

# Town of Dumfries Council Meeting Packet



Derrick R. Wood, Mayor  
Monaé S. Nickerson, Vice Mayor  
Tyrone Brown, Councilmember  
Shaun Peet, Councilmember  
Selonia B. Miles, Councilmember  
Cydny A. Neville, Councilmember  
Brian K. Fields, Councilmember

Keith C. Rogers, Jr., Town Manager  
Sharon E. Pandak, Town Attorney  
Tangi R. Hill, Town Clerk

April 26, 2022



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building  
17739 Main Street, Suite 200  
Dumfries, Virginia 22026  
Tel: 703-221-3400 / Fax: 703-221-3544  
[www.dumfriesva.gov](http://www.dumfriesva.gov)

### **DUMFRIES TOWN COUNCIL MEETING TUESDAY, APRIL 26, 2022 AT 7:00 PM COUNCIL CHAMBERS**

- I. Call to Order and Roll Call
- II. Invocation
  - A. Pastor Will Archer, Potomac Valley Church in Dumfries, Virginia
- III. Pledge of Allegiance
- IV. Adoption of Agenda
- V. Approval of Minutes
  - A. Minutes of the April 5, 2022 Dumfries Town Council Meeting – (Pages 3-4)
- VI. Citizen Comment Period
- VII. Reports and Presentations
  - A. Town Manager's Report - Keith Rogers, Jr., Town Manager – (Pages 5-6)
- VIII. Action Items (Public Hearings)
  - A. Tax Abatement
    1. Consideration of an Ordinance to Amend Town Code to Allow for Abatement of Real Estate Taxes – (Pages 7-8)
    2. Consideration of a Resolution to Approve Abatement of First Half 2022 Real Estate Tax Billing – (Pages 9-10)
  - B. Budget
    1. Consideration of an Ordinance to Appropriate Funds for Fiscal Year 2023 in the Amount of \$7,200,698 – (Pages 11-12)
    2. Consideration of an Ordinance to Adopt Town Fee Schedule – (Pages 13-49)
    3. Consideration of a Resolution to Adopt FY23-27 Capital Improvement Plan – (Pages 50-51)
- IX. Adjournment

**DUMFRIES TOWN COUNCIL  
MEETING MINUTES  
TUESDAY, APRIL 5, 2022**

**MEETING HELD IN COUNCIL CHAMBERS**

A video recording of this meeting is available on the Town's Website at [www.dumfriesva.gov](http://www.dumfriesva.gov) and YouTube Channel at <https://www.youtube.com/watch?v=IOkR-TLgLmc>

**I. Call to Order and Roll Call**

At 7:00 pm, Mayor Wood called the meeting to order. The following members were recorded as present: Brown, Fields, Miles, Neville, Peet, and Wood. Vice Mayor Nickerson was absent.

**II. Moment of Prayer & Pledge of Allegiance**

Rev. Dr. Alfred Jones, Jr., the Pastor of Mount Zion Baptist Church in Triangle, Virginia, led the invocation, which the Pledge of Allegiance followed.

**III. Adoption of the Agenda**

On a motion made by Councilman Fields, seconded by Councilwoman Neville, to adopt the agenda. Vote 6-0 (Yes: Brown, Fields, Miles, Neville, Peet, and Wood; No: N/A; Abstain: N/A)

**IV. Approval of the Minutes**

On a motion made by Councilman Fields, seconded by Councilman Peet to approve the minutes of the March 15, 2022 Town of Dumfries Council Meeting. Vote 6-0 (Yes: Brown, Fields, Miles, Neville, Peet, and Wood; No: N/A; Abstain: N/A)

**V. Citizen Comment Period**

**VI. Mayor and Council Comments**

During this time, the Mayor and Council provided their comments.

## **VII. Reports and Presentations**

NVRC Report and Mental Health Update/Claude Moore Foundation – Councilwoman Cydny Neville

Councilwoman Neville provided a presentation on the following: NVRC Report, Mental Health Update and Claude Moore Foundation.

FY23 Fiscal Plan Presentation – Town Manager Keith Rogers, Jr.

Town Manager Rogers presented the FY23 Fiscal Plan.

## **VIII. Introduction Item**

Consideration of an Ordinance to Amend Town Code to Allow for Abatement of Real Estate Taxes (Public Hearing Date: April 26, 2022)

Consideration of a Resolution to Approve Abatement of First Half 2022 Real Estate Tax Billing (Public Hearing Date: April 26, 2022)

Consideration of an Ordinance to Appropriate Funds for Fiscal Year 2023 in the Amount of \$7,200,698 (Public Hearing Date: April 26, 2022)

Consideration of an Ordinance to Adopt Town Fee Schedule (Public Hearing Date: April 26, 2022)

Consideration of a Resolution to Adopt FY23-27 Capital Improvement Plan (Public Hearing Date: April 26, 2022)

On a motion made by Councilman Peet, seconded by Councilwoman Neville, to hold a public hearing on Tuesday, April 26, 2022, at 7:00 pm, to consider the following items: an Ordinance to Amend Town Code to Allow for Abatement of Real Estate Taxes; a Resolution to Approve Abatement of First Half 2022 Real Estate Tax Billing; an Ordinance to Appropriate Funds for the Fiscal Year 2023 in the Amount of \$7,200,698; an Ordinance to Adopt Town Fee Schedule; and a Resolution to Adopt FY23-27 Capital Improvement Plan. Vote 6-0 (Yes: Brown, Fields, Miles, Neville, Peet, and Wood; No: N/A; Abstain: N/A)

## **IX. Adjournment**

Mayor Wood adjourned the meeting at 8:02 pm.



**Town Manager's Report**

April 20, 2022

Mayor Wood, Vice-Mayor Nickerson, Honorable Councilmembers,

My team and I, continue to persevere in the midst of the ongoing pandemic. Our focus since March 2020 has been on ensuring that the core functions of our government continue, despite the local emergency. I am pleased with the way we have been able to adapt and serve our residents. Please note the following updates by agency:

**Administration**

Goal	FY21 Target/Result	FY22 Target/Result	March FY22
<b>ADMINISTRATION</b>			
Submit Comprehensive Annual Financial Report by statutory deadline	YES/YES	YES/TBD	TBD
Receive GFOA Distinguished Budget Presentation Award	YES/YES	YES/TBD	YES
Achieve 98% Collection Rate for Real Estate Taxes	98%/98%	98%/TBD	TBD
Increase Vehicle License Fee Collection Rate	98%/TBD	98%/TBD	N/A
Create and establish financial policies related to Unassigned Fund Balance, Rainy Day Fund, and Debt	Submitted and adopted by Town Council by March 30, 2021/ No	Submitted and adopted by Town Council by March 30, 2022/ TBD	TBD
Improve Average Customer Service Total Transaction Time	7 Minutes/ N/A	7 Minutes/TBD	7 Minutes
Improve Accounts Payable Processing Time	N/A	All payments will be processed within 21 days / TBD	TBD
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>			
Achieve Average Zoning Application Review Time	14 DAYS/ TBD	14 DAYS/ TBD	3 Days
Achieve Average Land Use Application Review Time	N/A	14 DAYS/ TBD	N/A

Goal	FY21 Target/Result	FY22 Target/Result	March FY22
<b>PUBLIC SAFETY</b>			
<b>Achieve Full Staffing Level (Authorized Strength -14 Sworn Personnel)</b>	14/TBD	14/TBD	YES
<b>Host Regular Community Educational Workshops</b>	N/A	1 PER MONTH	1 community event
<b>Improve average response time</b>	N/A	TBD	TBD
<b>Reduce property crime rate by 5%</b>	N/A	TBD	18 calls for crimes against property
<b>Reduce violent crime rate by 5%</b>	N/A	TBD	28 calls for crimes against persons
<b>PUBLIC WORKS</b>			
<b>Achieve Average Permit Approval Time</b>	N/A	14 DAYS/ TBD	8
<b>Increase Inspections on Private BMPs</b>	N/A	50% PRIVATE 100% PUBLIC	TBD

Respectfully submitted,



Keith C. Rogers, Jr.

**AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON APRIL 26, 2022, ON A MOTION MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown,\_\_\_\_\_;  
Brian K. Fields,\_\_\_\_\_;  
Selonia B. Miles,\_\_\_\_\_;  
Cydny A. Neville,\_\_\_\_\_;  
Monae S. Nickerson,\_\_\_\_\_;  
Shaun R. Peet,\_\_\_\_\_;  
Derrick R. Wood,\_\_\_\_\_;

**ORDINANCE TO AMEND TOWN CODE CHAPTER 58 CONCERNING REAL ESTATE TAXES**

**WHEREAS**, an amendment to Town Code is recommended to clarify authority regarding abatement of real estate taxes; and

**NOW, THEREFORE BE IT ORDAINED**, by the Council of the Town of Dumfries, on this 26<sup>th</sup> day of April, 2022, Chapter 58 of Town Code is amended as follows:

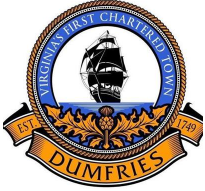
Sec. 58-55. - Due date Beginning with the year 2011, the taxes and levies accruing on real estate, which is not exempted from taxation by the constitution and the laws of the commonwealth, shall be due in two installments twice a year, payable at the office of the town treasurer on or before June 5 and on or before December 5. Provided, however, the Council may determine by majority vote to abate one tax installment.

By Order of Council:

\_\_\_\_\_  
Derrick R. Wood, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



## AGENDA ITEM REQUEST FORM

### Item Type

Award     Proclamation     Resolution/Ordinance     Motion     Discussion

### **Statement of Purpose**

Consideration of an Ordinance to Amend Town Code to Allow for Abatement of Real Estate Taxes

### **Background/References**

An amendment to Town Code is recommended make clear Council's authority to approve abatement of Real Estate Taxes.

