available in the Town Office or on the Town website. Renewal forms are mailed to qualifying residents in September of even numbered years.

Permits (Active)

Active building, tree removal and water drainage permits are listed on the Town website.

Permitting

For comprehensive information on permitting in the Town, visit www.townofchevy Chase.org or call the Town Office at 301-654-7144.

Pest Problems

Rats and mice are adapted to live in close association with people and can cause tremendous damage and spread disease. The two most common rodents encountered by Town residents are the Norway rat and the house mouse.

If you are experiencing rat problems, contact the Montgomery County Health Department at 240-777-3836 for information. If you see a wild animal exhibiting abnormal behavior, call the Animal Services Division at 240-773-5960 or 240-773-5925. After hours, call 240-773-5900.

Pet Registration Information

Dog and cat license applications are handled by the Montgomery County Animal Services Division. An application can be found online at www.montgomerycountymd.gov. For more information, call 240-773-5946.

The following rate schedule applies:

- Juvenile pet – No charge
(Pets under one year of age)
- Altered pet - \$12 per year (If your pet's rabies vaccination is good for three years, you may license your pet for 3 years for a total of \$32. A spay/neuter certificate must be submitted, or affidavit signed.)
- Unaltered pet - \$25 per year (If your pet's rabies vaccination is good for three years, you must license your pet for the entire 3 years for a total of \$75. A pro-rated refund is available should you have your pet altered during the term of the license.)

Phone Directory

See Directory

Phone Service

See Comcast Cable

See RCN Cable

See Verizon

Planning

See Maryland-National Capital Park and Planning Commission

Plats

See Land Records

Playgrounds

There are several playgrounds located in or near the Town of Chevy Chase. Park and Planning provides a playground and tennis courts at the Jane E. Lawton Community Center. Additionally, there is a playground at Chevy Chase Elementary School and a public playground located in Elm Street Park.

Norwood Park is located outside of the Town, at 4700 Norwood Road in Bethesda, and features a playground, softball field, lighted baseball field and five tennis courts. The park also has a picnic area and is home to the Norwood Recreation Building, which is available for rent.

Poisoning

The Maryland Poison Center is run by the University of Maryland School of Pharmacy and can be reached toll-free at 1-800-222-1222.

Additional information can be found online at www.mdpoison.com. Always dial 911 in emergency situations.

Police

See Montgomery County Police Department

Police Advisory Board

The Police Advisory Board was established to provide the Commander of the Second Police District (2D) input regarding community policing activities. Members of the Advisory Board include individuals from the various communities within the Second District along with members of the Bethesda business community. The group meets once a month at the Bethesda Police station where members are provided with crime statistics broken down by police reporting areas. Members are

encouraged to bring items of concern to the Commander so that he/she can advise the watch commander to give special detail to problems and crimes within a given area. Crime reports are turned over to the Town Office for their internal use.

Pools

Montgomery County operates the Bethesda pool, an outdoor pool located at the intersection of Little Falls Parkway and Hillandale Road.

Facilities include a 6 lane, 50 meter long pool; 1 and 3 meter diving boards; a junior pool; tot pool; a new separate 6 lane, 25 meter lap pool; bath house; snack service; and lawn areas. For additional information, call the pool directly at 301-652-1598.

Many Town residents are also members of the Chevy Chase Recreation Association (*See Chevy Chase Recreation Association*).

Portable Storage Units

See Dumpsters

Post Office

The following post offices serve the Town.

- Bethesda Post Office
6900 Wisconsin Ave, Suite 100,
Chevy Chase, MD 20815
Telephone: (800) ASK-USPS

Hours: M-F 9:00 a.m.-5:00 p.m.; Sat. 9:00 a.m.-1:00 p.m.

- Chevy Chase Post Office – 301-941-2681
5910 Connecticut Ave.
Chevy Chase, MD 20815

Hours: M-F 9 a.m.-5 p.m.; Sat. 9 a.m.-1 p.m.

