



Town of Warsaw

Charges, Rates, and Fees Schedule

By order of the Warsaw Town Council and the Town Manager, the following Rates and Fees Schedule was adopted as follows in accordance with the Town of Warsaw Municipal Code. Business License rates and fees are to be effective as of **March 15, 2024**. All other charges, rates and fees are to be effective **July 1, 2024**.

Section 1. – Water & Sewer Fees

Water and Sewer

Water & Sewer Service Deposit: **\$250.00** for all non-property owners.

\$150.00 of the water and sewer service deposit may be refunded after **18 months** upon written request from the non-property owner who paid the deposit. The decision to refund a portion of the deposit is at the discretion of the Town Manager. The balance of the deposit held on the account shall be refunded or applied to an account at the termination of service. Owners of property which is leased or rented to other persons shall be liable for any unpaid water bills of their tenants.

Water & Sewer Connection Fee

The charge for reconnection or transfer of water service at the customer's request shall be **\$25.00**. The charge for disconnection/reconnection due to non-payment of a monthly bill shall be **\$50.00**. Any reconnection request placed after 3:00 pm will incur a **\$100.00** after hours reconnection fee to be paid prior to water service being reinstated. It is the policy of the Town that all outstanding bills must be paid in full or approval from Town Office Staff granted prior to water service being reinstated. There shall be no charge for connections where required in normal service operations or for repairs or alteration to plumbing systems on private property.

Water & Sewer Connection Availability Schedule

| Meter Size | Factor | Water Cost | Sewer Cost |
|-------------|--------|------------|------------|
| *3/4 inch | 1 | \$2,500 | \$5,500 |
| 1 inch | 2.5 | \$6,250 | \$13,750 |
| 2" Compound | 8 | \$20,000 | \$44,000 |

| | | | |
|-------------|----|-----------|-----------|
| 4" Compound | 25 | \$62,500 | \$137,500 |
| 6" Compound | 50 | \$125,000 | \$275,000 |

Monthly Billing Rate Category: Residential

Residential (Not Apartments) – includes but not limited to Nursing Homes, Jails, Assisted Living Facilities, Boarding Houses, etc.

40% of residential base rate per room

| | | |
|--------------------|---------------------|-----------------------------------|
| <u>Apartments:</u> | One Bedroom Units | 40% of residential base unit cost |
| | Two Bedroom Units | 60% of residential base unit cost |
| | Three Bedroom Units | 80% of residential base unit cost |

Monthly Billing Rate Category: Commercial

Non-Residential – Motels, Hotels, etc. where meals are not generally served as part of charge (excluding courtesy breakfast bars).

25% of residential base rate per room

Monthly Billing Rate Category: Commercial

Policy Statement

No connection fee monies shall be accepted prior to the obtaining of a Zoning Permit and Building Permit.

Zoning

Connection Fees & Rate discussions have no bearing upon Zoning Ordinances.

Connection Fees: Town will provide Connection for Residential.

Connection Fee for Commercial: Meters must be installed by private contractor.

The connection fees shall be either the amount shown or actual costs plus 25%, whichever is greater. To be used for guideline purposes only. Each industrial connection fee and availability charges shall be negotiated separately with the Town Manager (especially heavy water users).

The Town Council reserves the right to set connection charges inside the Town when the connection charges do not fall into one of the above categories and/or when a facility is located outside the Town Corporate Boundaries.

**In cases where there are multiple uses in the above categories, availability charges will be assessed for each such use. However, meter charges will be incurred on a per meter basis. Split metering is not allowed.

Town of Warsaw Monthly Water & Sewer Rates

Residential Rates (inside town)

Meter size – 5/8 or 3/4

| | | |
|--|-------|---------|
| Base Rate: 4,500 gallons or less monthly | Water | \$21.00 |
| | Sewer | \$40.00 |

Gallons over 4,500 (Per 1,000 gallons) @ \$2.97 Water and \$12.00 Sewer

Residential Rates (outside town)

Meter size – 5/8 or 3/4

| | | |
|--|-------|---------|
| Base Rate: 4,500 gallons or less monthly | Water | \$25.00 |
| | Sewer | \$44.00 |

Gallons over 4,500 (Per 1,000 gallons) @ \$3.27 Water and \$13.20 Sewer

Commercial minimum bills affected by meter size. Factor derived from AWWA Volume Chart.