### **Fiscal Impact**

N/A

### **Suggested Motion**

Adoption

### **Requested Meeting Date**

April 26, 2022

### **Attachments**

- [ORDINANCE TO AMEND TOWN CODE CH 58.pdf](#)



**AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON APRIL 26, 2022, ON A MOTION MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown,\_\_\_\_\_;  
Brian K. Fields,\_\_\_\_\_;  
Selonia B. Miles,\_\_\_\_\_;  
Cydny A. Neville,\_\_\_\_\_;  
Monae S. Nickerson,\_\_\_\_\_;  
Shaun R. Peet,\_\_\_\_\_;  
Derrick R. Wood,\_\_\_\_\_;

**RESOLUTION TO APPROVE REAL ESTATE TAX ABATEMENT FOR 1<sup>ST</sup> HALF 2022**

**WHEREAS**, real property assessments have increased as much as 15 percent for certain town parcels; and

**WHEREAS**, increased assessments result in higher real estate tax liabilities for property owners; and

**WHEREAS**, the Town Manager recommends abatement of the 1<sup>st</sup> half of the 2022 real estate tax, due on or before June 5, 2022; and

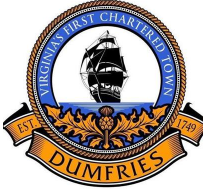
**NOW, THEREFORE BE IT RESOLVED**, by the Council of the Town of Dumfries, on this 26<sup>th</sup> day of April, 2022 does hereby approve a Real Estate Tax Abatement for the 1<sup>st</sup> Half of 2022.

By Order of Council:

\_\_\_\_\_  
Derrick R. Wood, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



## **AGENDA ITEM REQUEST FORM**

### **Item Type**

Award     Proclamation     Resolution/Ordinance     Motion     Discussion

### **Statement of Purpose**

Consideration of a Resolution to Approve Abatement of First Half 2022 Real Estate Tax Billing

### **Background/References**

Town real estate assessments have increased an average of 15% for 2022. This resolution will provide immediate relief by providing an abatement to residents for the June 2022 billing.

### **Fiscal Impact**

Approximately \$300,000 reduction in real estate tax revenue. This reduction will be offset by increases in other local taxes such as gaming, meals and sales tax.

### **Suggested Motion**

Adoption

### **Requested Meeting Date**

April 26, 2022

### **Attachments**

- [RESOLUTION TO APPROVE REAL ESTATE TAX ABATEMENT FOR 1ST HALF 2022.pdf](#)

AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON APRIL 26, 2022, ON A MOTION MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:

Tyrone A. Brown,\_\_\_\_\_;  
 Brian K. Fields,\_\_\_\_\_;  
 Selonia B. Miles,\_\_\_\_\_;  
 Cydney A. Neville,\_\_\_\_\_;  
 Monae S. Nickerson,\_\_\_\_\_;  
 Shaun R. Peet,\_\_\_\_\_;  
 Derrick R. Wood,\_\_\_\_\_;

**ORDINANCE TO APPROPRIATE FUNDS FOR FISCAL YEAR 2023 IN THE AMOUNT OF \$7,200,698**

**WHEREAS**, the Town Manager has prepared and submitted the budget for Fiscal Year 2023, beginning on July 1, 2022 and ending on June 30, 2023, requiring the appropriation of \$7,200,698 to provide for the operation and management of the Town; and

**WHEREAS**, on April 26<sup>th</sup> the Council held a duly advertised public hearing, as required by law; and

**WHEREAS**, Section 15.2-2506 of the Code of Virginia provides that no money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has been made an appropriation for such contemplated expenditure; and

**NOW, THEREFORE BE IT ORDAINED**, the Council of the Town of Dumfries does hereby adopt and make appropriations of Town revenues as specified and required by the budget attached hereto and made part hereof, or so much thereof as may be necessary for the purposes specified and in the amounts identified therein for the Fiscal Year 2023 in an amount not to exceed \$7,200,698.

This Ordinance shall be effective July 1, 2022.

**Estimated Revenue for Fiscal Year 2023**

<b><u>General Fund</u></b>	<b><u>FY2023 Estimate</u></b>
Total	\$7,200,698

**General Fund Operating Budget**

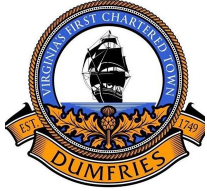
<b><u>Department</u></b>	<b><u>FY2023 Estimate</u></b>
Governing Body	\$202,636
Administration	\$2,471,853
Police	\$1,744,872
Planning & Community Dev.	\$419,106
Public Works	\$1,213,338
Stormwater Management	\$175,588
Boards & Commissions	\$17,500
Municipal Building	\$292,412
Debt Service	\$663,393
<b>Total</b>	<b>\$7,200,698</b>

The amounts appropriated by this Ordinance shall be expended for the purposes designated within the respective agencies reflected in this budget. Payments, salaries, wages, and allowances set forth in this budget are hereby authorized pursuant to all applicable local, state, and federal laws, including the Personnel Rules for the Town of Dumfries and the Virginia Public Procurement Act.

By Order of Council:

\_\_\_\_\_  
 Derrick R. Wood, Mayor

ATTEST: \_\_\_\_\_  
 Town Clerk



## AGENDA ITEM REQUEST FORM

### Item Type

Award     Proclamation     Resolution/Ordinance     Motion     Discussion

### Statement of Purpose

Consideration of an Ordinance to Appropriate Funds for Fiscal Year 2023 in the Amount of \$7,200,698

### Background/References

Appropriation ordinance for FY23 Budget.

### Fiscal Impact

N/A

### Suggested Motion

Adoption

### Requested Meeting Date

April 26, 2022

### Attachments

- [FY23 Appropriation Ordinance.pdf](#)

**AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON APRIL 26, 2022, ON A MOTION MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown,\_\_\_\_\_;  
Brian K. Fields,\_\_\_\_\_;  
Selonia B. Miles,\_\_\_\_\_;  
Cydny A. Neville,\_\_\_\_\_;  
Monae S. Nickerson,\_\_\_\_\_;  
Shaun R. Peet,\_\_\_\_\_;  
Derrick R. Wood,\_\_\_\_\_;

**ORDINANCE TO ADOPT THE TOWN OF DUMFRIES FEE SCHEDULE**

**WHEREAS**, the Town Manager has reviewed the Town Fee Schedule as a part of the annual budget process; and

**WHEREAS**, on April 26<sup>th</sup> the Council held a duly advertised public hearing, as required bylaw; and

**NOW, THEREFORE BE IT ORDAINED**, by the Council of the Town of Dumfries that the fee schedule, hereby adopted as presented;

This Ordinance shall be effective July 1, 2022.

By Order of Council:

\_\_\_\_\_  
Derrick R. Wood, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

# TOWN OF DUMFRIES



FEE SCHEDULE EFFECTIVE

JULY 1, 202~~2~~<sup>4</sup>

**SITE PLAN REVIEW FEES**

**PLANLAND USE APPLICATION REVIEW FEES**

Non-Residential Site Plan, Multi-Family Site Plan, <u>Subdivision creating more than 3 lots (base fee)</u> and major revisions to an approved Site Plan.	\$1,000
<u>Residential Site Plan(1 and 2 Family), Minor Non-Residential Site Plans, Single-Family &amp; Townhouse Subdivision Plan, Minor non-residential Site Plan, and Grading Plan over 2,500 square feet</u>	\$500
Plat Review <u>—Minor Subdivision</u> Subdivision (creation of less than 3 lots), Easement, Consolidation, or Vacation of:	\$350
Waiver Request	\$300
Pre-Submission Meetings – per hour per discipline	\$100
Subsequent Reviews and Minor Revisions to an approved Plan	\$100 per sheet
Review Fee per sheet for Major Site Plan and Subdivision Applications	\$100 per sheet
<u>Erosion and Sediment Control Plan Submission</u>	<u>\$100</u>
<u>Work in the Street Permit Fee</u>	<u>\$100</u>
<u>Land Disturbance Permit Fee (minimum)</u>	<u>\$300</u>
	<u>\$100</u>
<u>Maximum allowable fee</u>	<u>\$1,000</u>

**Bond**

Bond Administration Fee (due at surety posting)	\$300
Bond Release Fee (due prior to bond release)	\$200

**LAND DISTURBANCE /STORM WATER MANAGEMENT PERMIT FEES**

See Code of Virginia Administrative Code

<del>Fees for Individual Permit or Coverage—Per (9VAC25-870-820)</del>	
<del>Modification or Transfer of Individual Permit Fees—(9VAC25-870-825)</del>	
<del>State Permit Maintenance Fees—(9VAC25-870-8230)</del>	
<del>Storm Water Management Appeal</del>	<del>\$850</del>
<b><u>Land Disturbing</u></b>	
<u>Single family attached/detached, two-family &amp; residential additions (in Chesapeake Bay) &lt; 1 ac</u>	<u>\$209</u>
<u>Single family attached/detached, two-family &amp; residential additions (in Chesapeake Bay) =/&gt; 2,500 sf but &lt;1 ac.</u>	<u>\$290</u>
<u>Non-residential, multi-family and industrial =/&gt; 2,500 sf but &lt;1 ac.</u>	<u>\$1,000</u>
<u>Residential or commercial development within a common plan of development (3 or</u>	<u>\$290</u>