Property Tax

See Montgomery County Property Tax Information

Public Libraries

See Libraries

Public Safety

Public safety in the Town is provided by the Montgomery County Police Department and Montgomery County Fire and Rescue Services, both of which are cross-referenced in this handbook. The Town hires off-duty Montgomery County police officers to provide additional security coverage.

Public Schools

See Bethesda-Chevy Chase High School

See Chevy Chase Elementary School

See Rosemary Hills Primary School

See Westland Middle School

Public Services Committee

The Town Public Services Committee is charged with helping deliver high quality services and promoting a safe environment for our residents. Public services of interest include those provided solely by the Town as well as those services that are partially or fully provided by other governmental and/or private entities. These services include public safety, water management, utilities and maintenance. A list of committee members is on the Town website.

Public Works

The Town has two full-time public works employees who are responsible for snow plowing, grounds maintenance, watering, street sign installation and other general maintenance.

Purple Line Mitigation Advisory Group

This group represents the Town during the State's preliminary engineering phase for the Purple Line light rail project. The Mitigation Advisory Group, (MAG), deals with potential impacts of the project on Town residential properties adjacent to the proposed Purple Line right-of-way and with the overall safety and recreational experience of the Capital Crescent Trail. The group will gather the concerns of Town residents about potential construction and operational impacts and assist the Town in relaying those concerns and consensus mitigation recommendations to the Maryland Transit Administration.

Q

Quick Reference Numbers

Quick reference numbers are listed in the front of the Community Handbook.

R

Radon

Radon is an invisible, cancer-causing radioactive gas created during the natural breakdown of uranium in rocks and soils. It becomes a health issue when it seeps into homes through foundations and enters living areas, where it is easily inhaled and brought into contact with lung tissue. Smokers are at a higher risk since radon gas attaches to smoke particles and becomes trapped in the lungs; non-smokers more readily exhale the radon particles.

Contact the Montgomery County Department of Environmental Protection at www.montgomerycountymd.gov or at 240-777-7700 for more information.

Rats

See Pest Problems

RCN Cable

RCN offers cable, internet, and phone service to Town residents. For additional information, please visit www.rcn.com or call 1-800-RING-RCN.

Real Estate Assessments

See Assessments and Taxation

Recreation Department and Programs

See Montgomery County Recreation Department

Recycling Bins

To request a new 18-gallon bin or repair to your 64-gallon wheeled recycling cart, call the Town Office at 301-654-7144 or visit the Town website at www.townofchevy Chase.org.

Recycling Collection

The Town provides backdoor, single-stream recycling service. Single-stream recycling allows residents to place all recyclables into the same container(s), including the new 64-gallon wheeled recycling carts or the existing 18-gallon bins. The service is offered weekly on Wednesday and will provide "backdoor" collection. Please place all recyclables in your cart or bin(s) by 7 a.m. on the day of collection. For your convenience, a guide to single stream recycling is posted on the Town website www.townofchevy Chase.org.

Right-of-Way Usage

The Town Code allows for the installation of at-grade walkways or driveways, grass, groundcover, flowers or similar plantings in the Town right-of-way. Installation of all structures, fences, trees or shrubbery in the Town right-of-way is prohibited. Any structure that currently exists in the Town right-of-way may be maintained but not expanded or replaced.

The right-of-way in front of each home varies. In order to determine the exact location of your property line (and the right-of-way), a boundary survey is needed. Please contact the Town Office before you begin any work to determine if the Town will require a boundary survey.

Ronald Reagan National Airport

See Airports

Rosemary Hills Primary School

Rosemary Hills is a primary school serving children in pre-K through second grade. The school is located at 2111 Porter Road in Silver Spring, and may be reached at 301-650-6400.

S

Satellite Television Providers

See Direct TV

See Dish Network

For information on cable television providers,

See Comcast Cable

See RCN Cable

See Verizon

Schools

See Public Schools

Section 3 of Chevy Chase

See Chevy Chase Section 3

Section 5 of Chevy Chase

See Chevy Chase Section 5

Security

The Town hires off-duty Montgomery County police officers to patrol Town streets and parks during the day and overnight. The officers continuously travel along all Town streets during their shifts. They also provide foot patrols of Town parks and pathways. If residents notice anything suspicious, they may call Montgomery County Police Department's non-emergency number at 301-279-8000. In any emergency situation, residents should always call 911.

