

# PRINCE GEORGE'S COUNTY, MARYLAND



## Sidewalk Snow and Ice Removal Inspection Program Manual

---

Department of Permitting, Inspections and Enforcement

---



# TABLE OF CONTENTS

<u>Sections</u>	<u>Page</u>
Table of Contents .....	1
Overview and Background .....	2
Policy .....	3
Agency Responsibilities .....	4
Description .....	5
Procedures.....	6
Management Structure .....	9
Management Reporting .....	9

<u>Exhibits</u>	<u>Page</u>
1. Sidewalk Snow and Ice Removal Requirements by Jurisdiction .....	3

<u>Appendices</u>	<u>Page</u>
A. Legal Basis .....	10
B. County Map Districts for Area Assignments of Staff .....	11
C. List of Area Schools .....	12
D. Sidewalk Snow and Ice Removal Inspection Violation Notice .....	17
E. Reminder Notice Door Hanger.....	18
F. DPIE Sidewalk Snow and Ice Removal Inspection Program Management Structure .....	19
G. Names, Contact Information, and Area Assignments for Inspections Division Staff.....	20
H. Names, Contact Information, and Area Assignments for Enforcement Division Staff .....	21
I. Post Event Report Form .....	23

## OVERVIEW

<b>SUBJECT:</b>	DPIE Sidewalk Snow and Ice Control and Enforcement Policy and Standard Operating Procedures
<b>PURPOSE:</b>	To establish a program to implement the requirements of Section 23-150 of the County Road Ordinance regarding the timely removal of snow and ice from paved sidewalks throughout the County
<b>SCOPE:</b>	This program and procedures description applies to the divisions of the Department of Permitting, Inspections and Enforcement (DPIE), which perform inspection services, including the Enforcement Division and the Inspections Division.
<b>AUTHORITY:</b>	Director, Deputy Director, and Associate Directors of the Enforcement and Inspections Divisions
<b>RESPONSIBILITY:</b>	Enforcement Division and Inspections Division
<b>EFFECTIVE DATE:</b>	Immediately

## BACKGROUND

The clearing of snow and ice from sidewalks and other paved walkways after a storm involving subfreezing precipitation is an important safety and accessibility consideration for pedestrians, especially those who have ambulatory disabilities, young children and seniors. The obligation for clearing snow and ice accumulation from walkways adjacent to commercial and residential properties varies widely between jurisdictions in the Washington, D.C. metropolitan region, as shown in Exhibit 1 on the next page.

Most jurisdictions require owners and occupants of commercial and residential properties to clear their adjacent sidewalks. Fairfax County is a notable exception which has no such requirement. Prince George's County provides 24-hours after a snow/ice storm ends before a Reminder Notice can be issued for not clearing sidewalks, and 48 hours after the end of the snow/ice event to issue a Violation Notice with a \$100 fine for noncompliance. The District of Columbia, given its highly urban character, provides only 8 daylight hours and a \$150 fine for businesses and 8 daylight hours and a \$25 fine for residences following the end of a snow/ice event, with an exemption for residents age 65 or older. Montgomery County provides 24 hours after a snowstorm ends. The City of Alexandria and Arlington County in Virginia vary their timeframes from 24 to 72 hours and 24 to 36 hours, respectively, depending on the severity of the storm and the amount of accumulation. Civil fines for failure to comply with these requirements range from \$10 in Anne Arundel County, MD to \$50 in Montgomery County, MD and Alexandria, VA, \$50 - \$100 in Arlington County, VA, and \$100 in Prince George's County, MD.

Jurisdiction	Responsibility	Period after Snow/Ice Event Ends to Issue Fine	Fine Amount
Prince George's County, MD	Commercial and Residential Property Owners, Tenants, and Managers	48 hours	\$100
Montgomery County, MD	Same as above	24 hours	\$50
Anne Arundel County, MD	Same as above	6 hours	\$10
District of Columbia	Same as above	8 daylight hours for business and residential	\$150 for business \$25 for residence
Alexandria, VA	Same as above	24 - 72 hours	\$50
Arlington County, VA	Same as above	24 - 36 hours	\$50 - \$100
Fairfax County, VA	No Requirement	N/A	N/A

## POLICY

Section 23-150 of the County Road Ordinance sets out the requirements for the timely removal of snow and ice from paved sidewalks throughout the County (see Appendix A for the full text version of the Section). This section of the Road Ordinance applies to owners, tenants, and managers of commercial and residential properties that have paved sidewalks that are adjacent to their property, accessible to the public, and near a public roadway.

DPIE requires responsible parties to remove accumulated snow and ice amounting to two inches or more from abutting sidewalks within forty-eight (48) hours after snow has fallen or ice has accumulated because of inclement weather or runoff from abutting surfaces. Those responsible persons failing to clear their abutting sidewalks within 24 hours shall be issued a Reminder Notice/Door Hanger by a DPIE inspector, who shall affix the notice to a conspicuous place on the property or leave a door hanger notice. If the responsible person fails to clear their sidewalks within 24 hours of being issued a Reminder Notice/Door Hanger (or a total of 48 hours from the end of the snow event), that person shall be issued a Violation Notice/Citation for a fine of \$100. Another Violation Notice/Citation shall be issued for each subsequent 24-hour period that the snow and ice accumulation continues to obstruct the sidewalk.

## AGENCY RESPONSIBILITIES

Section 23-150 of the County Road Ordinance specifies that the Police Department is responsible for enforcing the provisions of this Section. However, the processes for determining and promoting compliance with the requirements of this section are performed by inspectors from the Enforcement and Inspections divisions of DPIE. This does not include those inspectors who are already committed to the County's snow plowing program.

To retain adequate coverage for ongoing functions of the Department, most of the remaining inspectors will be assigned to Sidewalk Snow Inspection duty from the groups listed below:

- Site/Road Division inspectors: Districts 1 and 2
- Enforcement Division inspectors: Districts 3, 4, and 5

The list of designated inspectors by division is contained in Appendix B for Site/Road Inspections Division inspectors and in Appendix C for Enforcement Division inspectors. These appendices are shown on maps arranged by County road maintenance district.

Designated inspectors will visit their assigned areas and routes 24 hours following a significant snow or ice event (2 or more inches by the end of the event) to determine whether property owners or tenants have complied with the requirements of the Snow Removal Section of the Road Ordinance. Those who have not cleared their sidewalks of snow and ice will be issued a Reminder Notice. The inspectors will return the next day to ascertain whether the non-compliant sidewalks have been sufficiently cleared of snow and ice for the width of the sidewalk. Inspectors will issue a Violation Notice and \$100 Citation to those property owners or occupants who remain non-compliant. Repeat visits to cited properties will be made and citations issued daily until compliance is achieved through snow and ice removal and/or melting. For residential property owners, DPIE inspectors will issue a second Reminder Notice/Door Hanger and close the case.

Violators will be able to pay citation fines by mailing a check or money order to the applicable DPIE Division office. Violators can also pay online by going to the appropriate County website listed near the bottom of the Violation Notice. Cash will not be accepted for payment of citations. Hence, all citation payments will be made remotely, without the need for the responsible parties to come to the DPIE offices.