Commercial Rates/Government Rates (inside town)

| | | |
|--|-------|---------|
| Base Rate: 4,500 gallons or less monthly | Water | \$36.00 |
| | Sewer | \$58.00 |

Gallons over 4,500 (Per 1,000 gallons) @ \$2.97 Water and \$12.00 Sewer

Commercial Rates/Government Rates (outside town)

| | | |
|--|-------|---------|
| Base Rate: 4,500 gallons or less monthly | Water | \$40.00 |
| | Sewer | \$64.00 |

Gallons over 4,500 (Per 1,000 gallons) @ \$3.27 Water and \$13.20 Sewer

Section 2. – Administrative Fees

Administrative Fees

| | |
|--------------------------|------------------------------------|
| DMV Stop Fee | DMV Charge plus \$25.00 Admin fee. |
| Bad Check Service Charge | \$35.00 |

Section 3. – Solid Waste Collection Fees

Refuse Collection

Solid Waste User Fee – Inside Town Limits:

| | |
|--------------------------------|--|
| Residential | \$15.00 per water/sewer monthly billing period |
| Commercial/Governmental | \$75.00 per water/sewer monthly billing period |
| Additional Dumpster Pickup Fee | \$75.00 per dumpster per pickup occurrence in addition to the normal solid water user fee assessed which allows one dumpster to be picked up twice a week. |

Solid Waste User Fee – Outside Town Limits:

| | |
|-------------------------|---|
| Residential | \$30.00 per water/sewer monthly billing period |
| Commercial/Governmental | \$100.00 per water/sewer monthly billing period |

Section 4. – Land Use Fees

Zoning and Land Use Fees

Application Fees:

| | |
|---------------------------------|-------------------------------|
| Conditional Use Permit | \$300 |
| Variance | \$300 |
| Rezoning | \$300 |
| Wireless Communications Antenna | \$1,000 |
| Zoning Permit | \$30 |
| Zoning Verification Letter | \$30 |
| Sign Permit | \$25 |
| Major Site Plan Review | \$300 (over 2,500 sq. ft.) |
| Major Subdivision | \$25/lot |
| Minor Site Plan Review | \$200 (2,500 sq. ft. or less) |
| Minor Subdivision | (\$10/lot) |

| | |
|--------------------------|--|
| Resubmitted Plan | \$250 (no charge for 1 st resubmission) |
| Plan Amendment | \$250 (no charge for 1 st amendment) |
| Boundary Line Adjustment | \$100 (for lots 2,500 sq. ft. or less) |
| | \$200 (for lots greater than 2,500 sq. ft.) |
| Copy Charges: | |
| Warsaw DMO | \$60 |
| Individual Section Only | \$15 |

Section 5. – Police Fines

Town Police Fines

| | |
|---|-------|
| No parking | \$100 |
| Handicapped Parking | \$250 |
| Fire Lane | \$100 |
| Blocking Traffic | \$100 |
| Parking within 15 ft of Fire Hydrant | \$150 |
| No parking in front of public or private entrance | \$75 |
| Parking in wrong direction | \$75 |
| 3 rd Violation – seven-day period | \$250 |
| Littering | \$250 |
| Noise Violation | \$250 |

TOWN OF WARSAW, VIRGINIA
2024 BUSINESS LICENSE APPLICATION

The application form is divided into two parts. The top half is where you record pertinent information about the business and its owner. The bottom half is where the business owner records the gross receipts for taxation purposes.

- A. **Legal Name of Applicant/Mail Address:** You must record the legal name of the responsible management personnel.
- B. **Trade Name:** Enter the name of the business and the physical location of the business here.
- C. **Social Security Number:** Social Security Number of Business Owner.
- D. **Telephone Number:** The business telephone or home telephone number of the owner.
- E. **State ID Number:** Sales Tax Identification Number.
- F. **Federal ID Number:** Federal Tax Identification Number issued by the IRS.
- G. **Customer Number:** Leave Blank – This will be assigned when licensed issued.
- H. **Type of Business:** Please check type of business and enter in the date you began your business in the Town of Warsaw in the Blank provided.
- I. **State Contractors License:** If you perform work in the State of Virginia, in excess of \$1,000 per job, you **MUST** secure a State Contractor's License prior to applying for a Town Business License. Indicate whether you have a Class A, B, or C license and record that license number and expiration date. You must provide a copy of your state license when renewing or applying for a Town Business License. Also attach Form V. W. C. 61-A to your application.