Senior Connection

This organization helps adults ages 62 and up in Montgomery County to maintain their independence, primarily by providing them transportation services. They can help seniors in need of assistance with daily activities and find volunteers able to help them. The Senior Connection helps caregivers, relatives and friends of seniors, along with organizations dedicated to their well-being. For more information, call the Senior Connection at 301-962-0820 or visit their website

www.seniorconnectionmc.org

Setbacks

For information on building setbacks in the Town, please visit www.townofchevy Chase.org or call the Town office at 301-654-7144.

Sewer

See Washington Suburban Sanitary Commission

Sidewalk Installation

Requests for sidewalks should be submitted to the Town. Petitions from multiple residents are not required. The request should specify the street(s) on which sidewalk construction is requested and state the reason(s) for requesting sidewalk construction. The resident may provide an opinion as to which side(s) of the street the sidewalk should be installed. Any existing roadway conditions that support sidewalk installation should be noted. The Town Council may refer the request to the Public Services Committee for consideration and recommendation. If the Town Council determines that a sidewalk may be warranted, then it may commission an engineering study to evaluate feasibility. The results of the study will be available to the public.

If the engineering study concludes that construction of the requested sidewalk is feasible, and there is sufficient right-of-way, then the Town will hold a public hearing to consider the construction of the proposed sidewalk. The Town will provide sufficient written notice of the public hearing to those residents on the block subject to the sidewalk request and will use other available communication means to inform all Town residents of the same. Any resident may attend the public hearing and testify.

Following the public hearing and consideration of any written comments provided in response to the public hearing, the Town Council will make a final decision regarding the construction of the sidewalk.

Sidewalk Maintenance

The Town has approximately eighteen miles of sidewalks. The Town performs sidewalk repairs each year, usually in the fall or spring. If you would like to request sidewalk repairs, call 301-654-7144 or e-mail townoffice@townofchevy Chase.org.

Sidewalk Snow Removal

See Snow Removal

Sign Regulations

Commercial signs (for architects, builders, painters, landscapers, etc.) are not allowed on Town or private property. Real estate signs must be removed when the property is sold. Temporary political signs are allowed on private property. Signs are not to be placed in the public right-of-way or on public property. If you have any questions about requirements for other signs, call the Town Office. The sign ordinance is available for review online or in the Town Office.

Small Claims Court

Small claims cases in Maryland are heard at the District Court level. Additional information may be found online at www.courts.state.md.us. The District Courts for Montgomery County may be reached at 301-279-1500 (Rockville) or 301-563-8500 (Silver Spring).

Smoke Detectors

The Town adopted Chapter 22 of Montgomery County's code regarding Fire Safety. The code is available on the County website. The Town and Montgomery County require smoke detectors in all dwelling units. At least one smoke detector should be installed to protect each sleeping area, and one smoke detector should be installed at the top of each stairway leading to an occupied area. At least one fire detector on each floor is required. Maryland law requires the replacement of all battery-only operated smoke alarms with units powered by sealed-in, 10 year long-life batteries. Call Montgomery County at 240-777 -0311 for additional information.

Snow Removal

The Town is responsible for snow removal from Town streets. The Town begins plowing when 2 inches of snow has accumulated on the streets. Plow crews operate continuously until the streets are clear. Park cars either in driveways or on the even-numbered side of the street to ensure safe passage for the crews. Please do not park cars on the odd-numbered side of the street, unless otherwise posted. If you have any additional questions about snow removal, please contact the Town Office at 301-654-7144.

The Town assists with the clearing of public sidewalks only when snow accumulates to 3 inches or more. Snow removal will begin as soon as practically possible after the end of a snowstorm, and the Town contractor will do all it can to limit excessive noise. This program includes snow removal from public sidewalks only, so clearing your driveways and walkways is still your responsibility. In icy conditions, the Town Manager will use his discretion in determining whether to salt and sand public sidewalks. The Town will continuously update information on the sidewalk snow removal program on its website and on the telephone answering system.