The County has the authority to enforce these regulations for perpetual offenders by hiring private contractors to remove accumulated snow and treat ice on sidewalks if not removed by the property owner or lessee in a timely manner, with the contractors' costs added to the civil fine amount.

## DESCRIPTION

This section presents the major characteristics of DPIE's Sidewalk Snow/Ice Removal Inspection Program.

### Applicable Sidewalks for DPIE Inspection Following Snow and Ice Events

Given the finite resources available from both the Enforcement Division and Inspections Division, DPIE inspectors will focus on paved sidewalks adjacent to certain types of development and roadways, including the following:

- Adjacent to commercial establishments (businesses, shopping centers, office buildings, condominium buildings, apartment buildings) — **this is the main focus of the program**
- Along roadways within 1.5 miles of a school
- Along State-designated roads
- Along County primary roads
- Abutting major public gathering places, such as churches, assembly halls, etc.
- Along residential streets only in response to public complaints received via PGC311

Targeted areas are developed based on the service areas normally assigned to the inspectors and the most recent Snow Plowing maps prepared by the Department of Public Works & Transportation (DPW&T) to ensure coverage.

### Timeframes for Inspections and Reinspections

The performance of sidewalk snow and ice removal inspection activities shall correspond to the following timeframes:

- Perform sidewalk inspections within 24 hours after snow has fallen (at least 2 inches after the storm) or ice has formed due to inclement weather or runoff from abutting property.
- Issue an initial Violation Notice (see Appendix D) or Snow and Ice Removal Reminder Notice Door Hangers (see Appendix E) to applicable property owners/managers/occupants for failure to remove snow or ice from their frontage sidewalks within 24 hours of the last significant snow/ice event (2 inches or more of snow).
- Issue a subsequent Violation Notice and \$100 Citation fine citing property owners for failure to remove snow or ice from applicable sidewalks within 24 hours of receiving the original Reminder Notice and for each subsequent Violation Notice. For residential property owners, merely issue a second Reminder Notice/Door Hanger and close the case.

This provides ample time for property owners or occupants to clear snow and treat ice on their sidewalks following inclement winter weather.

# PROCEDURES

This section presents the procedures to be followed in preparing for and carrying out this Sidewalk Snow and Ice Removal Inspection Program.

## Advanced Preparation

- Late November — Inspections Division and Enforcement Division leadership and supervisors meet to discuss the upcoming winter snow season program requirements, including the Sidewalk Snow and Ice Removal Inspection Program.
- Early December — Inspections Division and Enforcement Division leadership and supervisors reconvene to determine inspector assignments to the Sidewalk Snow and Ice Removal Inspection Program. Review and revise (if necessary) Violation Notice form and Reminder Notice/Door Hanger forms and order enough copies of each for the upcoming winter season. Obtain adequate Citation forms from the State
- Early December — Put information and contact information on DPIE's website regarding the DPIE Sidewalk Snow and Ice Removal Inspection Program, including a program overview, property owner responsibilities, compliance timeframes and contact information within DPIE.
- Early December — As needed, hold orientation sessions with inspectors and supervisors on Sidewalk Snow and Ice Removal Inspection Program policy, procedures, assignments, forms, and operations.
- Early December — Interagency Coordination
  - ♦ Coordinate with PGC311 team regarding handling of public complaints regarding the status of sidewalk snow and ice removal after a snow and ice event, with related service requests sent promptly to the Inspections and Enforcement Team Managers.
  - ♦ Coordinate with DPW&T regarding snow and ice removal on sidewalks versus roads, and establish a point of contact with the DPW&T Dispatch Center.
  - ♦ Coordinate with the Board of Education regarding their responsibility to remove snow and ice from the sidewalks adjacent to and close to public schools following a snow and ice event.
- Early December — Offer Public Service Announcement information to area media (TV, radio, and newspaper) about business and resident responsibilities for snow and ice removal from sidewalks adjoining their property in Prince George's County.
- Mid-December — Ready to roll

## Inspection Process

1. Each inspector will need a pre-event packet of supplies and forms, including:

- County road map atlas
- Clipboard and a note pad
- Stack of forms:
  - ♦ Sidewalk Snow and Ice Removal Inspection Violation Notice form — Appendix D
  - ♦ Sidewalk Snow and Ice Removal Reminder Notice/Door Hanger form — Appendix E
- Assignment maps
- Pens/pencils/erasers/markers
- Vehicle charger for cell phone

2. Day prior to beginning inspections:

- The overall Program Manager, DPIE Code Enforcement Officer Bill Edelen (301-883-6039), will determine if there is enough snowfall by the end of a snow event to warrant initiating the program. If at least two inches of snow and ice has accumulated, he will contact the two Program Team Managers who will then alert the Program Teams:
  - ♦ Denny Brittingham — Inspections Division Team Manager — 301-883-3828 (o), 240-508-9619 (m), or by e-mail at [dtbrittingham@co.pg.md.us](mailto:dtbrittingham@co.pg.md.us)
  - ♦ Calvin Saunders — Enforcement Division Team Manager — 301-456-9074, or by e-mail at [csaunders@co.pg.md.us](mailto:csaunders@co.pg.md.us)
- Ensure inspection vehicle has ample fuel or battery charge
- Have winter attire, warm gloves, and snow boots ready to go
- Review assignment maps to familiarize inspectors with routes
- Contact **DPW&T Dispatch** to coordinate snow and ice removal operations for roads (DPW&T) — **301-324-2710; Office of Highway Maintenance Associate Director at 301-499-8522.**
- Contact the **Maryland State Highway Administration (SHA)** representative: **Justin Sosebee at 301-513-7320 in the SHA District III office (301-513-7300)** for issues relating to SHA snow and ice removal by State and contract forces.
- Contact the **Prince George's County Board of Education** supervisor of plant operations: **Antoine Taylor at 301-952-6550** to contact the responsible individual in each public school to remind them of their responsibility to make sure all sidewalks adjacent to their school property are clear of snow and ice within 48 hours of the end of a major snow/ice event

3. First day of sidewalk inspections (24 hours after the end of significant snow or ice accumulation at or above 2 inches):

- Stock inspection vehicle with supplies/maps/forms
- Drive to the initial area and reconnoiter applicable routes
- Note non-compliance properties on the Reminder Notice/Door Hanger and affix Reminder Notice/Door Hanger where applicable. For non-compliance properties on a residential street reported through the County's PGC311 customer service request system, leave a Reminder Notice/Door Hanger on the front door of all houses on that street, both sides from cross street to cross street.
- Repeat the process for additional areas and routes
- Complete route and return to the office:
  - ♦ File forms
  - ♦ Create a list of properties issued an initial Reminder Notice/Door Hanger for subsequent follow-up