**SITE PLAN REVIEW FEES**

more structures]		
<b><u>VSMP Permit Coverage Fees</u></b>	-	-
Small construction activity	<u>1 ac but &lt; 5 ac</u>	<u>\$2,700</u>
Large Construction Activity	<u>= or &gt; 5 acres but &lt; 10 acres</u>	<u>\$3,400</u>
Large Construction Activity	<u>= or &gt; 10 acres but &lt; 50 acres</u>	<u>\$4,500</u>
Large Construction Activity	<u>= or &gt; 50 acres but &lt; 100 acres</u>	<u>\$6,100</u>
Large Construction Activity	<u>&gt; 100 acres</u>	<u>\$9,600</u>
Revision/transfer	-	-
Small construction Act	<u>&lt; 1ac</u>	<u>\$20</u>
Small construction Act	<u>&gt; 1 ac - &lt; 5 acres</u>	<u>\$200</u>
Large Construction Act	<u>= or &gt; 5 ac but &lt; 10 acres</u>	<u>\$250</u>
Large Construction Act	<u>= or &gt; 10 ac but &lt; 50 acres</u>	<u>\$300</u>
Large Construction Act	<u>= or &gt; 50 but &lt; 100 acres</u>	<u>\$450</u>
Large Construction Act	<u>= or &gt; 100 acres</u>	<u>\$700</u>
Individual Permits	-	<u>\$5,000</u>
-	-	-
Annual fee for permit maintenance	-	-
Chesapeake Bay development	<u>&gt; 2,500 sf but &lt; 1 acre</u>	<u>\$50</u>
Small Construction Activity	<u>&lt; acre</u>	<u>\$50</u>
Small Construction Activity	<u>or &gt; 1 ac but &lt; 5 acres</u>	<u>\$400</u>
Large Construction Activity	<u>or &gt; 5 ac but &lt; 10 acres</u>	<u>\$500</u>
Large Construction Activity	<u>or &gt; 10 ac but &lt; 50 acres</u>	<u>\$650</u>
Large Construction Activity	<u>or &gt; 50 ac but &lt; 100 acres</u>	<u>\$900</u>
Large Construction Activity	<u>or &gt; 100 acres</u>	<u>\$1,400</u>
The fees include the 28% paid to VA DEQ	-	-

**OTHER MISCELLANEOUS CHARGES**

Vendors on Public Property {Section 18-877 (d)}	\$30
Temporary Roadside Food Vendor {Section 42-34-19 (a)}	\$250

**LABOR AND EQUIPMENT RATES**

For circumstances requiring immediate attention – Rates will be based upon “On Call” Contractor’s Fees for Service.	
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**BUILDINGS, OCCUPANCIES, AND ACCESSORY STRUCTURES**

**BUILDINGS, OCCUPANCIES, AND ACCESSORY STRUCTURES**

Zoning Approval for Certificate of Occupancy (Commercial Tenant Occupancy)	\$100
Zoning Approval Fee for accessory residential structures. (Sheds)	\$25

**PLANNING APPLICATIONS**

<b>Application for Rezoning</b>		
a.	Fee Per Acre	\$3,000
i.	Fee per every additional acre thereof	\$1,000
ii.	Fee for 6 or more acres – base fees plus	\$6,250
iii.	Amendment	\$3,125
b.	Plus additional fee per acre based upon desired zoning district	
i.	PMUD and Residential/Amendment	\$175
ii.	B-1	\$150
iii.	B-2	\$125
iv.	FB/O-1	\$175
v.	SP-1 and M-1	\$200
<b>Zoning Text Amendment</b> (per text amendment)		<del>\$24,500</del> 00

**CONDITIONAL USE PERMITS (CUP)**

Conditional Use Permit (Residential Household Uses)		\$500
Conditional Use Permit - non-residential (see chart attached for use category)		
i.	Category "A"	\$1,000
ii.	Category "B"	\$1,400
iii.	Category "C"	\$2,000
iv.	Category "D"	\$6,000

**APPEALS/BZA APPLICATIONS**

Appeal to Maintenance Code Board of Appeals	<del>\$1080</del> 50
Appeal to the Board of Zoning Appeals (residential and non-residential)	<del>\$850</del> 000
Appeal to the Town Council	<del>\$1000</del> 850
<u>Request for Exception</u>	<u>\$1000</u>

**ARCHITECTURAL REVIEW BOARD**

Certificate of Appropriateness	<del>\$725</del>
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**ZONING DETERMINATIONS AND CERTIFICATIONS**

**ZONING DETERMINATIONS AND CERTIFICATIONS**

Certificate of Non-Conforming Use (residential)	<del>\$662</del> 50
Verification of/interpretation of or changes to a Non-Conforming Use (Commercial and Industrial)	<del>\$254</del> 00
Zoning Interpretations/Proffer/SUP Determinations	<del>\$350</del> 400
Zoning Certification Letter required by banks prior to lending Zoning Verification Letter	<del>\$662</del> 00
Zoning Compliance Certification – Signature of Zoning Administrator required on DMV forms for (Motor Vehicles Sales, Salvage, Vehicle Removal Operator, etc.)	<del>\$100</del> 25

**HOME BUSINESSES**

Home Occupation Permit Fee	\$100
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**SIGN PERMITS**

Sign Permit (new) – also requires Building Permit	<del>\$120.55</del> + \$1 per square foot, <del>or \$75 whichever is Less</del>
Sign (Re-facing) – No Building Permit Required	<del>\$2525</del> + \$1 per square foot or <del>\$50-75</del> whichever <del>is less, is Less</del>
<b>30 Day Temporary Sign Banner</b>	<b>\$25, **, **, ***</b>
*- Fee is waived for a single "Grand Opening" Banner for new businesses upon initial start of business (permit is required)	
**- Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date.	
***- Fee is waived for Religious Institutions and Non Profit Organizations if no zoning violations are on file for the subject property within the previous 12 months.	
* ** & *** In these instances, a permit is still required and sign still must conform to the Zoning Ordinance.	
<b>Temporary Sign Deposit Fee</b>	<b>\$50</b>

**ZONING DETERMINATIONS AND CERTIFICATIONS**

**Traffic Impact Studies**

<b>Traffic Impact Studies</b>		
i.	First Submission	\$1,000
ii.	Third & subsequent submissions	\$500
iii.	<b>VDOT 870 Review</b> Please note that if a VDOT 870 review is required, a separate fee must be submitted directly to VDOT. <i>*VDOT 870 Fees must be submitted directly to VDOT</i>	Contact VDOT for fee

**TEMPORARY USES**

<b>Temporary Use Permit</b>		
i.	Minimum fee for small events	\$10 <del>50</del>
ii.	Fee for Medium-impact events	\$ <del>304</del> 50
iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$ <del>6</del> 500
<b>Temporary Use Deposit</b>		
i.	Minimum fee for small events	\$100
ii.	Fee for Medium-impact events	\$500
iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$5000

**FAILURE TO OBTAIN ZONING PERMIT**

Failure to obtain a Zoning Permit	\$500 plus permit costs
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## ZONING DETERMINATIONS AND CERTIFICATIONS

### BUILDING DEPARTMENT PERMIT APPLICATION FEES GENERAL

This fee schedule includes:

- 2% Fee Levy as authorized by Section 107.2 of the USBC to support the activities of the Prince William County Code Academy.

### DEFINITIONS

Tenant Layout - Construction permits issued for the creation of a finished tenant space. This includes the installation of wall and floor materials and dropped ceilings, and may include partitions. Construction plans include structural detail and architectural features, plus electrical, plumbing and mechanical installations. Certificates of Use and Occupancy are issued upon completion of Tenant Layout work.

Alteration/Repair - For the purpose of new nonresidential construction, an alteration/repair building permit is issued to the tenant for additional work to satisfy special requirements of the tenant. Additional work may include installation of partitions or systems furniture.

Common Area, Common Area Permit - A common area of a building with multiple units and/or tenants; typically the footings, foundations, exterior bearing walls, interior walkways, floor-ceiling assemblies for multiple story buildings, and roof areas. This permit is used with Tenant Layout building permits in Use Groups Band M projects and with individual building permits for new residential units in R-2/R-3 projects.

Gross Floor Area - Floor area of all floors within the perimeter of the outside walls and columns of a building, without deduction of hallways, stairs, closets, thickness of walls, columns, occupied attics, or other features.

Group - The classification of a building or structure based on the purpose for which it is used. See Virginia Construction Code and the International Building Code for various groups.

R-1, R-2 and R-3 (4 Story/2 Dwelling Units) Groups - Hotels, motels, boardinghouses, and dwellings such as apartment buildings. Condominiums, each with its own entrance, will fall under this category for the purpose of fee calculation.

R-3, Groups - Townhouses, semi-detached, and detached single family dwelling units. Condominiums, each with its own entrance, do not fall under this category for the purpose of fee calculation.

**ZONING DETERMINATIONS AND CERTIFICATIONS**

Shell Permit - Partial building permit for a work that will not result in the issuance of a Certificate of Occupancy. Please refer to the Building Development Policy and Procedure for definitions and the permitting process.

Value - The aggregate cost of labor, material, overhead and profit to complete the entire job. The contract cost for the entire job or portions thereof which fall under the Uniform Statewide Building Code. Value is used for calculation of Alteration and Repair projects.

Hazard, (Light, Ordinary and Extra) for fire suppression - See NFPA 13 and Virginia Construction Code Chapter 3 for definition.

**ADMINISTRATION AND STANDARDS**

A permit must be issued before any of the following actions, which are subject to the Uniform Statewide Building Code (USBC), which may be commenced, and applies to all properties and structures within the Town of Dumfries:

- Construction
- Repair
- Alteration
- Addition
- Footing and foundation
- Removal/demolition

<u>Failure to obtain a Building Permit (plus the cost of permit)</u>	<u>\$500</u>
<u>Site Inspection (storm water, water, sanitary sewer) - per inspection</u>	<u>\$150</u>
<u>Code Compliance Inspection (requested by customer)</u>	<u>\$200</u>
<u>Pre-design Meetings (per hour \$75 minimum)</u>	<u>\$100</u>
<u>Construction Meetings (per hour per discipline - \$75 minimum)</u>	<u>\$100</u>
<u>Reinstatement of Rescinded or Suspended Construction Permits</u>	<u>\$100</u>
<u>Reinstatement of Responsible Parties for Construction Permits</u>	<u>\$100</u>

**Permit Application**

Application for a permit must be made to the Building Official and a permit must be obtained prior to the commencement of any of the following activities.

1. Construction or demolition of a building or structure, including the installation or altering of any equipment regulated by the USBC.
2. For change of occupancy, application for a permit shall be made when a new certificate of occupancy is required under Section 103.3.
3. Movement of a lot line that increases the hazard to or decreases the level of safety of an existing building or structure in comparison to the building code under which such building or structure was constructed.