Social Security

The Social Security Administration has a toll-free number that operates from 7 a.m. to 7 p.m., Monday through Friday (1-800-772-1213). Information may also be found online at www.ssa.gov.

Soil Testing

Soil testing is a way to find out the composition of the soil on your property and help achieve an appropriate pH for your lawn. The State of Maryland no longer offers this service. One company who can assist with soil testing is A&L Eastern Laboratories. They can be reached at 804-743-9401 or at www.aleastern.com.

Solicitor, Hawker & Peddler Regulations

Town residents should be aware that the Town has laws that regulate solicitors, hawkers and peddlers (people who sell things). Any solicitor must have a license from both the County and Town to sell any goods or services to Town residents. Solicitors also must file a bond with the Town to ensure compliance with Town laws and the delivery of any promised good and services. Solicitations may take place from 9 am to sunset every day of the week.

People not selling items who are asking for donations may go door-to-door without a Town permit. The prescribed hours of solicitation do not apply to organizations that solely express political or religious views and do not engage in the sale of goods or services, for example, interest and advocacy groups, charitable organizations, and political candidates. Applications for solicitor's permits are available in the Town Office. Call the Town Office at 301-654-7144 if you have questions.

Somerset

The Town of Somerset is located west of Wisconsin Avenue, south of the Town. The Somerset Town Office may be reached at 301-657-3211. An area map of the Chevy Chase region may be found on page 4 of the Community Handbook.

Special Events

See Town Event listing on page 66 of the Community Handbook.

Special Trash Collection

The Town offers twice yearly bulk trash collections (*see Trash and Treasures*). Specific dates are advertised in the Forecast. At all other times, you must contact the Town trash contractor, Unity Disposal & Recycling, for special fee-based trash collection at 301-490-8604.

Speed Hump Installation

The Town Council considers all requests for speed humps in the Town. Residents can request speed humps by submitting a petition to the Town Office. The Town Council may refer the request to the Public Services Committee for a recommendation and may order a speed and volume study to determine if a speed hump is warranted. If the Council identifies a public safety issue, it has the authority to install speed humps on Town streets without a formal request or approval from nearby residents.

Sprinkler Systems

Montgomery County requires fire sprinkler systems in all new single family homes. Call Montgomery County at 240-777-1000 for more information.

State of Maryland

Information on Maryland government services can be found online at www.maryland.gov.

Storm Drains

Montgomery County owns and maintains the storm drain system located within the borders of the Town. Please contact the Town with any maintenance problems that you find. The Town will report problems to the County and follow up to ensure completion. Alternatively, repair issues may be reported to the Montgomery County Department of Public Works and Transportation at 240-777-7623.

Strategic Plan

The Town Council approved a strategic plan in 2006. The mission statement reads “The Town of Chevy Chase ensures the highest quality of life for its residents through dedicated government and active community participation. It provides quality, cost-effective services and legislation that both enhance the Town’s distinctive character and protect the safety and collective interests of its residents. In all that it does, the Town leadership works to promote a sense of community.” A complete copy of the strategic plan is available in the Town Office or on the Town website.

Street Lights

PEPCO is responsible for street light maintenance. You can report outages at www.PEPCO.com or by calling PEPCO at 1-877-PEPCO-62. When reporting an outage, it is very helpful to have the nearest street address and/or pole number. For additional information, *see PEPCO*.

Street Maintenance

The Town has approximately ten miles of streets. The Town performs street repairs each year, usually in the fall or spring. If you would like to request street repairs, call 301-654-7144 or e-mail the Town Office at townoffice@townofchevychase.org.

Street Signs

The Town is responsible for maintaining street, parking, and traffic signs in the Town. Please notify the Town Office if you see a problem with a street sign.

Substance Abuse

The Montgomery County Department of Health and Human Services offers addiction services coordination. For additional information, call 240-777-0311.