4. Second day of sidewalk inspections (24 hours after initial inspections or 48 hours after end of snow/ice event):
  - Return to the prior day's inspection areas and routes
  - Inspect for violations and leave subsequent Violation Notice/Citation forms
  - Inspect for violation properties missed on the prior day and leave Violation Notice/Citation as appropriate
  - For residential properties, reissue another Reminder Notice/Door Hanger if the sidewalks have not been cleared of snow and ice, and close the case unless the conditions pose a significant danger to pedestrians
  - Create a case in Momentum and obtain a service request number for each violator
  - Include the service request number on the Violation Notice/Citation form for each violator before leaving a copy with the responsible party
  - Take pictures of all cited properties
  - Complete route and return to the office:
    - ♦ Put Violation Notices/Citations into the Momentum system
    - ♦ Add data and pictures to each service request case, where applicable
    - ♦ Report a list of properties issued Violation Notices/Citations for subsequent follow-up, if applicable, to their supervisor
5. Subsequent days of sidewalk inspections
  - Return to the prior day's inspection areas and routes.
  - Inspect for continued violations and if the condition persists, leave Violation Notice/Citation — including the case number on each form obtained from the Momentum system the prior day.
  - Flag properties not complying with the Sidewalk Snow and Ice Removal regulations which pose a significant danger to pedestrians. Note on the Violation Notice the ability of the County to hire a private contractor to remove accumulated snow and treat ice on sidewalks if not removed by the property owner or lessee in a timely manner, with the contractor's costs added to the civil fine amount.
  - Take pictures of all violation-cited properties using a smart phone.
  - Complete route and return to the office:
    - ♦ File forms
    - ♦ Add data and pictures to each service request case, where applicable
    - ♦ Report a list of additional properties issued Violation Notices/Citations for subsequent follow-up, if applicable, to their supervisor
  - Inspectors restock the pre-event packet of supplies and forms prior to the next snow/ice event.
6. For each subsequent snow/ice event of two or more inches of snow, repeat Steps 1–5.

## **MANAGEMENT STRUCTURE**

The DPIE Sidewalk Snow and Ice Removal Inspection Program will be staffed by supervisors and inspectors from the Enforcement and Inspections Divisions not already committed to snow duty with DPW&T. Appendix F presents the management organization structure for the program. The individual members of the DPIE management and staff who will assume these organizational roles and program responsibilities will be included on the chart as they are assigned.

Following a major snow and ice event, the program will be activated by the DPIE Sidewalk Snow/Ice Removal Inspection Program Manager (Code Enforcement Officer Bill Edelen), who will coordinate with a Team Manager from each of the Inspections and Enforcement divisions to ensure the individual inspection teams (including supervisors and inspectors) for each designated area of the County (districts) are ready to deploy the following day and have the necessary instructions, forms, supplies and equipment.

The sub-district teams will be comprised of a supervisor and inspectors who are assigned to specific areas that focus on the locations and roadways selected for monitoring without overlap. Appendix G lists the names, contact information, and area assignments for supervisors and inspectors from the Inspections Division. Appendix H lists the names, contact information, and area assignments for supervisors and inspectors from the Enforcement Division.

Each division team will be supported by an Administrative Support Unit which will handle calls that come in from the district inspection teams and from businesses and residents. These units will also process forms and reports for the district inspection teams when they come back from the field, as needed.

## **MANAGEMENT REPORTING**

Following a major snow and ice event, the Program Manager and the Division Inspection Team Managers will collaborate to prepare an event summary of inspections performed, Violation Notices/Citations issued, as well as PGC311 and other complaint calls received. In addition, the Division Team managers will develop a list of issues, lessons learned, and corrective actions taken or suggested to improve the Department's program responsiveness, based on inputs from the district team supervisors.

Appendix I presents a sample post-event report form, which shall be provided to the DPIE Director within two weeks following the end of inspection activities associated with a major snow event.

## APPENDIX A – LEGAL BASIS

### Prince George's County Road Ordinance 1989

#### Division 4. Required Removal of Snow and Ice from Sidewalks

This policy and procedure document is based on the following section from the County code (Road Ordinance).

##### **Sec. 23-150. Duty to Remove Snow, Ice, Weeds, Litter, and Debris.**

(a) For the purposes of this Section only, "commercial property" shall mean any property that is used to conduct a trade or business that provides goods or services to the public. It shall also include properties that are zoned industrial, commercial, or residential under the provisions of Subtitle 27 of this Code that are used to provide goods or services to the public.

(b) It shall be the duty of the owner or lessor, as the case may be, of a residential dwelling unit or commercial property, unless such duty has been delegated to a lessee in actual possession, to remove snow and ice from any sidewalk abutting the subject property within forty-eight (48) hours after snow has fallen or ice has formed as a result of inclement weather or runoff from abutting surfaces.

(c) It shall be the duty of the owner or lessor, as the case may be, of a residential dwelling unit or commercial property, unless such duty has been delegated to a lessee in actual possession, to remove litter and debris from the property line of that building, lot, or land to the edge of the concrete curb and gutter adjoining the roadway in the case of an urban (closed) section roadway, and from the private property line to the edge of the paved roadway surface in the case of a rural (open) section roadway.

(d) It shall be the duty of the owner or lessor, as the case may be, of a residential dwelling unit or commercial property, unless such duty has been delegated to a lessee in actual possession, to keep all weeds, as defined in Section 23-102 of this Subtitle, located in the public space set forth in Subsection (c) of this Section, cut to a height of not over six (6) inches.

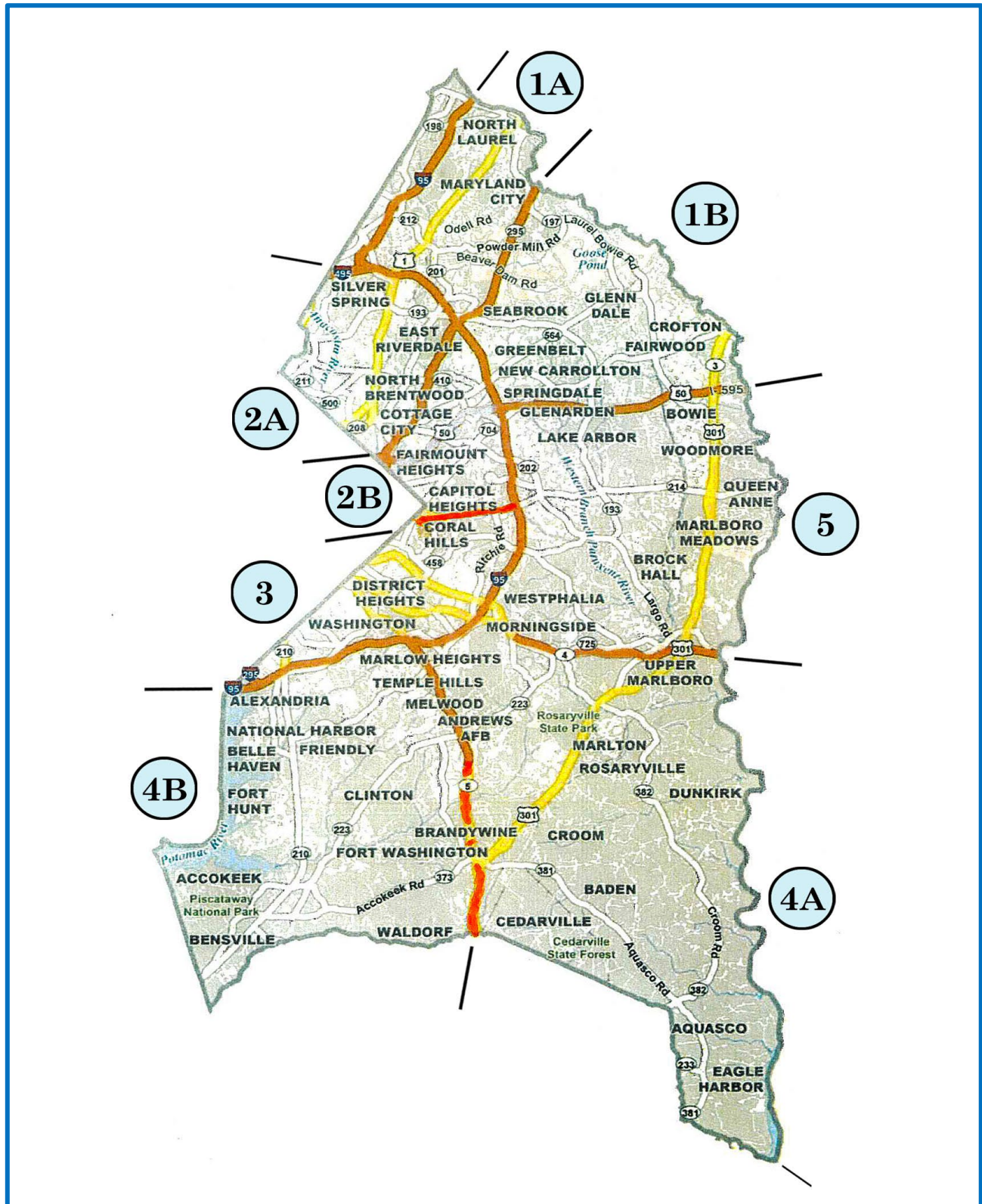
(e) The Police Department or other appropriate County enforcement agency shall be responsible for enforcing the provisions of this Section.