****More than one license tax rate category below may apply to some businesses.****

Example: A Business performing service repairs may also be selling parts as retail.

LICENSE TAX RATES: All rates are per \$100 of gross receipts

| | | |
|----------------------------|---|-------------------------|
| Agencies and Agents | Real estate | 0.53 |
| Agencies and Agents | Travel agencies | 0.20 |
| Other / NA | All Businesses Not Categorized | \$1,000 flat fee |
| Professional | Accountants | 0.53 |
| Professional | Animal Services (Veterinarians, Groomers, Kennels, etc.) | 0.30 |
| Professional | Architects | 0.53 |
| Professional | Attorneys | 0.53 |
| Professional | Audiologists | 0.34 |
| Professional | Dentists | 0.34 |
| Professional | Funeral services and crematories | 0.34 |
| Professional | Insurance Companies | 0.53 |
| Professional | Investments, stock, etc. | 0.53 |
| Professional | Land surveyors | 0.53 |
| Professional | Massage therapists | 0.34 |
| Professional | Mortgage and loan companies | 0.53 |
| Professional | Optometrists/Ophthalmologists | 0.34 |
| Professional | Physicians | 0.34 |
| Professional | Rehabilitation Facility | 0.34 |
| Professional | Schools - educational | 0.34 |
| Professional | Therapists/medical | 0.34 |

| | | |
|----------------------------|--|----------------------|
| Retail | Amusements and Recreation Services | 0.20 |
| Retail | Automotive Sales | 0.20 |
| Retail | Direct Sellers (\$4,000 +) | 0.20 |
| Retail | CBD, E-Cigs (Vape), Cigarettes, Tobacco, etc. | 0.20 |
| Retail | Community Market Vendor | \$10/Week |
| Retail | Food Truck Vendors (See Attached Form) | N/A |
| Retail | Itinerant Merchant | \$99.00/Month |
| Retail | Peddlers License | \$15.00/Month |
| Retail | Restaurants / Breweries / Wineries \$.10 per \$100 of gross receipts on the first \$500,000 of gross income \$.08 per \$100 of gross receipts on any amount above \$500,000 \$.07 per \$100 of gross receipts on any amount above \$1,000,000 \$.06 per \$100 of gross receipts on any amount above \$5,000,000 | Scaled |
| Retail | Retail/general \$.10 per \$100 of gross receipts on the first \$500,000 of gross income \$.08 per \$100 of gross receipts on any amount above \$500,000 \$.07 per \$100 of gross receipts on any amount above \$1,000,000 \$.06 per \$100 of gross receipts on any amount above \$5,000,000 | Scaled |
| Retail | Yard Sale (2-day limit) | \$1.00 |
| Services and Trades | Aviation Services | 0.34 |
| Services and Trades | Barbershops, plus \$5.00 per operator | 0.20 |
| Services and Trades | Beauty shops, plus \$5.00 per operator | 0.20 |

| | | |
|-----------------------------------|--|-------------|
| Services and Trades | Billing and collection | 0.53 |
| Services and Trades | Bookkeeping | 0.53 |
| Services and Trades | Dance studios and instruction | 0.20 |
| Services and Trades | Day Care | 0.20 |
| Services and Trades | Dry cleaners and laundromats | 0.20 |
| Services and Trades | Extermination | 0.34 |
| Services and Trades | Forestry - Tree Services | 0.34 |
| Services and Trades | Home health care | 0.34 |
| Services and Trades | Hotels, Motels, Airbnb/B&B's | 0.20 |
| Services and Trades | Lawn Care, Grounds Maintenance | 0.34 |
| Services and Trades | Marine Services | 0.34 |
| Services and Trades | Nursing homes/assisted living | 0.34 |
| Services and Trades | Party/Event Supplies and Rentals | 0.20 |
| Services and Trades | Pet grooming, boarding, training | 0.34 |
| Services and Trades | Photography, arts, and graphics | 0.34 |
| Services and Trades | Precious Metal Detailers | 0.34 |
| Services and Trades | Printing Office/Sign Maker | 0.34 |
| Services and Trades | Security System Provider | 0.34 |
| Services and Trades | Small loan office | 0.53 |
| Services and Trades | Spa, personal training, salon | 0.34 |
| Services and Trades | Self-Storage/Storage Facilities | 0.34 |
| Services and Trades/Repair | Auto, body shops, detailing, etc. | 0.34 |

| | | |
|---------------------------------|------------------------------------|------|
| Services and Trades/Repair | Computer/IT Maintenance and Repair | 0.34 |
| Services and Trades/Contractors | Electrical | 0.34 |
| Services and Trades/Repair | Equipment and appliances repairs | 0.34 |
| Services and Trades/Contractors | General contractors | 0.16 |