## ZONING DETERMINATIONS AND CERTIFICATIONS

4. Removal or disturbing of any asbestos containing materials during the construction or demolition of a building or structure, including additions.
5. Construction of all retaining walls supporting 2 feet or more of unbalanced fill or supporting any surcharge from a structure above. Such work requires plan approval and a building permit. All plans shall be certified and signed by a Professional Engineer, except for retaining wall systems supporting 4 feet or less of unbalanced fill without any surcharge other than ordinary unbalanced fill. A retaining wall system may be composed of several tiers of individual retaining walls.

The Building Official may authorize work to commence pending the receipt of an application or the issuance of a permit.

### Emergency Construction

Applications for emergency construction, alterations, or equipment replacement, must be submitted by the end of the first working day following the day such work commences.

### Exemptions

The following are exempt from this code.

1. Equipment and related wiring, and poles and towers supporting the related wiring installed by a provider of publicly regulated utility service or a franchised cable television operator and electrical equipment and related wiring used for radio, broadcast or cable television, telecommunications or information service transmission. The exemption shall apply only if under applicable federal and state law the ownership and control of the equipment and wiring is by the service provider or its affiliates. Such exempt equipment and wiring shall be located on either public rights-of-way or private property for which the service provider has rights of occupancy and entry; however, the structures, including their service equipment, housing or supporting such exempt equipment and wiring shall be subject to the USBC. The installation of equipment and wiring exempted by this section shall not create an unsafe condition prohibited by the USBC.
2. Manufacturing and processing machines that do not produce or process hazardous materials regulated by this code, including all of the following service equipment associated with the manufacturing or processing machines:
  - 2.1 Electrical equipment connected after the last disconnecting means;
  - 2.2 Plumbing piping and equipment connected after the last shutoff valve or backflow device or before the equipment drain trap; and
  - 2.3 Gas piping and equipment connected after the outlet shutoff valve

Manufacturing and processing machines that produce or process hazardous materials regulated by this code are only required to comply with the code provisions regulating the hazardous materials.

3. Parking lots and sidewalks which are not part of an accessible route.
4. Non-Mechanized playground or recreational equipment such as swing sets, sliding boards, climbing bars, jungle gyms, skateboard ramps, and similar equipment where no admission fee is charged for its use or for admittance to areas where the equipment is located.

## ZONING DETERMINATIONS AND CERTIFICATIONS

5. Industrialized buildings subject to the Virginia Industrialized Building Safety Regulations (13 VAC 5-91) and manufactured homes subject to the Virginia Manufactured Home Safety Regulations (13 VAC 5-95); except as provided for in Section 424, including provision for safe egress from the building to grade per chapter 10 Virginia Code, Means of Egress.
6. Manufactured homes, except the applicable requirements of this code affecting site preparation, skirting installation, footings, foundations, proper anchoring and utility connections of the manufactured home remain in full force and effect, including requirements for issuing permits and certificates of occupancy.
7. Farm buildings and structures, except for a building or a portion of a building located on a farm that is operated as a restaurant as defined in Section 35.1-1 of the Code of Virginia and licensed as such by the Virginia Board of Health pursuant to Chapter 2 (Section 35.1-11 et. seq.) of Title 35.1 of the Code of Virginia. However, farm buildings and structures lying within a flood plain or in a mudslide-prone area shall be subject to flood-proofing regulations or mudslide regulations, as applicable.
8. Federally owned buildings and structures unless Federal Law specifically requires a permit from the locality. Underground storage tank installations, modifications and removal shall comply with this code and in accordance with Federal Law.
  
9. Off-site manufactured intermodal freight containers, moving containers, and storage containers placed on site temporarily or permanently for use as a storage container.
  
10. Automotive lifts.

### Exceptions from application for permit:

1. Patios - Building permit is not required for patios which are not designed to support a future structure and that are not suspended concrete slabs.
2. Decks - Building permit is not required for decks where all portions of the top of the floor are within 16.5 inches of finished grades.
3. Installation of wiring and equipment that (i) operates at less than 50 volts, (ii) is for network powered broadband communications systems, or (iii) is exempt under Section 102.3(1), except when any such installations are located in a plenum, penetrate fire rated or smoke protected construction or are a component of any of the following: fire alarm system; fire detection system; fire suppression system; smoke control system; fire protection supervisory system; elevator fire safety control system; access or egress control system or delayed egress locking or latching system; fire damper; or door control system.
4. One story detached accessory structures used as tool and storage sheds, playhouses or similar uses, provided the floor area does not exceed 256 square feet and the structures are not classified as a Group F-1 or H occupancy.
5. Detached pre-fabricated buildings housing the equipment of a publicly regulated utility service, provided the floor area does not exceed 150 square feet.
6. Tents or air-supported structures, or both, that cover an area of 900 square feet or less, including within that area all connecting areas or spaces with a common means of egress or entrance, provided such tents or structures have an occupant load of 50 or less persons.

## ZONING DETERMINATIONS AND CERTIFICATIONS

7. Fences of any height unless required for pedestrian safety as provided for by Section 3306, or used for the barrier for a swimming pool. (NOTE: The approval of the zoning Office is required for these buildings for verification of compliance with appropriate setback, side yard and rear yard requirements of the Zoning Ordinance of the Town of Dumfries. Any electrical installation will require permits and inspections.)
8. Concrete, Masonry and Wooden Walls, provided such walls do not exceed six feet in height above the finished grade. Ornamental column caps shall not be considered to contribute to the height of the wall and shall be permitted to extend above the six feet height requirement.
9. Retaining Walls supporting less than three feet of unbalanced fill. This exemption shall not apply to any wall irrpounding Class I, II or III-A liquids or supporting a surcharge other than ordinary unbalanced fill.
10. Swimming Pools that have a surface area not greater than 150 square feet, do not exceed 5,000 gallons and are less than 24 inches deep.
11. Flagpoles 30 feet or less in height.
12. Temporary Ramps serving dwelling units in Group R-3 occupancies where the height of the entrance served by the ramp is no more than 30 inches above grade.
13. Construction Work deemed by the building official to be minor and ordinary and which does not adversely affect public health or general safety.
14. Ordinary repairs not including (i) the cutting away of any wall, partition or portion thereof; (ii) the removal or cutting of any structural beam or load bearing support; (iii) the removal or change of any required means of egress; (iv) the rearrangement of parts of the structure affecting the egress requirements; (v) the addition to, alteration of, replacement of or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas or oil, soil, waste, vent or similar piping, electric wiring or mechanical work; or (vi) any other work affecting public health or general safety. However, ordinary repairs shall include, but are not limited to, the following:
  - 10.1. Replacement of windows and doors with windows and doors of similar operation and opening dimensions that do not require changes to the existing framed opening and that are not required to be fire rated in Group R-2 where serving a single dwelling unit and in Groups R-3.
  - 10.2. Replacement of plumbing fixtures in all groups without alteration of the water supply and distribution systems, sanitary drainage systems or vent systems.
  - 10.3. Replacement of general use snap switches, dimmer and control switches, 125 volt-15 or 20 ampere receptacles, luminaries (lighting fixtures) and existing ceiling (paddle) fans in Group R where serving a single dwelling unit and in all other Group R occupancies.
  - 10.4. Exact replacement of mechanical appliances provided such equipment is not fueled by gas or oil in Group R, and where serving a single family dwelling.
  - 10.5. Replacement of an unlimited amount of roof covering or siding in Group R provided the building or structure is not in an area where the design (3 second gust) wind speed is greater than 100 miles per hour (160 km/hr) and replacement of 100 square feet (9.29 m2) or less of roof covering in all groups and all wind zones.
  - 10.6. Replacement of 100 square feet (9.29 m2) or less of roof decking in Group R unless the decking to be replaced was required at the time of original construction to be fire-retardant-treated or protected in some other way to form a fire-rated wall termination.



## ZONING DETERMINATIONS AND CERTIFICATIONS

10.7. Installation or replacement of floor finishes in all occupancies.

10.8. Replacement of Class C interior wall or ceiling finishes installed in Groups A, E and I and replacement of all classes of interior wall or ceiling finishes in other groups.

10.9. Installation of replacement cabinetry or trim.

10.10. Application of paint or wallpaper.

10.11. Other repair work deemed by the building official to be minor and ordinary which does not adversely affect public health or general safety.

15. Signs installed on buildings and/or grounds. This needs to come out or be amended.

16. Replacement of above-ground existing LP-gas containers of the same capacity in the same location and associated regulators when installed by the serving gas supplier.

17. Crypts, mausoleums, and columbaria structures not exceeding 1500 square feet (139.35 m2) in area if the building or structure is not for occupancy and used solely for the interment of human or animal remains and is not subject to special inspections.

**Exception:** Application for a permit may be required by the Architectural Review Board (ARB) for the installation of replacement siding, roofing and windows in buildings within the historic district designated within the Town of Dumfries.

### **Fee Collected for and/or by other Agencies**

Building Development and Land Development will require the appropriate fees for: Land Disturbance, Verification of Land Disturbance Inspections, Additional Disturbance Inspection Fees, and Site Plan Review Fees.

Builder/Developer/Owner has the option to use a **Third Party Peer Review** process for any construction over 30,000 square feet or as agreed to by the Dumfries Building Official. Builder/Developer/Owner may pay for the review and bring the (third party stamped) plans to the Building Official for a cursory review and his/her additional approval stamp by the Dumfries Building Department. Plan Reviews acceptable to the Town are:

- a. **Fairfax County Prince William County** Peer Plan Review List
- b. International Building Technology Services (IBTS)
- c. International Code Council Plan Review (ICC)

All Fire related systems plan review will be by a **Third Party Peer Review** process as agreed to by the Dumfries Building Official.

Builder/Developer/Owner has the option of using a **Town Plan Review** to which the Building Official shall assess the appropriate Fees for this service.

**ZONING DETERMINATIONS AND CERTIFICATIONS**

**Methods of Payment**

The Town of Dumfries accepts in person payments of Cash, Check, Debit or Credit Cards bearing the Visa, MasterCard and Discover name and logo for the related fees.

Proffers, Bonds and Escrow payments cannot be paid with Credit Cards.

Based on the Town Council adoption of revisions to the Building Development Fee Schedule, the Building Development fees are subject to change (usually within the Town's Budget process). The fee amount charged will be based on the Town Council approved Fee Schedule in effect on the date of permit issuance.