(f) Any person primarily responsible for the removal of snow, ice, weeds, litter, or debris who breaches said duty shall be subject to a civil fine not to exceed One Hundred Dollars (\$100.00) for each separate offense.

(g) This Section shall not apply to materials left within the public right-of-way because of a lawfully executed eviction action, from a single-family rental facility as defined in Section 13-138 of the Code or for bulky trash left in the right-of-way because of illegal dumping by others.

(CB-98-1989; CB-73-2000; CB-74-2001)

## APPENDIX B – COUNTY MAP DISTRICTS FOR AREA ASSIGNMENTS OF STAFF





## APPENDIX C – LIST OF AREA SCHOOLS

SCHOOL_NAME_PROPER	Address
Academy Of Health Sciences At PGCC	301 LARGO RD
Accokeek Academy	14400 BERRY RD
Adelphi Elementary	8820 RIGGS RD
Allenwood Elementary	6300 HARLEY LA
Andrew Jackson Academy	3500 REGENCY PKWY
Annapolis Road Academy	5150 ANNAPOLIS RD
Apple Grove Elementary	7400 BELLEFIELD AVE
Ardmore Elementary	9301 ARDWICK-ARDMORE RD
Arrowhead Elementary	2300 SANSBURY RD
Avalon Elementary	7302 WEBSTER LA
Baden Elementary	13601 BADEN-WESTWOOD RD
Barack Obama Elementary	12600 BROOK LA
Barnaby Manor Elementary	2411 OWENS RD
Beacon Heights Elementary	6929 FURMAN PKWY
Beltsville Academy	4300 WICOMICO AVE
Benjamin D Foulois Academy	4601 BEAUFORD RD
Benjamin Stoddert Middle	2501 OLSEN ST
Benjamin Tasker Middle	4901 COLLINGTON RD
Berwyn Heights Elementary	6200 PONTIAC ST
Bladensburg Elementary	4915 ANNAPOLIS RD
Bladensburg High	4200 57TH AVENUE
Bond Mill Elementary	16001 SHERWOOD AVE
Bowie High	15200 ANNAPOLIS RD
Bowie High Annex	3021 BELAIR DRIVE
Bradbury Heights Elementary	1401 GLACIER AVE
Brandywine Elementary	14101 BRANDYWINE RD
Buck Lodge Middle	2611 BUCK LODGE RD
C Elizabeth Rieg	15542 PEACH WALKER DR
Calverton Elementary	3400 BELTSVILLE RD
Capitol Heights Elementary	601 SUFFOLK AVE
Carmody Hills Elementary	401 JADELEAF AVE
Carole Highlands Elementary	1610 HANNON ST
Carrollton Elementary	8300 QUINTANA ST
Catherine T Reed Elementary	9501 GREENBELT RD
Central High	200 CABIN BRANCH RD
Cesar Chavez Elementary	6609 RIGGS RD
Chapel Forge E C C	12711 MILAN WAY
Charles Carroll Middle	6130 LAMONT DR
Charles Herbert Flowers High	10001 ARDWICK ARDMORE ROAD
Cherokee Lane Elementary	9000 25TH AVE
Chesapeake Math And It Elementary Public Charter	6151 CHEVY CHASE DR
Chesapeake Math And It Public Charter	6100 FROST PL
Chesapeake Math And It South Public Charter	6201 SURREY SQUARE LN
Chillum Elementary	1420 CHILLUM RD
Clinton Grove Elementary	9420 TEMPLE HILLS RD
College Park Academy	7501 ADELPHI RD

## APPENDIX C – LIST OF AREA SCHOOLS (continued)

Columbia Park Elementary	1901 KENT VILLAGE DR
Community-Based Classroom	5150 ANNAPOLIS ROAD
Concord Elementary	2004 CONCORD LA
Cool Spring Elementary	8910 RIGGS ROAD
Cooper Lane Elementary	3817 COOPER LA
Cora L Rice Elementary	950 NALLEY RD
Croom High	9400 SURREATTS ROAD
Crossland Evening/Sat High	6901 TEMPLE HILLS RD
Crossland High	6901 TEMPLE HILLS RD
Deerfield Run Elementary	13000 LAUREL-BOWIE RD
District Heights Elementary	2200 COUNTY RD
Dodge Park Elementary	3401 HUBBARD RD
Doswell E Brooks Elementary	1301 BROOKE ROAD
Dr Henry A Wise, Jr. High	12650 BROOKE LA
Drew-Freeman Middle	2600 BROOKS DR
DuVal High	9880 GOOD LUCK RD
Dwight D Eisenhower Middle	13725 BRIARWOOD DR
Edward M Felegy Elementary	6110 EDITORS PARK DR
Eleanor Roosevelt High	7601 HANOVER PKWY
Ernest Everett Just Middle	1300 CAMPUS WAY N
Excel Academy Public Charter	7910 SCOTT RD
Fairmont Heights High	1401 NYE ST
Flintstone Elementary	800 COMANCHE DR
Forest Heights Elementary	200 TALBERT DR
Forestville High	7001 BELTZ DR
Fort Foote Elementary	8300 OXON HILL RD
Fort Washington Forest Elem	1300 FILLMORE RD
Frances R Fuchs E C C	11011 CHERRY HILL ROAD
Francis Scott Key Elementary	2301 SCOTT KEY DR
Francis T Evans Elementary	6720 OLD ALEXANDRIA FERRY RD
Frederick Douglass High	8000 CROOM RD
Friendly High	10000 ALLENTOWN RD
G James Gholson Middle	900 NALLEY RD
Gaywood Elementary	6701 97TH AVE
Gladys Noon Spellman Elementary	3324 64TH AVENUE
Glassmanor Elementary	1011 MARCY AVE
Glenarden Woods Elementary	9850 GOOD LUCK RD
Glenn Dale Elementary	6700 GLENN DALE RD
Glenridge Elementary	7200 GALLATIN ST
Green Valley Academy	2001 SHADYSIDE AVE
Greenbelt Elementary	66 RIDGE RD
Greenbelt Middle	6301 BREEZEWOOD DR
Gwynn Park High	13800 BRANDYWINE RD
Gwynn Park Middle	8000 DYSON RD
H Winship Wheatley E C C	8801 RITCHIE DR
Heather Hills Elementary	12605 HEMING LA
High Bridge Elementary	7011 HIGH BRIDGE RD