Flea Market Vendors: Annual Receipts of \$6,250 or less per year--\$ 25.00 per year.
Annual Receipts over \$6,250 per year—.20 cents per \$100 of gross receipts.

Food Truck Vendors: Tier 1: Setup 1-2 times per month - \$10.00/month
Tier 2: Setup 3-15 times per month - \$49.50/month
Tier 3: Setup 16-31 times per month - \$99.00/month

Others: Tax Rates Vary – Call town office for rate (804) 333-3737

Telephone Communications: One half of one percent of the gross receipts of such business from the rental, subscriptions, and stations within the town during the previous calendar year, provided that charges for long-distance telephone calls shall not be considered receipts of business in town.

There is a 10% late payment penalty assessed for all payments received after March 1st.

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR BUSINESS BY USING THE FORMS BELOW:

(This space left intentionally blank)

TOWN OF WARSAW, VIRGINIA

2024 Business License Application

78 BELLE VILLE LANE

P. O. BOX 730

WARSAW, VA 22572

Phone (804) 333-3737

Fax (804) 333-3104

FILE AND PAY BY MAY 1ST TO AVOID A 10% LATE PAYMENT PENALTY

Read the instructions for important dates and penalties. Mail or deliver the completed application and payment to the above address.

A Legal Name/Address (mailing)

B Trade/Business Name and Physical Location

C _____

Social Security #

D _____

Telephone Number

E _____

State ID Number

F _____

Federal ID Number (if any)

G _____

Customer Email Contact

H Type Business (Check)

___ Individual

___ LLC

___ Partnership

___ Corporation

Please indicate the zoning area your business falls within (Check one). If you aren't sure, please refer to the zoning map listed on the town website (listed under forms & ordinances) or consult town staff.

R1 (limited residential) _____ R12 (Residential/office) _____ R18 (High density Residential/Office)

C1 (Limited commercial) _____ C2 (General commercial) _____ C3 (Light industrial) _____

M1 (Industrial) _____

Contractors:

Please provide where work has been done within the Town of Warsaw.

Address(es):

Have you or the property owner obtained the proper permits for the work being done? (Check one)

Yes _____ Permit No# _____ No _____ It does not require a permit _____

If you or the property owner are unsure about the need of a permit, please refer to zoning information on the town website or consult town staff

1) State Contractor's License (circle one): A B C Expiration Date: _____

2) State Contractor's License Number: _____

3) VWC FORM 61-A Must be attached to Business Application. Check here if attached _____

Unless otherwise indicated **report your prior year total gross receipts**. If you were not in business one full calendar year, you must provide an estimate of gross receipts for the current tax year in addition to your prior year gross receipts per the following applicable category or categories:

*** If your business fits into more than one category, for example a hair salon that also sells merchandise, please list those gross receipts in their corresponding category with the corresponding tax rate***

| | Prior Year Gross Receipts | Estimated Gross Receipts | Tax Rate | Amount Due |
|---|------------------------------|-----------------------------|-------------|---------------|
| 1. Contractor | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 2. Retail | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 3. Professionals | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 4. Repair, Personal & Business Service | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 5. Wholesalers (*List Your Purchases on this Line) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 6. Financial Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 7. Real Estate | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 8. Peddler's | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 9. Flea Market Vendor | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 10. Food Truck | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 11. Others | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 12. Telephone Comm. | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

I hereby swear or affirm that all the information listed above is true and correct to the best of my knowledge. License Figures are subject to audit of IRS forms and may be requested for verification.

Signature of Applicant Printed Name Date

Prepared for Warsaw Town Council by Joseph N. Quesenberry, Town Manager, and Julia C. Blackley-Rice, Treasurer