Sump Pump Discharge

Due to the public safety hazards caused by icy streets and sidewalks in the winter, the Town does not allow sump pumps to be discharged directly onto sidewalks or streets. All sump pump discharge must be directed onto an open yard or otherwise contained on private property. Call the Town Office at 301-654-7144 for additional information.

T

Taxes

See Property Taxes

See Income Taxes

Teens

See Town Teens

Telephone

See Comcast Cable

See RCN Cable

See Verizon Phone

Television

See Cable Television Providers

See Satellite Television Providers

Tennis Courts

The Lawton Community center has two tennis courts located near the parking lot of the Lawton center. Residents are allowed to play for one hour if there are people waiting to use the courts. Classes and/or instructors must be registered with the Lawton Community Center. The courts are open until 11pm (unless otherwise posted) when the overhead lights are shut off.

Tourism

See Montgomery County Tourism Bureau

Town Council

See Council

Town Crier

Residents are invited to join the *Town Crier*, the Town e-mail alert system. To subscribe, please visit the Town website. In the sign-up form, you will be asked to provide your e-mail address and check the types of information you would like to receive from the Town. You may modify, update or cancel your subscription via the "Manage Your Subscription" link in each e-mail you receive from the Town.

Town Events

See Town Event listing on page 66 of the Community Handbook.

Town Hall

The Town Hall is located at 4301 Willow Lane in Chevy Chase. The hall is used for Town Council meetings, committee meetings and special events.

Town Neighbors Listserv

This community-run listserv is open for Town residents to share information and discuss issues. Neighbors can share recommendations for services in the area, items for sale, lost and found pets, and find out about new local events and activities. Residents also discuss current Town and County issues. Townneighbors is not affiliated with any civic, governmental, religious, or political organization. It is a resident-moderated listserv, which means all messages are reviewed by the owner or moderators before being posted. No spam or inappropriate material will be posted.

To sign up, go to <http://groups.yahoo.com/group/townneighbors/>.

Town Parks

See Elm Street Park

See Park Maintenance

Town Teens

A list of Town teenagers who are available to do odd jobs is included in the Forecast. The Town does not screen to determine the experience and maturity of the teens on the Town Teen list. Please do the screening you believe necessary to determine if the teen can fill your needs adequately and responsibly. The most current list is always available in the Town Office, but is not posted online for privacy reasons.

The Town Teens sign-up form is available on the Town website and in the Town office. Teens under 18 years of age must have a parent/guardian authorize their inclusion on the Town Teen list.

Traffic Signs

See Street Signs

Trash and Treasures Weekend

Twice a year the Town provides a special service allowing residents to discard at curbside unwanted items from garages, basements, attics and yards including appliances (doors must be removed for safety), furniture, yard tools, rolled rugs, games, bikes, etc. The items are removed at no charge to the residents. The following items will not be picked up as part of Trash & Treasures: firewood, hazardous materials, newspapers and recyclable paper, cardboard, loose/broken glass. The dates and guidelines for Trash & Treasures are published in the Forecast in the month preceding the pickup. The Town provides recycling alternatives to Trash and Treasures.

Trash Collection

Household trash is collected twice weekly. If you live east of Maple Avenue or on the east side of Maple Avenue, your household trash is collected on Mondays and Thursdays. If you live west of Maple Avenue or on the west side of Maple Avenue, your household trash is collected on Tuesdays and Fridays. If you live on East-West Highway, Connecticut Avenue, or Bradley Lane, your household trash is collected on Tuesdays and Fridays. Please contain your trash in bags. These bags should be placed out by 7 a.m. The Town offers backdoor trash collection, so you can leave your containers anywhere on the property as long as they are accessible to the collection crews.

See also Special Trash Collection

Trash is not collected on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

When your trash day falls on one of these holidays, the collection will be made the next regularly scheduled pickup date.

Tree Maintenance

The Town is responsible for maintaining each of the 2400 street trees that are located in the Town right-of-way. The Town Arborist evaluates each tree during the growing season. Based on his findings, work orders are created for both tree care and pest management. The work orders that involve tree care are given to the Town tree maintenance contractor.

