



**FY 2024 BUDGET
SCHEDULE OF FEES**

GENERAL FUND

TAXES	
Type	Tax/Fee Rate
Real Estate Tax (per \$100 assessed value)	\$0.1525 (Elderly/Disabled Real Estate Tax discount is 100% for qualifying residents)
Meals Tax	3.75% 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
Town Facilities Use Permit	\$25.00 In-Town Rate \$50.00 Out-of-Town Rate

BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE	
Type	Tax/Fee Rate
All Businesses Except gross receipts over \$20,000.00	Fee of \$30.00 for gross receipts up to \$20,000.00 and a Tax of \$0.17/\$100 for Contractors
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	
Type	Fee Rate
Zoning Permit – Minor	\$75
Zoning Permit – Major	\$150
Pool Permit (Fence Included)	\$75
Zoning Determination Letter	\$75
Demolition Permit	\$0
Rezoning/Zoning Map Amendment**	\$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 (UP TO 3 SIGNS)	\$75
Sign Permit – Temporary (PER SIGN)	\$25
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
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 (PER REDUCTION)	\$100
Bond Release	\$150
VDOT Street Acceptance	\$150
Variance/Appeal*	\$100
Subdivision/Site Plan Engineering & Legal Consultant Review Deposit Fee**	\$3,000
Comprehensive Plan (Document)	\$40

Notes:

* 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.

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

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS	
Type	Fee Rate
Photocopies	\$0.25 per page (8 1/2 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
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. For more information, see the Town of Lovettsville Freedom of Information Act Policy and FOIA Request Form.	

UTILITIES FUND

FEES AND CHARGES	
Type	Fee Rate
In-Town Water User Rate (per 1,000 gallons):	\$9.80
In-Town Sewer User Rate (per 1,000 gallons):	\$15.55
In-Town Sewer Only Customers:	Fixed rate of \$46.34
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 / 1,000 gallons, plus \$75 transaction fee
Virginia Department of Health Waterworks Technical Assistance Fund:	Set by VDH
Water Cutoff Charge or Turn On Charge:	\$30
Fire Sprinkler Fee for facilities with a fire sprinkler system connected to Town Water:	\$6.67 / Month
Availability Tap refund processing charge:	\$50.00
Fats, Oils and Grease Permit Fee:	\$25.00
Flushing Hydrant Maintenance Fee:	\$500 per year
Off-Hours Service Charge (4pm- 6am)	\$75.00
Frye Court Service Tax District (per \$100 of assessed value exclusive of improvements)	\$0.240

WATER AND SEWER RATE TABLE

A minimum rate applies to all water and sewer accounts after the minimum billed usage and an additional dollar amount is applied per 1,000 gallons, and includes a 3% increase in residential 5/8 & 3/4 meter sizes, as well as rates for non-residential and other size water meter connections.

Meter Size (inches)	Minimum Billed \$ (Month)	Minimum Billed Usage (gallons)	Per 1,000 gallons Over Minimum	Per 1,000 gallons Over Minimum
5/8 & 3/4	\$50.70 (residential)	2,000	\$9.80	\$15.55
	\$61.65 (non-residential)			
1	\$72.57			
1.5	\$72.57			
2	\$83.50			
3	\$105.36			
4	\$116.29			

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 existing connection upgrades to a larger size meter)

DEPOSITS FOR NEW WATER AND SEWER ACCOUNTS

Type of Connection	Water	Sewer
Residential (within Town limits)	\$50	\$50
Residential (outside Town limits)	\$100	\$100
Non-Residential	\$100	\$100
Water and Sewer Connection Fees	\$2,499	\$2,499

AVAILABILITY FEES, MAXIMUM ALLOWABLE USAGE AND METER FEES				
Meter Size	Max. Allowable Usage (GPD)	Water Availability Fee***	Wastewater Availability Fee***	Meter Fee
5/8"	500	\$13,615	\$20,003	\$250
3/4"	750	\$20,422	\$30,004	\$250
1"	1,250	\$34,038	\$50,006	Cost of meter + \$20
1-1/2"	2,500	\$68,077	\$100,013	Cost of meter + \$20
2"	4,000	\$108,921	\$160,020	Cost of meter + \$20
3"	8,000	\$219,698	\$320,039	Cost of meter + \$20
4"	12,500	\$340,376	\$500,059	Cost of meter + \$20

WATER THEFT FINES	
First Offense Fine	\$500
Second Offense Fine	\$1,000
Third/Subsequent Offense Fine	\$2,000

REWARD FOR SUCCESSFUL NOTIFICATION AND CAPTURE OF WATER THEFT IN PROGRESS	
Town Water and Sewer Account Holders	\$100 Credit
Non-account Holders	\$50 Check

Notes:

*** 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.

These actions are authorized by the Code of Virginia §15.2-2111 - §15.2-2143 & §15.2-2111 - 15.2-2119

\$30.00 bank charge for all returned checks