**FEES, OTHER**

Amusement Devices (Carnival Rides) - See Virginia Amusement Device Regulations, 13 VAC 5-31-100, for definitions of Kiddie, Adult, and Spectacular Rides. Regulations state "the total for fees associated with one permit to operate and any associated inspections or one renewal of a permit to operate and any associated inspections shall not exceed" the amount shown. The fee for each amusement device under the permit shall be reduced by 50% when the inspection for obtaining a certificate of inspection for that device is conducted by a private inspector.

**c. CONTRACTOR LICENSING AND TRADESMAN CERTIFICATION**

**i. License Fees**

Not Applicable at this time.

**o. FEES, OTHER**

**J. Amusement Devices** Amusement Devices (Carnival Rides) - See Virginia Amusement Device Regulations, 13 VAC 5-31-100, for definition of Kiddie, Adult and Spectacular Rides. Regulations state "the total for fees associated with one permit to operate and any associated inspections or one renewal of a permit to operate and any associated inspections shall not exceed" the amount shown. The fee for each amusement device under the permit shall be reduced by 50% when the inspection for obtaining a certificate of inspection for that device is conducted by a private inspector.

Kiddie Rides, each	\$35.70
Adult Rides, each	\$56.10
Spectacular Rides, each	\$76.50
Roller Coasters exceeding 30' height	\$204.00
Generators, each	\$168.30

**2. ANNUAL PERMITS**

Fee per square foot of gross floor area building	\$.0056
Minimum fee for each unattached building	\$401.22
Tents - greater than 900 square feet	
i. First tent	\$287.26
ii. Each additional tent	\$96.29

**3. CERTIFICATES OF USE AND OCCUPANCY** - A building or structure shall not be used until a Certificate of Use and/or Certificate of Occupancy has been issued by the Zoning and Building Officials. The

**ZONING DETERMINATIONS AND CERTIFICATIONS**

fees for Certificates of Use and Occupancy and related documents are as follows:

a.	Residential R-3	\$96.29
b.	Residential R-1 and R-2	\$142.82
c.	Home Business for business approved by Zoning	\$86.28
d.	Temporary Certificates	
i.	Residential R-3 Condos, Multi-family, per unit first issuance	\$86.28
ii.	Residential R-1, R-2 Multi-story and Use Groups, per Building - first issuance	\$142.82
iii.	Renewal of expired Temporary Occupancy Permit	\$190.96
e.	Certificate of Use and Occupancy for change in use or ownership for nonresidential structure where no construction permit is involved, Payable at time of application.	\$142.82
f.	Replacement of Occupancy Load Posting Sign, Per sign.	\$96.29
g.	Duplicate copy of Certificate of Use and Occupancy where building permit issue date later than June 30, 2000.	\$96.29

**4. MINIMUM BASE FEE:**

All Fees for permits issued on a minimum fee or reduced fee basis shall be paid in full at the time of the permit application.

a.	Residential R-1, R-2 and R-3 and their accessory structures- A minimum fee shall apply to all permits.	\$86.28
b.	Nonresidential and all Multistory Residential structures -A minimum fee shall apply to all permits.	\$142.82

**5. CODE MODIFICATION REVIEW:**

a.	R-3 (one dwelling) - Groups per dwelling unit	\$86.28
b.	All other Use Groups, per structure or tenant space, whichever is greater	\$142.82
c.	When multiples of "a." or "b." above are submitted simultaneously for the same project, the maximum fee shall be:	\$857.09

**6. INSPECTIONS:**

a.	After hour inspection - Inspection are normally performed on Tuesday, Thursday and Friday. After hours or off hour inspection can be provided at an additional fee as listed. Fee shown is per hour.	\$37.55
b.	Post Concealment Inspection Analysis, per permit	\$86.28
c.	Inspection Cancellation Fee	
i.	Up to 8:00 am day of inspection	\$34.52
ii.	After 8:00 am and before the inspector arrives at the site	\$34.52
iii.	Townhouse Multiple Inspections for the same building - Inspector has arrived at the site and first inspection has failed. The permit holder wants to cancel additional inspection for the remaining units in the same building.	\$34.52
d.	Re-Inspection Fee	
i.	Work not ready for inspection. Not ready is defined as all of the required items for the requested inspection have not been installed and the work is not complete.	\$127.99
ii.	Work is ready for inspection, but deficiencies are identified. The re-inspection fee shall be charged for each inspection over two when the identified deficiencies have not been corrected.	\$127.99
iii.	All cancellation and rejection fees shall be paid prior to the scheduling of the final inspection.	\$127.99

**ZONING DETERMINATIONS AND CERTIFICATIONS**

	iv.	The Director of Public Works or his designee shall have authority to waive the re-inspection fees and the cancellation fees based on the written request of the Permit Holder with sufficient justification to grant such a waiver.	\$127.99
e.		Code Compliance Inspection requested by customer. <b>Fee shown is by hour:</b>	\$127.99

**7. VIOLATION(S) and VIOLATION NOTICES:**

To offset the cost of expense necessary for all Town Code Enforcement and Building Code Enforcement Activities, an additional fee shall be charged for permits obtained to abate a Violation Notice. The additional fee shall be 100% of the calculated permit fee; not to exceed \$2,500. This fee for violations will be assessed by the Zoning Administrator and/or the Director of Public Works. The administrator(s) of their respective department may waive this additional fee for extenuating circumstances.

**8. PLAN REVIEW RE-SUBMISSION/REVISION FEES:**

a.		Plan Review Re-submission Fee - A fee computed at the rate of 4% of the Permit fee may be assessed for each re-submission of any plans (except for decks and other minor residential projects). The minimum fees are:	
	i.	Residential dwellings	\$86.28
	ii.	Non-residential (including R-3, R-2, R-3, multi-story, and multi-family	\$190.96
b.		Plan Revision Fee -A fee computed at the rate of 2% of the Permit fee shall be assessed for each post plan approval revision to all plans. The minimum fees for revised plans are:	
	i.	Residential dwellings	\$86.28
	ii.		\$190.96
c.		Re-review of lost plans/additional plans; no minimum or maximum fee; per page.	\$19.96

**9. PROVIDING PLANS FOR APPROVAL**

The Town of Dumfries requires two (2) sets of stamped plans for our records. Any number of stamped sets the Builder/Developer/Owner wishes to have they must provide.

**10. REINSTATEMENT OF RESCINDED PERMITS**

Reinstatement of Permit Fee	\$127.99
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**11. REASSIGNMENT OF RESPONSIBLE PARTIES**

Reassignment of responsible parties for permits	\$127.99
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**12. RESIDENTIAL LIMITED SERVICE/REPAIR PERMIT**

a.	Base Fee	\$69.04
b.	Fee for each additional item inspected (requested or required)	\$15.82

**13. THIRD PARTY INSPECTION**

The Town allows third party inspections. All Inspectors must have the proper certifications and provide credentials to the Town for the various types of inspection they perform. All Inspections conducted within the Town of Dumfries must provide documentation of inspections in writing. Failure to do so results in violations per this fee schedule.

**ZONING DETERMINATIONS AND CERTIFICATIONS**

**E. REFUNDS**

1. All requests for refunds must be made in writing.
2. Each inspection requested reduces the refund amount based upon the inspections performed.
3. Refunds of fees for Certificates of Use and Occupancy are based on the fee schedule.
4. As a result of the administrative costs for processing a permit the minimum fee, there shall be no refunds on any minimum fee permits.

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Minimum administrative fee for refund request: \$86.28

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**F. RETURNED CHECK**

- i. Any returned check is subject to penalties provided for in the Town Code.

**ZONING DETERMINATIONS AND CERTIFICATIONS**

**II. BUILDING FEES**

**All permits necessary under the provisions of the Virginia Uniform Statewide Building Codes shall be paid for before initiation of the work covered by such permits.**

**A. NEW CONSTRUCTION AND ADDITIONS**

**1. Residential - R-1 and R-2**

**(Does not include R-3, multi-story or multi-family- see Non-Residential)**

<u>a.</u>	<u>Fee per square foot of the gross floor area, to include basements and garages. Decks required to be permitted separately on new residential construction.</u>	<u>\$.125</u>
<u>b.</u>	<u>Minimum fee for new dwelling units, garages, carports, additions, breezeways, gazebos, open porches with roofs, decks greater than 250 SF</u>	<u>\$214.28</u>
<u>C.</u>	<u>Minimum Fee (decks, pergolas and detached sheds) 250 SF or less</u>	<u>\$86.28</u>

**2. NON-RESIDENTIAL STRUCTURES - Includes all residential multi-family and multi-story.**

<u>a.</u>	<u>Fee per square foot of gross floor area for complete building</u>	<u>\$ 2354</u>
<u>b.</u>	<u>Minimum fee per structure or tenant space</u>	<u>\$287.26</u>
<u>c.</u>	<u>Joint Occupancy Evaluation (JOE) Program with Safety Inspection (Additional fees apply for Fire Marshal, Certificate of Use and Certificate of Occupancy)</u>	<u>\$287.26</u>
<u>d.</u>	<u>JOE Program without Safety Inspection</u>	<u>\$77.04</u>
<u>e.</u>	<u>Tents (greater than 900 SF)</u>	<u>\$142.82</u>
<u>f.</u>	<u>Framing and Rough-in permit</u>	<u>\$287.26</u>
<u>g.</u>	<u>Outdoor Recreation Uses (e.g., Kiddie Park)</u>	<u>\$368.89</u>

**B. PARTIAL PERMITS**

**1. Nonresidential Structures - Includes all R Groups, multi-story and multi-family.**

<u>a.</u>	<u>Fee per square foot of gross floor area for footing/foundation slab.</u>	<u>\$.1206</u>
<u>b.</u>	<u>Fee per square foot of gross floor area for shell. Does not include footing/foundation/slab.</u>	<u>\$.1206</u>
<u>c.</u>	<u>Fee per square foot of gross floor area for shell buildings, to include foundations.</u>	<u>\$.2126</u>
<u>d.</u>	<u>Fee per square foot for tenant floor area of leased and/or occupied tenant space, or minimum fee.</u>	<u>\$.0805</u>
<u>e.</u>	<u>Fee per square foot of gross floor area (without footing/foundation/slab), base building with tenant improvements.</u>	<u>\$.1723</u>