If you have a tree that is located in the Town right-of-way and would like to request that it be examined, call or e-mail the Town Office. The arborist will examine the tree and issue a work order if appropriate.

Tree Ordinance

See Tree Protection Plan

See Tree Removal

Tree Ordinance Board

The Tree Ordinance Board is a five-member panel of residents established by the Town Tree Ordinance and appointed by the Mayor, in consultation with the Town Council, to two-year terms to hear requests of property owners wanting to remove trees 24 inches in circumference or larger that are not certified by the Town arborist as dead, dying, hazardous or nuisance trees.

The Board meets in the Town Hall when there is a request to be heard. At the meeting, an applicant, who has previously filed a written request form, is given an opportunity to explain in person why he/she wants to remove the tree in question. Residents have a chance to support or object to the request in person or in writing, and the panel makes a public decision to approve, deny or approve with conditions.

Tree Planting

Each year the Town plants approximately 80-100 street trees. If you would like to request a street tree, complete a tree planting request form, available on the Town website or in the Town Office. The Town arborist will review the list of requests in the summer for the upcoming fall and spring plantings. Once the trees are planted, the Town will care for the trees for the first year by ensuring that they are watered.

For information on planting on private property, see *Native Canopy Tree Planting Program*.

Tree Protection Plan

The Town Code requires that before undertaking any activity that poses a potential risk to a canopy tree, a property owner shall submit a Tree Protection Plan for review and approval by the Town Manager.

Activities that pose a potential risk to canopy trees include, but are not limited to, the demolition, in whole or in part, of an existing home or structure; the construction of a new home or structure; the expansion of the footprint of an existing home or structure; the construction of a

driveway, patio or other impervious surface; the construction of walls; installation of underground utility lines; and re-grading or excavating within the drip line of a canopy tree. Violation of this ordinance may result in a municipal fine of up to \$1000.

Tree Removal

The Town of Chevy Chase prohibits the removal or destruction, including undertaking any action that will substantially impair the health or growth, of a canopy tree without first obtaining a permit from the Town. A canopy tree is defined as a tree with a trunk that measures at least 24 inches in circumference at four and one-half feet above the ground. If a tree divides at less than four and one-half feet above the ground, the trunk shall be measured directly beneath the dividing point. If you believe you need to remove a tree that meets the above definition, please submit a Tree Removal Permit (available on the Town website or in the Town office). Violation of this ordinance may result in a municipal fine of up to \$1000.

Tree Removal Permit Application

Applications for tree removal permits are available in the Town Office or on the Town website.

Trees (Private)

See Consulting Arborist Program

See Native Canopy Tree Planting Program

See Tree Removal

Trees (Public)

The Town plants, owns, and maintains trees on the public right-of-way.

See also Tree Maintenance and Tree Planting

U

Unemployment

Unemployment benefits in the State of Maryland are handled by the Maryland State Department of Labor, Licensing and Regulation.

Information can be found at www.dllr.state.md.us or 410-230-6001.

U.S. House of Representatives

Information on the U.S. House of Representatives can be found online at www.house.gov or by calling 202-224-3121 (U.S Capital Switchboard).

A list of elected officials from the Town's voting district (District 8) is located on page 67 of the Community Handbook.

U.S. Senate

Information on the U.S. Senate can be found online at www.senate.gov or by calling 202-224-3121. A list of elected officials from the Town's voting district is located on page 67 of the Community Handbook.

Utilities

All utility companies that work in the Town are individually cross-referenced in this handbook.

See PEPCO

See Storm Drains

See Washington Gas

See Washington Suburban Sanitary Commission

V

Vehicles

See Automobiles

Verizon

Verizon offers fiber optic TV, phone and internet service in the Town. For information about Verizon FIOS TV and internet, call 1-888-553-1555 or visit www22.verizon.com. For phone service, call 301-954-6260.
See also FIOS

Voter Registration

The Town participates in Universal Registration. Voting in Town elections keeps your registration active. If you have questions regarding voter registration, call 240-777-VOTE. Voter registration cards may be picked up in the Town Office.