## APPENDIX C – LIST OF AREA SCHOOLS (continued)

High Point High	3601 POWDER MILL RD
Highland Park Elementary	6501 LOWLAND DR
Hillcrest Heights Elementary	4305 22ND PL
Hollywood Elementary	9811 49TH AVE
Howard B Owens Science Center	9601 GREENBELT ROAD
Hyattsville Elementary	5311 43RD AVE
Hyattsville Middle	6001 42ND AVE
Imagine Andrews Public Charter	4701 SAN ANTONIO BLVD
Imagine Foundations At Leeland PCS	14111 OAK GROVE RD
Imagine Foundations At Morningside PCS	6900 AMES ST SE
Imagine Lincoln PCS	4207 NORCROSS STREET
Incarcerated Youth Center (Jac's)	13400 DILLE DR
Indian Queen Elementary	9551 FORT FOOTE RD
International High School @ Largo	505 LARGO RD
International High School Langley Park	4400 SHELL ST
Isaac J Gourdine Middle	8700 ALLENTOWN RD
J Frank Dent Elementary	2700 CORNING AVE
James E Duckworth	11201 EVANS TRL
James H Harrison Elementary	13200 LARCHDALE RD
James Madison Middle	7300 WOODYARD RD
James Mc Henry Elementary	8909 MC HENRY LA
James Ryder Randall Elementary	5410 KIRBY RD
John H Bayne Elementary	7010 WALKER MILL RD
John Hanson French Immersion	2000 CALLAWAY ST
John Hanson Montessori	6360 OXON HILL RD
Judge Sylvania W Woods, Sr. Elem	3000 CHURCH STREET
Judith P Hoyer Montessori	929 HILL RD
Kenilworth Elementary	12520 KEMBRIDGE DR
Kenmoor Elementary	3211 82ND AVE
Kenmoor Middle	2500 KENMOOR DR
Kettering Elementary	11000 LAYTON ST
Kettering Middle	65 HERRINGTON DR
Kingsford Elementary	1401 ENTERPRISE ROAD
Lake Arbor Elementary	10205 LAKE ARBOR WAY
Lamont Elementary	7101 GOOD LUCK RD
Langley Pk- McCormick Elementary	8201 15TH AVE
Largo High	505 LARGO RD
Laurel Elementary	516 MONTGOMERY ST
Laurel High	8000 CHERRY LA
Lewisdale Elementary	2400 BANNING PL
Longfields Elementary	3300 NEWKIRK AVE
Magnolia Elementary	8400 NIGHTINGALE DR
Margaret Brent	5816 LAMONT TERR
Marlton Elementary	8506 OLD COLONY DR SOUTH
Martin Luther King, Jr. Middle	4545 AMMENDEALE RD
Mary Harris "Mother" Jones Elem	2405 TECUMSEH ST
Mattaponi Elementary	11701 DULEY STATION RD



## APPENDIX C – LIST OF AREA SCHOOLS (continued)

Melwood Elementary	7100 WOODYARD RD
Montpelier Elementary	9200 MUIRKIRK RD
Mt Rainier Elementary	4011 32ND ST
Nicholas Orem Middle	6100 EDITORS PARK DR
North Forestville Elementary	2311 RITCHIE RD
Northview Elementary	3700 NORTHVIEW DR
Northwestern Evening/Sat High	7000 ADELPHI ROAD
Northwestern High	7000 ADELPHI RD
Oaklands Elementary	13710 LAUREL-BOWIE RD
Overlook Elementary	3298 CURTIS DR
Oxon Hill Elementary	7701 LIVINGSTON RD
Oxon Hill High	6701 LEYTE DR
Oxon Hill Middle	9570 FORT FOOTE RD
Paint Branch Elementary	5101 PIERCE AVE
Panorama Elementary	2002 CALLAWAY ST
Parkdale High	6001 GOOD LUCK RD
Patuxent Elementary	4410 BISHOPMILL DR
Perrywood Elementary	501 WATKINS PARK DR
Phyllis E Williams Elementary	9601 PRINCE PL
Pointer Ridge Elementary	1110 PARKINGTON LA
Port Towns Elementary	4351 58TH AVE
Potomac High	5211 BOYDELL AVE
Potomac Landing Elementary	12500 FT WASHINGTON RD
Princeton Elementary	6101 BAXTER DR
Ridgecrest Elementary	6120 RIGGS RD
Riverdale Elementary	5006 RIVERDALE RD
Robert Frost Elementary	6419 85TH AVE
Robert Goddard French Immersion	8950 EDMONSTON RD
Robert Goddard Montessori	9850 GOOD LUCK RD
Robert R Gray Elementary	4949 ADDISON ROAD
Rockledge Elementary	7701 LAUREL-BOWIE RD
Rogers Heights Elementary	4301 58TH AVE
Rosa L Parks Elementary	6111 AGER RD
Rosaryville Elementary	9925 ROSARYVILLE RD
Rose Valley Elementary	9800 JACQUELINE DR
Samuel Chase Elementary	5700 FISHER RD
Samuel Ogle Middle	4111 CHELMONT LA
Samuel P Massie Academy	3301 REGENCY PKWY
Scotchtown Hills Elementary	15950 DORSET RD
Seabrook Elementary	6001 SEABROOK RD
Seat Pleasant Elementary	6411 G ST
Skyline Elementary	6311 RANDOLPH RD
Springhill Lake Elementary	6060 SPRINGHILL DR
Stephen Decatur Middle	8200 PINEWOOD DR
Suitland Elementary	4650 HOMER AVE
Suitland High	5200 SILVER HILL RD
Surrattsville High	6101 GARDEN DR