**2. Residential (R-1 and R-2 only)**

<u>a.</u>	<u>Footing and foundation in addition to the regular Building Permit (when permitted separately).</u>	<u>\$86.28</u>
<u>b.</u>	<u>Fee per square foot for superstructure, including basements.</u>	<u>\$.1235</u>

**ZONING DETERMINATIONS AND CERTIFICATIONS**

**C. ERECTION OF STRUCTURES OTHER THAN BUILDINGS**

a.	Multiplier applied to construction value.	\$ .0104
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**D. REPAIRS AND ALTERATIONS**

a.	Residential single family dwellings	\$86.28
b.	Non-residential Structures - includes multi-story and multi-family. Multiplier applied to construction value plus applicable fees. For the purpose of fee calculations, the maximum declared construction value of \$5,000,000 will be used. (Note: The Town of Dumfries reserves the right to request documentation of the construction value).	\$ .0104

**E. FINISHED BASEMENTS (RESIDENTIAL)**

a.	Fee per square foot of gross floor area	\$ .2469
b.	Minimum fee when permit taken after occupancy of unit	\$86.28

**F. NON-RESIDENTIAL RE-ROOFING**

Includes all multi-family and multi-story occupancy groups. Permit is not required for repairs of less than 100 square feet or defined as ordinary.

a.	Fee per square foot for first 10,000 SF of roof area or minimum fee.	\$ .1243
b.	Fee per square foot for additional square footage over 10,00 SF.	\$ .0081

**G. RECALCULATION OF OCCUPANCY LOAD POSTING PLACARD**

a.	Fee per Placard.	\$86.28
b.	Minimum fee.	\$86.28

**H. INDUSTRIALIZED BUILDING FOUNDATION OR MANUFACTURED HOMES**

a.	Residential base fee. Plus fee per square foot of gross floor area of basement, garage or additions. (decks require separate permit)	\$86.28
b.	Non-residential, Multi-family and Multi-story base fee. Plus fee per square foot of gross floor area of basement, garages, or additions.	\$ 2354

**I. MANUFACTURED HOME - INSTALLATION**

	New installation (set up)	\$86.28
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**ZONING DETERMINATIONS AND CERTIFICATIONS**

**J. OTHER FEES**

1. Building Demolition

Demolition Fee. \$142.82

2. Retaining Wall (SF of Total Wall Face)

a.	Minimum Fee for retaining walls.	\$142.82
b.	Retaining Walls with less than 8 feet of backfill.	\$4786
c.	Retaining Walls with 8 feet or more of backfill.	\$574

3. Outdoor Sign

a. Fee per sign. \$142.82

4. Indoor Sign -fee per sign.

a.	First sign	\$142.82
b.	Each additional sign.	\$38.51

5. Ground Signs

a. Non-residential, Multi-family and Multi-story base fee. Plus fee per square foot of gross floor area of basement, garages, or additions. \$ 2354

6. Poles over 30 feet for flags and site lighting system.

Flat fee per project. \$142.82

7. Private Residential Swimming Pools

a. Permit fee. \$142.82



**ZONING DETERMINATIONS AND CERTIFICATIONS**

**8. Public or semi-public Swimming Pools**

a.	Permit fees	\$287.26
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**9. Special Inspection Project - the following shall apply when structure is designated as a Special Inspection Project.**

a.	<u>Building Projects</u>	
i.	<u>Up to 5,000 square feet, single story (unless covered by 9c.)</u>	<u>\$956.47</u>
ii.	<u>5,000 to 10,000 square feet</u>	<u>\$1,914.53</u>
iii.	<u>10,000 to 20,000 square feet</u>	<u>\$3,829.06</u>
iv.	<u>20,000 to 50,000 square feet</u>	<u>\$5,741.99</u>
v.	<u>50,000 to 100,000 square feet</u>	<u>\$7,656.51</u>
vi.	<u>100,000 square feet and above</u>	<u>\$9,571.05</u>
b.	<u>Retaining Wall Projects</u>	
i.	<u>Up to 1,000 square feet (unless covered by 9c.)</u>	<u>\$956.47</u>
ii.	<u>1,000 to 3,000 square feet</u>	<u>\$1,914.53</u>
iii.	<u>3,000 to 5,000 square feet</u>	<u>\$2,871.00</u>
iv.	<u>5,000 square feet and above</u>	<u>\$3,829.06</u>
c.	<u>Individual Structural Components including, but not limited to, Projects to which the MinorCritical Projects policy applies, up to four, per component.</u>	<u>\$383.55</u>

**PLAN REVIEW FILING FEES**

a.	<u>Residential (Single Family, Duplex, Townhouse, etc.) per unit.</u>	<u>\$112.17</u>
b.	<u>Non-residential, multi-family, multi-story.</u>	<u>35%of permit fees</u>

**ZONING DETERMINATIONS AND CERTIFICATIONS**

**III. ELECTRICAL FEES**

All permits necessary under the provision of the Virginia Uniform Statewide Building Code shall be procured and paid for before initiation of the work covered by such permits. A separate electrical permit is required to install electrical equipment in each dwelling unit, each structure or each area of the structure for which a separate building permit has been issued. A separate electrical permit is required to install electrical signs and swimming pools.

**A. RESIDENTIAL - Single family dwellings - Base fee applies see Item 4.**

(Does not include multi-family, multi-story and R-3)

**1. New Residential**

a.	New Construction of dwelling units, fee per square foot, (includes basement and floorarea.	\$ .0978
b.	Minimum Fee.	\$86.28
c.	Temporary Service Fee	\$127.99

**2. Existing Dwellings (Additions, Remodeling and Repairs)**

a.	Base Fee, plus items 1 through 6 below	\$43.14
i.	New Service (new and replacement)	\$43.14
ii.	Fixtures/Receptacles (includes switches, each 10 or portion thereof:	\$8.62
iii.	Circuits, each	\$2.86
iv.	Stationary equipment, each (includes, but not limited to; bathroom exhaust fans, motors, pumps, welders, generators, car charging stations and solar panels). (electric water heaters are exempt)	\$11.51
v.	Subpanels	\$24.45
vi.	Pumps, each	\$86.28
b.	Service Connection Fee or reconnect (total fee - no base plus)	\$86.28
c.	Swimming Pools (total fee - no base plus)	\$86.28

**B. NON- RESIDENTIAL- Includes all R-3, multi-family and multi-story. Base fee applies see Item 4.**

**1. Base fee**

a.	Base fee plus the following items: 7, 11, 15, 18, 20, 21 and 22.	\$142.82
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**ZONING DETERMINATIONS AND CERTIFICATIONS**

**2. Appliances and stationary equipment**

a. Includes but is not limited to: bathroom exhaust fans, dishwasher, disposal, dryer, water heater, kitchen range, car charging station and solar panels. \$12.83

**3. Circuits**

a. New, extensions and feeders: bath fans are counted as circuits. \$3.21

**4. Dental Chairs**

a. Each chair \$22.46

**5. Duct Heaters**

<u>a.</u>	<u>For first unit</u>	<u>\$46.52</u>
<u>b.</u>	<u>For additional unit, each</u>	<u>\$25.68</u>

**6. Electrical Unit Heaters**

a. Space or Base Board Heaters, each \$12.83

**7. Fire Alarm Systems (total fee - no base plus)**

a. Fee for systems up to 10 devices \$190.96

b. For each additional device \$4.83

a. Base fee plus the following items: 7, 11, 15, 18, 20, 21 and 22. \$142.82

**8. Fixtures/Receptacles - includes switches, disconnects and smoke detectors.**

a. Fee for each 10 or portion thereof: \$8.04

**ZONING DETERMINATIONS AND CERTIFICATIONS**

**9. Track Lighting**

Per lineal foot	\$.7657
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**10. Gasoline Pumps/Dispensers**

a.	Submerged pumps - see motors	\$12.83
b.	Dispensers, each unit	\$12.83

**11. Generators (all types and voltage) total fee - no base plus**

a.	Less than 100 KVA each unit	\$60.98
b.	100 KVA and above each unit	\$184.54

**12. Groundworks**

Concealing of Conduits only	\$87.67
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**13. Heating and Air Conditioning**

a.	Less than 5 tons (each unit)	\$28.90
b.	5 tons and above (each unit)	\$86.67

**14. Motors - (including commercial furnaces and ventilation equipment)**

a.	Less than 5 H.P.	
	i. First unit	\$12.83
	ii. Each additional unit	\$8.04
b.	5 H.P. and above	
	i. First unit	\$27.30
	ii.	\$14.46

**ZONING DETERMINATIONS AND CERTIFICATIONS**

**15. Pole Lights: (total fee - no base fee)**

a.	First Pole	\$28.90
b.	Each additional Pole	\$20.88

**16. Service Entry (new, replacement, or metered for separate occupancies or main switches.**

a.	Service 600 volts or less	
i.	Less than 600 amps	\$105.91
ii.	600 amps to less than 1200 amps	\$152.45
iii.	1200 amps and above	\$306.51
b.	Service over 600 volts	\$410.83
c.	Service Reconnect Fee	\$142.82
d.	Temporary Service, for construction only	\$96.29

**17. Outdoor Signs (total fee - no base fee)**

a.	First Sign	\$142.82
b.	For each additional Sign	\$38.51

**18. Indoor Signs (circuit connections) (total fee - no base fee)**

a.	First sign	\$142.82
b.	For each additional sign	\$38.51

**19. Neon Signs**

Fee per transformer	\$38.51
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**20. Subpanels/Control Panel**

Total fee - no base plus	\$25.68
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**21. Swimming Pools**

a. Non-residential swimming pools (total fee - no base plus)	\$287.26
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**ZONING DETERMINATIONS AND CERTIFICATIONS**

**22. Temporary Wiring**

a.	Tree sales, produce stands, tent sales, carnivals, fairs, circuses and other temporary activities. (total fee - no base plus)	\$142.82
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**23. Transformers- all types and voltages**

a.	Less than 100 KVA (each unit)	\$60.98
b.	100 KVA and above (each unit)	\$184.54

**24. Uninterruptible Power Supply - all types and voltages**

a.	Less than 100 KVA (each unit)	\$60.98
b.	100 KVA and above (each unit)	\$184.54

**25. Variable Air Volume Boxes**

b.	Fees for Variable Air Volume Boxes	\$16.04
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**26. Welders**

a.	Welders	\$12.83
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**27. X-Ray Machines**

a.	X-Ray Machines, each	\$12.83
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**28. Low voltage Systems**

a.	Per square foot for first 10,000 SF area to be wired	\$ .0286
b.	Per square foot for each additional square foot over 10,000 SF of area to be wired	\$ .0056

**29. Electrical Demolition**

a.	Electrical Demolition Fee	\$142.82
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**C. INDUSTRIALIZED BUILDING AND MANUFACTURED HOMES:**

**ZONING DETERMINATIONS AND CERTIFICATIONS**

1. Interiors of preapproved industrialized buildings or manufactured units shall not require a permit unless the structure is modified.
2. Other Electrical Fees shall be priced per the electrical schedule above.