W

Wall Permits

For information on permitting in the Town, visit www.townofchevyCHASE.org or call the Town Office at 301-654-7144.

Washington Gas

Washington Gas provides natural gas service to houses in the Town of Chevy Chase. For additional information on Washington Gas, please visit www.washgas.com or call 1-800-752-7520 (emergency) or 703-750-1000 (main). If you smell gas, or if you have an emergency involving natural gas, leave the area immediately and call the emergency number above.

Washington Suburban Sanitary Commission (WSSC)

The Washington Suburban Sanitary Commission (WSSC) is responsible for providing water and wastewater services to the Town of Chevy Chase. WSSC is among the 10 largest water and wastewater utilities in the nation, serving 1.6 million customers in Prince George's and Montgomery counties. WSSC can be reached online at www.wsscwater.com or at the following phone numbers: 301-206-4002 (emergencies), 301-206-4001 (main line), and 800-828-6439 (toll-free).

Water

See Washington Suburban Sanitary Commission

Water Board

The Water Board is a three-member panel appointed to three-year staggered terms by the Mayor, in consultation with the Council. The board has the power to decide appeals of decisions by the Town engineer to approve or deny a water drainage plan and to hear requests by property owners seeking variances from the Town Water Drainage Ordinance. The Board meets, as necessary, in the Town Hall.

Residents have a chance to support or object to the appeal or variance request in person or in writing, and the board makes a public decision to approve, deny, or approve with conditions.

Web Site

The Town web site is www.townofchevyCHASE.org.

Weed Violations

The Town of Chevy Chase and Montgomery County prohibit the generalized growth of any weed or any generalized plant growth (including grass) more than 12 inches high within 15 feet of any property boundary. This law does not include trees, ornamental shrubs, flowers, or garden vegetables. Call the Town Office to report a violation.

Westland Middle School

Westland Middle School is a Montgomery County Public School and an International Baccalaureate World School serving residents of the Town of Chevy Chase. The school is located at 5511 Massachusetts Avenue in Bethesda and can be reached at 301-320-6515.

Wills and Estate Administration Information

Estate Administration in Montgomery County is handled by the Montgomery County Register of Wills. For specific information, call 240-777-9600.

Writer's Center

The Writer's Center is located at 4508 Walsh Street. The Writer's Center hosts literary events, readings and conferences; sells books and literary magazines; and offers a congenial, supportive environment for writing groups to meet. It is a voluntary, membership organization open to all skill levels.

For additional information, visit www.writer.org or call 301-654-8664.

WSSC

See Washington Suburban Sanitary Commission

Y

Yard Trash Recycling

The Town offers weekly curbside collection of yard trash on Mondays. Trimmings should be placed at the curb by 7 a.m. Leaves, grass, and other trimmings should be placed in reusable containers or paper bags. Brush can be tied into bundles with string. Bundles should not exceed 30 inches in diameter, 4 feet in length, and 4 inches in diameter per piece.

Yard trash is not collected on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

When your yard trash day falls on one of these holidays, the collection will be made on the next regularly scheduled pickup date.

YMCA of Bethesda-Chevy Chase

The YMCA of Bethesda-Chevy Chase is located at 9401 Old Georgetown Road. Information can be obtained by calling 301-530-3725 or by visiting their website at www.ymcadc.org.

Z

Zip Code

The Town's zip code is 20815.

Zoning

Comprehensive information on the Town's permitting process and zoning standards are available on the Town's website at www.townofchevy Chase.org or in the Town Office.

Town Meetings

All Town Meetings are open to the public and advertised on the Town website.

The Town Council meets on the second Wednesday of each month at 7:00 p.m. in the Town Hall unless otherwise scheduled. The Council does not usually meet in August.

All committee and board meetings are advertised on the Town website.