## APPENDIX C – LIST OF AREA SCHOOLS (continued)

Tall Oaks High	2112 CHURCH RD
Tanglewood	8333 WOODYARD RD
Tayac Elementary	8600 ALLENTOWN RD
Templeton Elementary	6001 CARTERS LA
Thomas Claggett Elementary	2001 ADDISON RD
Thomas G Pullen	700 BRIGHTSEAT RD
Thomas Johnson Middle	5401 BARKER PL
Thomas S Stone Elementary	4500 34TH ST
Thurgood Marshall Middle	4909 BRINKLEY RD
Tulip Grove Elementary	3501 MOYLAN DR
Turning Point Academy Public Charter	7800 GOOD LUCK ROAD
University Park Elementary	4315 UNDERWOOD ST
Valley View Elementary	5500 DANBY AVE
Vansville Elementary	6813 AMMENDALE ROAD
Waldon Woods Elementary	10301 THRIFT RD
Walker Mill Middle	800 KAREN BLVD
Whitehall Elementary	3901 WOODHAVEN DR
William Beanes Elementary	5108 DIANNA DR
William Paca Elementary	7801 SHERIFF RD
William S Schmidt Outdoor Edu	18501 AQUASCO RD
William W Hall Academy	5200 MARLBORO PIKE
William Wirt Middle	6200 TUCKERMAN ST
Woodmore Elementary	12500 WOODMORE RD
Woodridge Elementary	5001 FLINTRIDGE DR
Yorktown Elementary	7301 RACE TRACK RD

## APPENDIX D – SIDEWALK SNOW AND ICE REMOVAL INSPECTION VIOLATION NOTICE



**Prince George's County**  
Department of Permitting, Inspections  
and Enforcement  
9400 Peppercorn Place, Suite 500  
Largo, Maryland 20774



### SIDEWALK SNOW AND ICE REMOVAL INSPECTION VIOLATION REPORT

Per the Prince George's County Code, Section 23-150. Duty to remove snow, ice, weeds, litter, and debris.

- b) It shall be the duty of the owner or lessor, as the case may be, of a residential dwelling unit or commercial property unless such duty has been delegated to a lessee in actual possession, to remove snow and ice from any sidewalk abutting the subject property within 48 hours after snow has fallen or ice has formed as a result of inclement weather or runoff from abutting surfaces.
- f) Any person primarily responsible for the removal of snow, ice, weeds, litter or debris who breaches said duty shall be subject to a civil fine not to exceed One Hundred Dollars (\$100.00) for each separate offense. (Each offense constitutes a separate daily violation with a fine of \$100.00)

Site: \_\_\_\_\_ District: \_\_\_\_\_

Inspector: \_\_\_\_\_ Division: \_\_\_\_\_

☐ Initial Inspection Date: \_\_\_\_\_ Notification Left: ☐ Yes ☐ No  
Condition: \_\_\_\_\_

☐ 1st Reinspection Date: \_\_\_\_\_ Notice of Violation Left: ☐ Yes ☐ No  
Condition: ☐ Cleared ☐ 48-Hour Violation (\$100 fine)

☐ 2nd Reinspection Date: \_\_\_\_\_ Notice of Violation Left: ☐ Yes ☐ No  
Condition: ☐ Cleared ☐ 72-Hour Violation (Second Notice is \$100, plus \$100 for 1st violation totaling \$200 fine.)

☐ 3rd Reinspection Date: \_\_\_\_\_ Notice of Violation Left: ☐ Yes ☐ No  
Condition: ☐ Cleared ☐ 96-Hour Violation (Third Notice is \$100, plus \$200 for previous violations totaling \$300 fine.)

**Responsible Party on Site:** ☐ No ☐ Yes: ☐ Owner ☐ Lessee Name: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please make certain this Case # is included on your check or money order. → Case #: \_\_\_\_\_*

**ENFORCEMENT ACTION TAKEN:** ☐ Inspection Notice ☐ 1st Civil Citation ☐ 2nd Civil Citation ☐ 3rd Civil Citation

Final Compliance Date: \_\_\_\_\_

If after several reinspections, the snow and ice have not been removed by the property owner or lessor, the County may authorize a private contractor to do so and add the removal cost to the civil fine.

All fines must be mailed to the location checked below or processed online at:

<https://www.princegeorgescountymd.gov/departments-offices/payments>

(No cash payments accepted.) Check or money order must be made payable to "Prince George's County."

☐ Inspections Division  
9200 Basil Court, Suite 307  
Largo, Maryland 20774

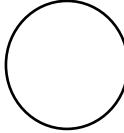
☐ Enforcement Division  
9400 Peppercorn Place, Suite 600  
Largo, Maryland 20774



Inspector's Signature

Inspector's Phone Number

Date

## APPENDIX E – REMINDER NOTICE DOOR HANGER





**PRINCE GEORGE'S COUNTY**  
**CONDADO DE PRINCE GEORGE**  
Department of Permitting, Inspections and Enforcement  
*Departamento de Permisos, Inspecciones y Aplicación*

**IMPORTANT NOTICE:**  
**AVISO IMPORTANTE:**  
**SIDEWALK SNOW**  
**AND ICE REMOVAL**  
**REMOCIÓN DE EL HIELO Y**  
**LA NIEVE EN LA ACERA**

---

Address/Dirección: \_\_\_\_\_

Dear Occupant/Estimado Inquilino:

Inspector \_\_\_\_\_  
*(Print/Letra)*

Inspector's Phone #/Teléfono del Inspector: \_\_\_\_\_

visited your area on/Visitó su área en: \_\_\_\_\_  
*(Date/Time/Fecha y hora)*

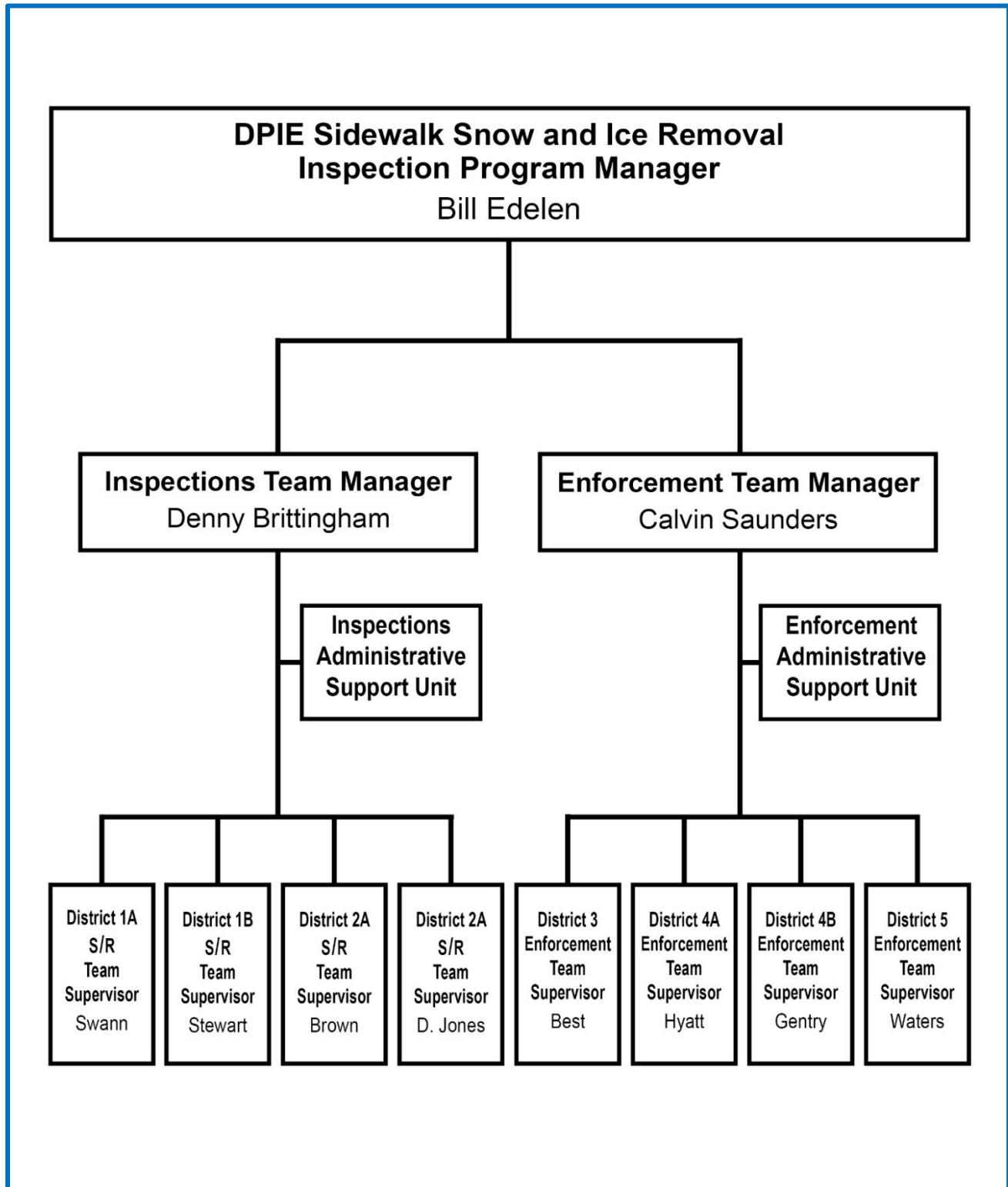
to inspect sidewalks for snow and ice. Per Prince George's County Code, Sec. 23-150, it is the responsibility of the owner, lessor or lessee of a residential dwelling unit or commercial property to remove snow and treat ice on a sidewalk abutting your property within 48 hours after snow has fallen or ice has formed. Per this notice, snow/ice needs to be removed from the sidewalk abutting your property. A follow-up compliance inspection will be conducted to ensure sidewalk clearance.

para inspeccionar la nieve en la acera y acumulación de hielo. De acuerdo al Código del Condado de Prince George, Sec.23-150, es la responsabilidad del propietario, arrendador, o arrendatario de una unidad de vivienda residencial o local comercial quitar o remover la nieve y tratar la acera con sal en las áreas colindantes a su propiedad dentro de las 48 horas después que la nieve ha caído o que el hielo se haya formado. Mediante el presente aviso, se le informa que la nieve y el hielo deberá ser removido de la acera colindante con su propiedad. Para asegurar el cumplimiento de la remoción de la nieve y el hielo se llevará a cabo una inspección para garantizar la limpieza de la acera.

---

P.G.C. DPIE #I & E H001 (Rev. 1/16)

**APPENDIX F – DPIE SIDEWALK SNOW AND ICE REMOVAL  
INSPECTION PROGRAM MANAGEMENT STRUCTURE**



**APPENDIX G – NAMES, CONTACT INFORMATION, AND  
AREA ASSIGNMENTS FOR INSPECTIONS DIVISION STAFF**

<b>Denny Brittingham (Manager)</b>	240-508-9619	<a href="mailto:DTBrittingham@co.pg.md.us">DTBrittingham@co.pg.md.us</a>
<b>District 1A</b>		
<b>Juan Swann (Supervisor)</b>	240-825-9821	<a href="mailto:JJSwann@co.pg.md.us">JJSwann@co.pg.md.us</a>
Kenneth Harrison	240-508-9853	<a href="mailto:KLHarrison@co.pg.md.us">KLHarrison@co.pg.md.us</a>
Primus Cokley	240-713-7997	<a href="mailto:PCokley@co.pg.md.us">PCokley@co.pg.md.us</a>
Keith Demby	301-636-2064	<a href="mailto:KGDemby@co.pg.md.us">KGDemby@co.pg.md.us</a>
Nitin Lengade	240-508-8835	<a href="mailto:NALengade@co.pg.md.us">NALengade@co.pg.md.us</a>
Bahram Forouzanfar	240-935-2376	<a href="mailto:BForouzanfar@co.pg.md.us">BForouzanfar@co.pg.md.us</a>
<b>District 1B</b>		
<b>Andre Stewart (Supervisor)</b>	240-691-9069	<a href="mailto:ASTewart@co.pg.md.us">ASTewart@co.pg.md.us</a>
Chitran Pavan	240-508-9855	<a href="mailto:CPavan@co.pg.md.us">CPavan@co.pg.md.us</a>
Dejuan Lawrence	202-441-1879	<a href="mailto:DDLawrence@co.pg.md.us">DDLawrence@co.pg.md.us</a>
Imad Sayyad	202-731-1559	<a href="mailto:ISayyad@co.pg.md.us">ISayyad@co.pg.md.us</a>
Reginald Wright	301-310-1012	<a href="mailto:RKWright@co.pg.md.us">RKWright@co.pg.md.us</a>
<b>District 2A</b>		
<b>Joe Brown (Supervisor)</b>	240-508-9865	<a href="mailto:JDBrown@co.pg.md.us">JDBrown@co.pg.md.us</a>
Vernice Mack	202-853-2740	<a href="mailto:VMMack@co.pg.md.us">VMMack@co.pg.md.us</a>
Deandre Thompson	240-429-9249	<a href="mailto:DThompson@co.pg.md.us">DThompson@co.pg.md.us</a>
Alejandro Alvarado	240-695-6781	<a href="mailto:AAAlvarado@co.pg.md.us">AAAlvarado@co.pg.md.us</a>
Matthew Turner	240-508-8846	<a href="mailto:MDTurner2@co.pg.md.us">MDTurner2@co.pg.md.us</a>
Robert Day	202-731-1032	<a href="mailto:RWDay@co.pg.md.us">RWDay@co.pg.md.us</a>
<b>District 2B</b>		
<b>David Jones (Supervisor)</b>	240-286-1078	<a href="mailto:DDjones@co.pg.md.us">DDjones@co.pg.md.us</a>
Alex Smith	240-691-8526	<a href="mailto:AASmith@co.pg.md.us">AASmith@co.pg.md.us</a>
Ron Proctor	301-636-2064	<a href="mailto:RProctor@co.pg.md.us">RProctor@co.pg.md.us</a>
Darnell Newman	240-691-2312	<a href="mailto:DANewman@cp.pg.md.us">DANewman@cp.pg.md.us</a>
Patrick Hare	240-988-4338	<a href="mailto:PTHare@co.pg.md.us">PTHare@co.pg.md.us</a>
Stacey Avery	301-233-6312	<a href="mailto:SMAvery@co.pg.md.us">SMAvery@co.pg.md.us</a>