**IV. MECHANICAL FEES**

All permits necessary under the provision of the Virginia Uniform Statewide Building Code shall be procured and paid for before initiation of the work covered by such permits. A separate electrical permit is required to install mechanical equipment in each dwelling unit, each structure or each area of the structure for which a separate building permit has been issued.

**A. RESIDENTIAL - base fee applied see item 4.**

**1. Duct Work Only**

a.	One Zone fee plus	\$176.90
b.	Each additional Zone	\$112.17
c.	1 zone system over 4 tons shall be charged as 2 zones	

**2. A/C Equipment Replacement**

	Indoor or Outdoor	\$86.28
Both		\$127.99

**3. Furnace Replacement**

a.	Replacement Fee	\$86.28
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**4. Wood Stoves, gas logs**

a.	Stoves or Gas Log Installations or replacement	\$86.28
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**5. Prefabricated Fireplaces**

a.	This fee for wood burning stoves or prefabricated fireplaces is added to the other mechanical fees even if the same owner or contractor performs the work.	\$86.28
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**6. Oil and L. P Tanks**

a.	New or Removal, in or above ground	\$86.28
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**ZONING DETERMINATIONS AND CERTIFICATIONS**

**7. Building Fire Suppression Systems**

a.	Fire Suppression System Fee	\$86.28
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**8. Ductwork only**

a.	Additions and Finished Basements Fee	\$86.28
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**B. NON-RESIDENTIAL MECHANICAL - base fee applies see Item 4.**

**1. Ductwork**

a.	0 - 2,500 square feet fee per square feet, plus equipment schedule	\$ .0805
b.	2,501- 5,000 sq. ft. fee per sq. ft. plus above fee	\$ .0516
c.	5,001- 40,000 sq. ft. fee per sq. ft. plus above fee	\$ .0345
d.	40,000 sq. ft. fee per sq. ft. plus above fee	\$ .0191

**2. Hoods**

a.	Exhaust fans for hoods (fee per fan)	\$142.82
b.	Hood Fee - per sq. ft. of each hood area	\$6.42
c.	Hood Fire Suppression, per system	\$142.82

**3. Chilled + Hot H2O, Steam Piping**

a.	0 - 2,002,500 square feet fee per square feet, plus equipment schedule	\$ .0422
b.	2,501- 5,000 sq. ft. fee per sq. ft. plus above fee	\$ .0345
c.	5,001 sq. ft. and above fee per sq. ft. plus above fee	\$ .0262

**4. Equipment schedule (new or replacement)**

a.	Power boilers	
	i. Base fee plus	\$142.82
	ii. Fee Per H.P.	\$1.39
b.	Hot water boiler or steam boiler	
	i. Base fee plus	\$142.86
	ii. Fee for each 100,000 BTU/HR or fraction thereof over 200,000 BTU/HR	\$16.04
c.	Incinerators and crematory per 100/HR burning rate or fraction thereof;	\$56.15



**ZONING DETERMINATIONS AND CERTIFICATIONS**

<b>d.</b>	Furnaces (central heating, duct, oil and solid burning rate or fraction thereof:	
i.	Up to 200 MBH input - base fee plus	\$142.82
ii.	For each additional 100 MBH or fraction thereof.	\$14.46
<b>e.</b>	Refrigeration (product cooling)	
i.	Base fee plus	\$142.82
ii.	Fee for each ton over 5	\$9.63
<b>f.</b>	Heating and Air Conditioning (all units)	
i.	Base fee plus	\$197.39
ii.	Fee for each ton over 5	\$25.68
<b>g.</b>	Relocation of existing heating and air conditioning, fee for each relocated unit, to include relocation of ductwork	\$171.71
<b>h.</b>	Conversion of burner	\$142.82
<b>i.</b>	Air Compressors	\$142.82
<b>j.</b>	Auto lifts, each (or minimum fee)	\$28.90
<b>k.</b>	Auto Emissions System (in slab or above floor) includes the exhaust fan.	\$142.82
<b>l.</b>	Chiller/Cooling Tower	
i.	Base fee plus	\$142.82
ii.	Fee per ton	\$1.41
<b>m.</b>	Unit heaters, space heaters, through wall heat pump or A/C, exhaust fan (other than hood), dryer vents, VAV fans and fan coil units.	
i.	Base fee each, for first 10	\$142.82
ii.	Fee each additional thereof:	\$12.83
<b>n.</b>	Additional equipment not listed, to include generators; each type counted separately.	\$142.82

**5. Smoke Evacuation System**

<b>a.</b>	Volume of air is only to be calculated for the affected area, not additional areas not part of the zone	
i.	Per cubic foot up to 25,000 cubic feet	\$ .0073
ii.	Per cubic foot 25,001- 50,000 cubic feet plus above fees	\$ .0040
iii.	Per cubic foot 50,001-400,000 cubic feet plus above fees	\$ .0030
iv.	Per cubic foot 400,000 and above, plus above fees	\$ .0015
<b>b.</b>	Smoke Removal Fan	
	If Smoke Removal Fan is an integral part of an HVAC system, fees are to be calculated based upon cubic footage.	\$142.82

**6. Gas Piping**

<b>a.</b>	LP or Natural gas - fee per meter plus	\$142.82
i.	Regulators, up to 10	\$142.82
ii.	Regulators, 11 or more	\$239.11
<b>b.</b>	Fee for each connected appliance per system	\$12.83
<b>c.</b>	Medical gas piping fee	\$142.82
i.	Per manifold per type of gas	\$142.82

**ZONING DETERMINATIONS AND CERTIFICATIONS**

	ii.	Fee per outlet, up to 30 outlets	\$11.26
	iii.	Fee for each additional 10 outlets, or part of thereof;	\$4.83
d.		Residential which have gas piping systems to supply the furnace, hot water heater, stove, or gas logs.	
	i.	Fee for first 10 units plus	\$142.82
	ii.	Each additional unit plus	\$11.26
	iii.	Fee for each appliance outlet	\$11.26

**7. Flammable and combustible liquid tanks**

a.		Storage tank removal or abandonment (each tank)	\$184.54
b.		Storage tank installation and testing, each tank including piping.	\$439.71
c.		Piping only (each tank)	\$258.36
d.		Above or underground tanks up to 550 gallons, each (or minimum fee)	\$60.98

**8. Elevator**

a.		New Elevators and Escalators, each	\$142.82
b.		Miscellaneous: Sidewalk lifts, material lifts, cart lifts, stair lifts and porch lifts, per lift.	\$142.82

**9. Building Fire Suppression**

a.		<b>Sprinkler Limited Areas</b>	\$184.54
b.		<b>Sprinkler Light Hazard Occupancy - minimum fee</b>	\$335.40
	i.	1-100 heads (fee per head)	\$6.12
	ii.	101-300 heads fee per head	\$4.83
	iii.	301-500 heads fee per head	\$3.21
	iv.	501 and above sprinkler heads - fee per head	\$3.21
c.		<b>Sprinkler Ordinary Hazard and Rack Storage -minimum fee</b>	\$335.40
	i.	1-100 heads (fee per head)	\$6.12
	ii.	101-300 heads fee per head	\$4.83
	iii.	301-500 heads fee per head	\$3.21
	iv.	501 and above sprinkler heads - fee per head	\$3.21
d.		<b>Sprinkler Extra Hazard - minimum fee</b>	\$335.40
	i.	1-100 heads (fee per head)	\$6.12
	ii.	101-300 heads fee per head	\$4.83
	iii.	301-500 heads fee per head	\$3.21
	iv.	501 and above sprinkler heads - fee per head	\$3.21
e.		<b>NFPA 13D Systems -fee per system</b>	\$335.40
	i.	1-100 heads (fee per head)	\$6.12
	ii.	101-300 heads fee per head	\$4.83
	iii.	301-500 heads fee per head	\$3.21
	iv.	501 and above sprinkler heads - fee per head	\$3.21

**ZONING DETERMINATIONS AND CERTIFICATIONS**

f.	Dry Pipe System added on (per dry pipe valve)	\$142.82
g.	Sprinkler with stand pipe on (per standpipe riser)	\$96.69
h.	Stand Pipe System only - base fee plus	\$335.40
i.	each additional riser after one	\$96.69
i.	Fire Pumps, per pump	\$335.40
j.	Underground fire line, per line	\$287.26
k.	Carbon Dioxide Extinguishing System (per system)	\$287.26
l.	Clean Agent Extinguishing System (per system)	\$142.82
m.	Dry chemical system (per system)	\$142.82
n.	Wet chemical system (per system)	\$142.82

10. Industrialized (modular) buildings require a mechanical permit when building arrives on job in more than one module requiring assembly.

a.	Base Fee plus	\$127.99
b.	Add all additional equipment with fees - see Mechanical Equipment under Item 4.	

**11. Mechanical Demolition**

a.	Mechanical demolition fee	\$142.82
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**ZONING DETERMINATIONS AND CERTIFICATIONS**

**V. PLUMBING FEES**

All permits necessary under the provision of the Virginia Uniform Statewide Building Code shall be procured and paid for before initiation of the work covered by such permits. A separate plumbing permit is required to install plumbing equipment in each dwelling unit, each structure or each area of the structure for which a separate building permit has been issued.

**A. RESIDENTIAL - Single family dwellings (Does not include multi-family, multi-story and R-3)**

**1. New Residential**

a.	Base Fee plus	\$86.28
b.	Each fixture and appliance, which includes floor drains, ice makers, hose Bibbs, potable water connections to boilers or other non-potable tanks or equipment, and roughed in fixtures. (no gas)	\$7.18

**2. Additions/Remodeling (no gas)**

a.	Base Fee plus	\$86.28
b.	Each fixture and appliance, which includes floor drains, ice makers, hose Bibbs, potable water connections to boilers or other non-potable tanks or equipment, and roughed in fixtures. (no gas)	\$7.18

**3. Lawn Sprinklers**

I (backflow prevention only)	\$86.28
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**4. Water Service**

a.	Per service when new, repaired or replaced.	\$86.28
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**5. Building Sewer**

Per each 100 feet or portion thereof.	\$86.28
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**6. Pressure Reducing Valve**

**ZONING DETERMINATIONS AND CERTIFICATIONS**

a.	Each Valve	\$11.51
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**7. Backwater valves for sewers**

a.	Each Valve	#11.51
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**8. Cross Connection Fee**

a.	Per Device	\$11.51
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**9. Natural Gas/L. P. Gas**

a.	Base Fee	\$86.29
b.	Each Gas Appliance	\$7.18

**10. Liquid Petroleum Storage Tanks**

a.	New or removals, in or above ground (per permit)	\$86.29
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**B. NON-RESIDENTIAL PLUMBING**

**1. New Structures, Additions and Alterations - Includes all R-3, multi-family and multi-story.**

a.	Base Fee plus	\$190.96
b.	Each Fixture; includes floor drains, Hose Bibbs, potable water connections to boilers and other non-potable tanks or equipment and fixtures connected to potable water systems. (E.g. coffee makers, ice makers, etc.)	\$8.04
c.	Removal or capping off fixtures.	\$8.04

**2. Appliances**

a.	In addition to appliances normally associated with residential and non-residential structures, appliances include ejectors, dishwashers, sewage and garbage disposals, water heaters, water booster pumps, sump pumps, sand or grease interceptors and separators, trench drains and reclaim tanks.	\$30.47
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**3. Storm Drains**

a.	Per 50,000 square feet of roof, or portion thereof:	\$142.82
b.	Each roof drain and/or downspout tying into the storm drain.	\$30.47

**ZONING DETERMINATIONS AND CERTIFICATIONS**

4. Building Sewer and storm sewer, per lateral, for each 100 feet or portion thereof: New, repair, or replacement when inspected by Building Inspector.

a.	<u>Sewer Tap if inspected by Building Department.</u>	<u>\$142.82</u>
a.	<u>Sewer line to building drain connection if separate permit</u>	<u>\$142.82</u>

5. Water Service: Per service (new, repair, or replacement) from well or public supply system (including swimming pools). The number of water service connections to a building will be determined by the number of meters or the number of lines entering the building.

a.	<u>Water supply to building if inspected by Building Department.</u>	<u>\$142.82</u>
b.	<u>Water main tap if inspected by the Building Department</u>	<u>\$142.82</u>
c.	<u>Water Service to building if separate permit.</u>	<u>\$142.82</u>

6. Cross Connection Devices (no fee for building maintenance code issues)

a.	<u>Minimum Fee per building</u>	<u>\$142.82</u>
b.	<u>Maximum Fee per building</u>	<u>\$861.78</u>

7. Water Softeners, filter systems

<u>Fee per each device</u>	<u>\$96.29</u>
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8. Building Drain

a.	<u>Without any fixtures (Base fee)</u>	<u>\$190.96</u>
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9. Ground Work

	<u>May be assessed through a Site Plan Fee</u>	
a.	<u>Base fee</u>	<u>\$190.96</u>
b.	<u>Each Fixture</u>	<u>\$8.04</u>

10. Trap Primer

a.	<u>Each Trap</u>	<u>\$12.83</u>
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11. Pressure Reducing Valve

a.	<u>Each Reducing Valve</u>	<u>\$12.83</u>
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**ZONING DETERMINATIONS AND CERTIFICATIONS**

12. Backwater Valve

/ a. / . . . . / Each Backwater Valve \$12.83

13. Mixing Valves

/ a. / . . . . / Each Mixing Valve \$12.83

14. Recirculating Pumps

/ a. / . . . . / Each Mixing Valve \$12.83

15. Sauna or Steam Baths

/ a. / . . . . / Each \$142.82

16. Plumbing Demolition

/ a. / . . . . / Demolition Fee \$142.82

17. Gas Demolition

/ a. / . . . . / Demolition Fee \$142.82

**C. INDUSTRIALIZED BUILDING AND MANUFACTURED HOMES**

1. Residential Plumbing

/ a. / . . . . / Base Fee for water and sewer connections \$127.99

2. Residential Gas

/ a. / . . . . / Base Fee for Gas connections \$86.28

3. Non-residential

/ a. / . . . . / Base fee for Non-residential sewer and water connection \$171.14

## Traffic Impact Studies

### Conditional Use Permit Categories

#### Category A

Bicycle sales and repair, contractors where all services are performed offsite and where there is no storage of supplies or equipment outside the building, garages and public parking, household appliance sale and service store, horse stable, locksmith, museum, off premise sale of beer and wine, pet shops including boarding kennels, video sales and rental, bed and breakfast inn, dog grooming without any kennel facilities, up to 2 residential units located above ground floor commercial.

#### Category B

Amusement Parlors, child care or adult daycare center, commercial radio or television broadcasting station studio or offices, cultural art and entertainment center, drug store with drive through window, hotel or motel, miniature golf course and driving range, public maintenance and storage facilities, shooting range indoor, veterinary hospital with boarding kennels.

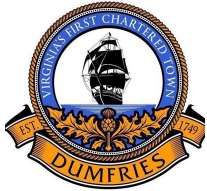
#### Category C

Convenience stores and service establishments such as but not limited to automatic self-service laundries, banks and financial institutions with a drive-through, uses with a drive through window, places of worship, equestrian facility, furniture store with retail floor area under 20,000 square feet, laundry cleaning and dyeing in which no combustible solvent is used, live theaters, live entertainment centers, model car racetracks, movie theaters, assembly halls, philanthropic and charitable institutions, private clubs and lodges, rental of tools/appliances/machinery and similar equipment to the general public where the rental items are stored and/or repaired within the building, 3 or more residential units located above ground floor commercial, school k-9, wholesale business with parking in the rear, stand-alone car wash, trade or convention center.

#### Category D

Fast Food restaurants with a drive through window, automobile sales and services, automobile rental agencies, electric equipment and component manufacturing, funeral homes without crematories and live animal slaughter, gasoline filling stations, heliport or helipad, horse racetrack, marina, metal fabrication, mobile home sales, processing and manufacturing establishments that are objectionable when processing or manufacturing that is incidental to a retail business conducted on premises and more than 10 employees employed on the premises engaged in processing or manufacturing activities.





## **AGENDA ITEM REQUEST FORM**

### **Item Type**

Award     Proclamation     Resolution/Ordinance     Motion     Discussion

### **Statement of Purpose**

Consideration of an Ordinance to Adopt Town Fee Schedule

### **Background/References**

The Town's Fee Schedule is considered each year as part of the annual budget process.

### **Fiscal Impact**

The fee schedule aligns with projections included in FY23 budget.

### **Suggested Motion**

Adoption

### **Requested Meeting Date**

April 26, 2022

### **Attachments**

- [FY23 TOD FEE SCHEDULE Proposed Updates.docx](#)

**AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON APRIL 26, 2022, ON A MOTION MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown,\_\_\_\_\_;  
Brian K. Fields,\_\_\_\_\_;  
Selonia B. Miles,\_\_\_\_\_;  
Cydny A. Neville,\_\_\_\_\_;  
Monae S. Nickerson,\_\_\_\_\_;  
Shaun R. Peet,\_\_\_\_\_;  
Derrick R. Wood,\_\_\_\_\_;

**RESOLUTION TO APPROVE THE FY2023-2027 CAPITAL IMPROVEMENT PLAN**

**WHEREAS**, the Town Manager presented the FY2023-2027 Capital Improvement Plan (CIP); and

**WHEREAS**, on April 26<sup>th</sup> the Town Council held a duly advertised public hearing, as required by law on the General Fund Budget for Fiscal Year 2023, which includes appropriations to support the Capital Improvement Plan; and

**WHEREAS**, the FY2023-2027 Capital Improvement Plan (CIP) serves the purpose of implementing the goals of the Town Council and the Town’s Comprehensive Plan; and

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the Town of Dumfries, on this 26<sup>th</sup> day of April, 2022 does hereby adopt the FY2023-2027 Capital Improvement Plan (CIP).

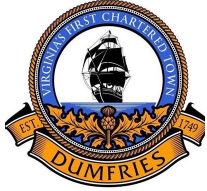
This Resolution shall be effective July 1, 2022.

By Order of Council:

\_\_\_\_\_  
Derrick R. Wood, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



## **AGENDA ITEM REQUEST FORM**

### **Item Type**

Award     Proclamation     Resolution/Ordinance     Motion     Discussion

### **Statement of Purpose**

Consideration of a Resolution to Adopt FY23-27 Capital Improvement Plan

### **Background/References**

Five Year Capital Improvement Plan

### **Fiscal Impact**

The impact for FY23 is \$1,725,000 of which \$225,000 is cash transferred from General Fund and Stormwater.

### **Suggested Motion**

Adoption

### **Requested Meeting Date**

April 26, 2022

### **Attachments**

- [FY23-27 CIP RESOLUTION.pdf](#)