Town Events

The Town hosts numerous special events during the year, including: a bi-annual Art Show, Classical Concerts, Drum Show, Sunday Afternoons for Families, Chili Dinner, Tree Walk with the Town Arborist, Volunteer Appreciation Event, July 4 Picnic and Parade, Fight the Flu Program, Senior's Holiday Lunch, Garden Tour, New Residents' Reception, Music in the Park, Conversation and Wine, Discussion and Desserts, Annual Thanksgiving Dinner Basket Drive and the Holiday Gift Drive.

For specific information on any event and to keep up-to-date on Town happenings, please refer to the Forecast or Town website.

Please contact the Town Office at 301-654-7144 or e-mail townoffice@townofchevy Chase.org with suggestions for new events.

Elected Officials

Town Elected Officials

- Patricia Burda, Mayor (term expires in 2015)
301-652-4841
pburda@townofchevy Chase.org
- Kathy Strom, Vice Mayor (term expires in 2014)
301-718-0334
kstrom@townofchevy Chase.org
- Al Lang, Secretary (term expires in 2014)
301-657-4394
alang@townofchevy Chase.org
- David Lublin, Treasurer (term expires in 2014)
301-718-9625
dlublin@townofchevy Chase.org
- John Bickerman, Community Liaison (term expires in 2015)
202-997-0049
jbickerman@townofchevy Chase.org

Montgomery County Officials Elected by Town Voters

County Executive

- Isiah Leggett
101 Monroe Street
Rockville, MD 20850
240-777-2500
240-777-2517 (fax)
ocemail@montgomerycountymd.gov

County Council

- Roger Berliner (District 1)
Stella B. Werner Office Building
100 Maryland Avenue
Rockville, MD 20850
240-777-7828
240-777-7989 (fax)
councilmember.berliner@montgomerycountymd.gov

- Craig Rice (District 2)
 Stella B. Werner Office Building
 100 Maryland Avenue
 Rockville, MD 20850
 240-777-7955
 240-777-7989 (fax)
councilmember.rice@montgomerycountymd.gov
- Phil Andrews (District 3)
 Stella B. Werner Office Building
 100 Maryland Avenue
 Rockville, MD 20850
 240-777-7906
 240-777-7989 (fax)
councilmember.andrews@montgomerycountymd.gov
- Nancy Navarro (District 4)
 Stella B. Werner Office Building
 100 Maryland Avenue
 Rockville, MD 20850
 240-777-7968
 240-777-7989 (fax)
councilmember.navarro@montgomerycountymd.gov
- Valerie Ervin (District 5)
 Stella B. Werner Office Building
 100 Maryland Avenue
 Rockville, MD 20850
 240-777-7960
 240-777-7989 (fax)
councilmember.ervin@montgomerycountymd.gov
- George Leventhal (At Large)
 Stella B. Werner Office Building
 100 Maryland Avenue
 Rockville, MD 20850
 240-777-7811
 240-777-7989 (fax)
councilmember.leventhal@montgomerycountymd.gov

- Marc Elrich (At Large)
Stella B. Werner Office Building
100 Maryland Avenue
Rockville, MD 20850
240-777-7966
240-777-7989 (fax)
councilmember.elrich@montgomerycountymd.gov
 - Nancy Floreen (At Large)
Stella B. Werner Office Building
100 Maryland Avenue
Rockville, MD 20850
240-777-7959
240-777-7989 (fax)
councilmember.floreen@montgomerycountymd.gov
- Hans Riemer (At Large)
Stella B. Werner Office Building
100 Maryland Avenue
Rockville, MD 20850
240-777-7964
240-777-7989 (fax)
councilmember.riemer@montgomerycountymd.gov

State Elected Officials

Governor

- Martin J. O'Malley
State House, 100 State Circle, Annapolis, MD 21401
410-974-3901
1-800-811-8336 (toll free)
410-974-3275 (fax)
www.gov.state.md.us

Lt. Governor

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Statistical Profile (2010 Census)

Please visit the 2010 Census website for more information:

<http://2010.census.gov/2010census/>

Population	2,824
Number of Houses	1,042
Average Household Size	2.79
Registered Voters	2,446
Unemployment Rate	2.7%
Median household income	\$205,776
Per capita personal income	\$99,581

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