**APPENDIX H – NAMES, CONTACT INFORMATION, AND  
AREA ASSIGNMENTS FOR ENFORCEMENT DIVISION STAFF**

<b>Calvin Saunders (Manager)</b>	240-832-9560	<a href="mailto:CSaunders@co.pg.md.us">CSaunders@co.pg.md.us</a>
<b>District 3</b>		
<b>Tony Best (Supervisor)</b>	240.832.9629	<a href="mailto:TMBest@co.pg.md.us">TMBest@co.pg.md.us</a>
Destiny Bennett	240.495.1919	<a href="mailto:DNBennett@co.pg.md.us">DNBennett@co.pg.md.us</a>
Brittany Prescott	240.538.2574	<a href="mailto:BMPrescott@co.pg.md.us">BMPrescott@co.pg.md.us</a>
Brian Proctor	202.430.0899	<a href="mailto:BJProctor@co.pg.md.us">BJProctor@co.pg.md.us</a>
Sergio Velasco	240.676.0108	<a href="mailto:SAVelasco@co.pg.md.us">SAVelasco@co.pg.md.us</a>
Darryl White	240.508.3950	<a href="mailto:DRWhite@co.pg.md.us">DRWhite@co.pg.md.us</a>
Joe O’Pharrow	240.508.3682	<a href="mailto:JEOpharrow@co.pg.md.us">JEOpharrow@co.pg.md.us</a>
Maurice Sandidge	240.832.9634	<a href="mailto:SMSandidge@co.pg.md.us">SMSandidge@co.pg.md.us</a>
Chianti Ashley	240.393.1425	<a href="mailto:CNAshley@co.pg.md.us">CNAshley@co.pg.md.us</a>
Necole Brown	202.843.4535	<a href="mailto:NMBrown1@co.pg.md.us">NMBrown1@co.pg.md.us</a>
Leon Harper	240.691.7772	<a href="mailto:LRHarper@co.pg.md.us">LRHarper@co.pg.md.us</a>
<b>District 4A</b>		
<b>Maria Hyatt (Supervisor)</b>	240.832.9617	<a href="mailto:MHyatt@co.pg.md.us">MHyatt@co.pg.md.us</a>
Brianna Green	240.752.2318	<a href="mailto:BNGreen@co.pg.md.us">BNGreen@co.pg.md.us</a>
Gabe Bejarano	240.672.1185	<a href="mailto:GBejarano@co.pg.md.us">GBejarano@co.pg.md.us</a>
Alexia Clark	240.623.6115	<a href="mailto:AMClark@co.pg.md.us">AMClark@co.pg.md.us</a>
Esron Jones	202.923.5295	<a href="mailto:ESJones@co.pg.md.us">ESJones@co.pg.md.us</a>
John Bennett	240.429.9288	<a href="mailto:JRBennett@co.pg.md.us">JRBennett@co.pg.md.us</a>
Oscar Bejarano	240.695.4926	<a href="mailto:ORBejarano@co.pg.md.us">ORBejarano@co.pg.md.us</a>
<b>District 4B</b>		
<b>Rob Gentry (Supervisor)</b>	240.508.9669	<a href="mailto:RGentry1@co.pg.md.us">RGentry1@co.pg.md.us</a>
Mary Seals	240.832.8298	<a href="mailto:MLSeals@co.pg.md.us">MLSeals@co.pg.md.us</a>
Sherri Washington	240.691.7407	<a href="mailto:SWashington@co.pg.md.us">SWashington@co.pg.md.us</a>
Anthony Williams	301.278.1408	<a href="mailto:AFWilliams@co.pg.md.us">AFWilliams@co.pg.md.us</a>
David Kamara	240.695.2191	<a href="mailto:DSKamara@co.pg.md.us">DSKamara@co.pg.md.us</a>
David Felton	240.691.2697	<a href="mailto:DPFelton@co.pg.md.us">DPFelton@co.pg.md.us</a>
Katherine Davis	202.740.4845	<a href="mailto:KDavis1@co.pg.md.us">KDavis1@co.pg.md.us</a>
Damien Langston	240.721.0015	<a href="mailto:DGLangston@co.pg.md.us">DGLangston@co.pg.md.us</a>
Paul Washington	240.429.9250	<a href="mailto:PWWashington@co.pg.md.us">PWWashington@co.pg.md.us</a>
Allieu Samura	240.832.9615	<a href="mailto:ASamura@co.pg.md.us">ASamura@co.pg.md.us</a>

**APPENDIX H – NAMES, CONTACT INFORMATION, AND  
AREA ASSIGNMENTS FOR ENFORCEMENT DIVISION STAFF**  
*(continued)*

<b>District 5</b>		
<b>Ronald Waters (Supervisor)</b>	301.456.9285	<a href="mailto:RWaters@co.pg.md.us">RWaters@co.pg.md.us</a>
Kevin Miller	240.695.3540	<a href="mailto:KVMiller@co.pg.md.us">KVMiller@co.pg.md.us</a>
David McLaurin	240.695.2609	<a href="mailto:DLMclaurin@co.pg.md.us">DLMclaurin@co.pg.md.us</a>
DeJuan Valentine	240.508.3926	<a href="mailto:DPValentine@co.pg.md.us">DPValentine@co.pg.md.us</a>
Sharon White	202.934.2294	<a href="mailto:SRWWhite@co.pg.md.us">SRWWhite@co.pg.md.us</a>
Duane Bullock	240.691.6771	<a href="mailto:DEBullock@co.pg.md.us">DEBullock@co.pg.md.us</a>
Timothy Holden	240.832.9633	<a href="mailto:THolden@co.pg.md.us">THolden@co.pg.md.us</a>
Darren Fox	240.695.6047	<a href="mailto:DAFox@co.pg.md.us">DAFox@co.pg.md.us</a>
Judith Groves	202.841.2909	<a href="mailto:JRGroves@co.pg.md.us">JRGroves@co.pg.md.us</a>
James Thomas	240.695.7566	<a href="mailto:JPThomas@co.pg.md.us">JPThomas@co.pg.md.us</a>
Patricia Pugh-Rooks	301.836.2646	<a href="mailto:PPugh-rooks@co.pg.md.us">PPugh-rooks@co.pg.md.us</a>
Ethelbert Anthony	240.832.9621	<a href="mailto:ENAnthony@co.pg.md.us">ENAnthony@co.pg.md.us</a>

## APPENDIX I – POST EVENT REPORT FORM

### DPIE SIDEWALK SNOW AND ICE REMOVAL INSPECTION PROGRAM POST-EVENT REPORT FORM

Responsible Division (check box):      Inspections Team: ☐      Enforcement Team: ☐

Inspector Name:

Event Dates:      Precipitation Start Date:       Precipitation End Date:

Total Accumulation (inches):

Event Description:

#### Performance Statistics by Division:

Event Days:	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Inspection Days (show dates):						
Inspections Performed (or number of block sides):						0
Initial Reminder Notices/Door Hangers Left:						0
Subsequent Violation Notices/Citations Issued:						0
311 Complaint Calls Received:						0
Other Complaint Calls Received:						0

#### Major Issues:

*
*
*
*

#### Lessons Learned:

*
*
*
*

#### Corrective Actions Taken:

*
*
*
*

#### Suggestions for Improvement:

*
*
*
*

Submitted By:

Submission Date: