

Town of Lovettsville

SCHEDULE OF FEES – FY 2021 DRAFT BUDGET

ADOPTED March 26, 2020

GENERAL FUND:

Real Estate Tax:	\$0.184/\$100 assessment (Elderly/Disabled Real Estate Tax discount is 100% for qualifying residents)
Meals Tax:	3.0% on gross receipts
Cigarette Tax:	\$0.40 per pack
Transient Occupancy Tax:	5% of gross receipts
Vehicle License Tax:	\$25.00 per car/truck/motorcycle \$16.00/motorcycle through Dec 2019, \$25.00/motorcycle starting May 2020
Town Facilities Use Permit:	\$25.00 In Town Rates \$50.00 Out of Town Rates

Business License:

Type	Fee/Tax
All Businesses Except Contractors	Fee of \$30.00 for gross receipts up to \$20,000.00 and a Tax of \$0.17/\$100 for gross receipts over \$20,000.00
In-Town Contractors	Fee of \$30.00 for gross receipts up to \$20,000.00 and a Tax of \$0.16/\$100 for gross receipts over \$20,000.00
Out-of-Town Contractors	No charge for work valued under \$25,000.00 annually; Fee of \$30.00 plus a Tax of \$0.16/\$100 for gross receipts over \$25,000.00

Application Fees:

<i>Type:</i>	<i>Fee:</i>
Zoning Permit – Minor	\$75
Zoning Permit – Major	\$150
Pool Permit (Fence Included)	\$75
Zoning Determination Letter	\$75
Demolition Permit	\$0
Rezoning/Zoning Map Amend.	\$750* for first acre + \$250* for each additional acre
Proffer Amendment	\$500
Ordinance Amendment	\$150*
Home Occupancy Permit	\$75
Zoning Certificate	\$75
Sign Permit – Permanent	\$75 (up to three signs)
Sign Permit – Temporary	\$25 per sign
Preliminary Plat	\$300 + \$15 per lot
Preliminary Plat Amendment	\$250
Final Plat	\$500 + \$25 per lot
Final Plat Amendment	\$250
Boundary Line Adjustment	\$250
Minor Subdivision Plan/Plat	\$300 + \$15 per lot
Preliminary Site Plan	\$1,000 + \$50 per acre
Final Site Plan	\$1,000 for first acre + \$50 for each additional acre

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Application Fees (cont.):	Type:	Fee:
	Preliminary/Final Site Plan	\$1,000 for first acre + \$50 for each additional acre
	Conditional Use Permit	\$350*
	Subdivision/Site Plan Exception	\$100* per section varied
	Comprehensive Plan Amendment	\$2,500
	Occupancy Permit	\$75
	Bond Reduction	\$100 per reduction
	Bond Release	\$150
	VDOT Street Acceptance	\$150
	Variance/Appeal	\$100*
	Subdivision/Site Plan Engineering & Legal	\$3,000
	Consultant Review Deposit Fee**	
	Comprehensive Plan (Document)	\$40.00

*: additional charges for advertising and/or adjacent property owner notification will be billed to the applicant
 Applicants are responsible for all base fees as well as any engineering or Town Attorney Review Costs

** : As required by Section 30-37 of the Town Code for subdivision construction drawings and development site plans. If actual costs differ from amount deposited, the excess shall be paid by the applicant to the Town or difference refunded to the applicant, as applicable.

All civic, charitable, and religious organizations having non-profit status are exempt from application fees.

Taxes are authorized by VA Code 58.1. Fees are authorized by Code of Virginia Sections 15.2-2241 and 15.2-2286.

Freedom of Information Act (FOIA) Requests

Cost for staff time to research and respond to FOIA requests will be based on the hourly rate of the appropriate staff member(s) responding to the request and range from approximately \$20/hour to \$50/hour. Other charges include:

Photocopies	\$0.25 per page (8 ½ x 11)
Documents Printed In-House	\$2.00 per page (Black/White 24" x 36") \$3.00 per page (Color 24" x 36")
Documents Sent to Printer Due to Volume or Size	Actual Cost
Audio CDs and Flash Drives	\$5.00 per copy

For more information, see the Town of Lovettsville Freedom of Information Act Policy, Request Form, and Schedule of Fees.

UTILITY FUND:

Trash & Recycling Collection Fee: \$0.00/quarter
 Minimum Water/Sewer Bill: \$46.42 for up to 2,000 gallons in a one-month billing cycle
 In-Town Water User Rate: \$8.96 per 1,000 gallons
 In-Town Sewer User Rate: \$14.23 per 1,000 gallons
 In-Town Sewer Only Customers: Fixed rate of \$39.53 Monthly
 Out-of-Town Water/Sewer Customers Charged: 150% of In-Town rate
 Penalty for Late Payment: \$10 or 10% whichever is greater
 Bulk Water Sales: \$25 per 1,000 gallons, plus \$75 transaction fee

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Virginia Department of Health Waterworks Technical Assistance Fund: Set by VDH

Water Cutoff Charge or Turn on Charge: \$30

Fire Sprinkler Fee of \$20 per quarter for facilities with a fire sprinkler system connected to Town Water

Availability Tap refund processing charge: \$50.00

Fats, Oils and Grease Permit Fee: \$25

Flushing Hydrant Maintenance Fee: \$500 per year

Water and Sewer Inspection Fees:

Type	Fee
Main Inspection Fee	\$1.90 x linear foot of Water Main + \$2.15 x linear foot of Sewer Main + \$300 for Beneficial Use Inspection + \$300 Final Inspection
Lateral Inspection Fee	\$150 per connection- charged with Zoning Permit for the building
Line Record Drawing Fee	\$1,350 + \$1.25/linear foot of Water Main + \$1.50/linear foot of Sewer Main
Water Modeling Fee	Engineering Reimbursable- cost to update water model to include new water lines and provide required information to VDH for their review and approval; component of Engineering Deposit.
Hydrant Flow Test Fee	\$100 + provide needed testing equipment
Lateral Upgrade Fee	\$100 + Cost of meter (when an existing connection upgrades to a larger size meter)

Deposit for New Water and Sewer Accounts:

Type of Connection	Water	Sewer
Residential (within Town limits)	\$50.00	\$50.00
Residential (outside Town limits)	\$100.00	\$100.00
Non-Residential	\$100.00	\$100.00

Water and Sewer Connection Fees:

Water Connection: \$2,100

Sewer Connection: \$2,100

Availability Fees, Maximum Allowable Usage and Meter Fee:

Meter Size	Maximum Allowable Usage (GPD)	FY2021 Water Availability Fee*	FY2021 Wastewater Availability Fee*	Meter Fee
5/8"	500	\$11,163	\$16,400	\$250
3/4"	750	\$16,744	\$24,600	\$250
1"	1,250	\$27,908	\$40,999	Cost of meter + \$20
1 1/2"	2,500	\$55,814	\$81,999	Cost of meter + \$20
2"	4,000	\$89,303	\$131,198	Cost of meter + \$20
3"	8,000	\$178,605	\$262,395	Cost of meter + \$20
4"	12,500	\$279,070	\$409,992	Cost of meter + \$20

*Upgrades from a smaller meter size will equal the difference between the new availability fee and the current availability worth of the existing meter size.

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Excess Use Surcharge for Water: Two times the water rate for all usage above the Maximum Allowable Usage for a billing period.

Excess Use Surcharge for Sewer: Two times the sewer rate for all usage above the Maximum Allowable Usage for a billing period.

Failure to Upgrade Meter Fine – First Offense: \$100.00

Failure to Upgrade Meter Fine – Second Offense: \$200.00

Failure to Upgrade Meter Fine – Third Offense: \$300.00

Water Theft Fines:

First Offense Fine	\$500.00
Second Offense Fine	\$1,000.00
Third or Subsequent Offense Fine	\$2,000.00

Reward for Successful Notification and Capture of Water Theft in Progress:

Town Water and Sewer Account Holders	\$100 Credit
Non-account Holders	\$50.00 Check

Fine for Failure to Follow Water Emergency Rules and Regulations: \$500.00 each offense

Frye Court Service District Tax (per VA Code Section 15.2-2400 et seq.): \$0.275 per one hundred dollars (\$100.00) of assessed value for taxable real estate (exclusive of improvements)

These actions are authorized by the Code of Virginia Section 15.2-2111, 15.2-2143 (Water) and Sections 15.2-2111, 15.2-2119 (Sewer)

Charge for all returned checks: \$25.00 plus \$5.00 bank charge