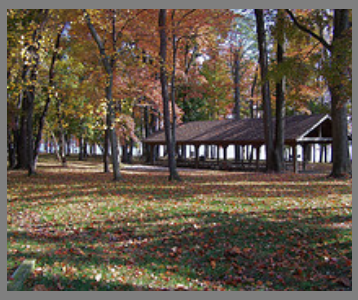
TOWN OF DUMFRIES

NEW RESIDENTS GUIDE



Updated May 10, 2016

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MAYOR'S WELCOME

Newcomer's Guide

On behalf of our Town Council and Staff, it is my pleasure to extend to you a warm welcome to the Town of Dumfries, Virginia. Our Residents Guide is intended to provide you with essential information to assist in making your relocation to our Town a pleasant experience.

Incorporated in 1749, we are the oldest continuously Chartered Town in the Commonwealth of Virginia, and we pride ourselves on being a Town that embraces our rich history and continues to uphold our tradition of promoting commerce.

With our close proximity to the nation's Capital, Quantico Marine Corps Base and Fort Belvoir, Dumfries is a part of one of the fastest growing areas in Prince William County and the Greater Washington Metropolitan Region. The Town of Dumfries is minutes away from many esteemed colleges and universities, sports and recreational activities, shopping and entertainment venues. We are a hub to all modes of transportation and are centrally located to all traffic corridors. Our residents and business owners take pride in the Town's ability to weave together established neighborhoods with a solid business community to create an ideal location to live and work.

As Mayor, I took the oath of office and promised to be a visionary, to develop strategies, to proactively address problems, to see the Town not just as it is, but as what it can be for future generations to come, and to push through striking changes that can positively affect this Town for decades to follow. The well-being and the quality of life of the entire community are my priorities, and I have promised to lead the community into and triumphantly through challenges, not to shy away from them. The future is all about challenges in the Town of Dumfries, and we are ready to address those challenges head on.

Welcome to our Town!

Sincerely,
Gerald M. Foreman II
Mayor
Town of Dumfries

TOWN COUNCIL/MANAGER FORM OF GOVERNMENT

The Town Council

The seven-member Town Council is the governing body of the Town. The Mayor and Council members' responsibilities include establishing polices, managing growth and land use, adopting the annual budget, adopting local laws and ordinances, establishing priorities, and providing direction to the Town Manager.

The Town Council is comprised of:

Mayor Jerry Foreman
Vice Mayor Willie J. Toney
Councilman Cliff Brewer
Councilman William Murphy
Councilman Derrick Wood
Council Lady Helen Reynolds
Council Lady Gwen Washington

The Council meetings are held the first and third Tuesday of each month at 7 p.m. in the Council Chambers at Town Hall, 17755 Main Street, Dumfries, VA 22026.

Boards and Commissions

Planning Commission

The role of the Planning Commission is to maintain a comprehensive plan for the physical development of the community, develop and recommend zoning ordinances and land use designations, and serve as the body to hear matters related to zoning regulations, rezoning requests, conditional use permits, ordinance amendments, and final planned development submissions.

Planning Commission Members

Selonia Miles – Chair
Naeem Arshad – Vice Chair
Diana Shao
Louise Waggy
John E. Webb
Gary West

Nick Rogers, Town Planner/Zoning Administrator – Staff liaison
nrogers@dumfriesva.gov

The Planning Commission work session meetings are held the second Monday of each month at 6 p.m., followed by their regular business meeting at 7pm in the Council Chambers.

Architectural Review Board (ARB)

The ARB is designed and endowed with the responsibility to oversee developmental changes and improvements within the Dumfries Historic District.

ARB Board Members

Tim Jabbs – Chair
Monae Nickerson – Vice Chair
James Ksanznak
William Larson
Tyrone Brown

ARB meetings are held on the second Tuesday of each month at 7:00 p.m. in the Council Chambers.

Board of Zoning Appeals

The BZA hears and decides appeals from any order, requirement, decision, or determination made by the Zoning Administrator in the administration or enforcement of the town zoning code. Board members are appointed by the circuit court and serve a term of five years. The BZA meets on an as-needed basis.

BZA Members

Nancy West - Chair
James Turner- Vice Chair
Lou Praino
Bette Begley

Nick Rogers, Town Planner/Zoning Administrator –Staff liaison
nrogers@dumfriesva.gov

Parks and Recreation Commission

The Commission shall serve as an advisory body to the Town Council. The Commission Focus is to offer recreation and programs designed to meet the needs and interest of patrons of all ages to include but not limited to the following: outdoor festivals, live performances, fitness and sport programs, trips, youth and senior activities.

Park and Recreation Members
Shaun Peet- Chair
April Williams- Secretary
Rafael Soto
Deborah Greaux
Deborah Gibbs
Vita King

The Office of the Town Manager

The Town of Dumfries is a Council/Manager form of government. The Town Manager is the executive officer for the Town who provides the leadership necessary to carry-out the mission, goals, and policies established by the Town Council.

Daniel Taber, Town Manager
703-221-3400, ext. 113
dtaber@dumfriesva.gov

GOVERNMENT CONTACTS

Name	Title	Phone Number	Website
Mark Warner	Senator	202-244-2023	www.warner.senate.gov
Tim Kaine	Senator	202-224-4024	www.kaine.senator.gov
Gerald E. Connolly	Congressman	202-225-1492	www.connolly.house.gov
Toddy Puller	Senator	703-765-1150	tpuller@aol.com
Luke Torian	Delegate	703-785-2224	www.delegatetorian.com
Maureen S. Caddigan	Board of County Supervisor	703-792-4645	www.potomacdistrict.com
Betty Covington	Dumfries School Board Representative	703-221-0883	www.pwcs.edu

ABOUT OUR TOWN

The Town of Dumfries has a history of innovation and prosperity.

Dumfries history began as early as 1690 when Richard Gibson erected a gristmill on Quantico Creek. A customhouse and warehouse followed in 1731, and many others cropped up along the estuary by 1732. Prince William County was formed and took its name from Prince William Augustus, the second son of King George II of England.

The Town was formally established on 60 acres of land at the head of the harbor of Quantico Creek, provided by John Graham. He named the town after his birthplace, Dumfriesshire, Scotland.
After much political maneuvering, the General Assembly established Dumfries as the first of seven townships in the county. Dumfries received its charter on May 11, 1749 – making it the oldest continuously chartered town in Virginia.

Dumfries was the second leading port in Colonial America receiving tobacco from the upland, and rivaled New York, Philadelphia and Boston.

Since the colonial period our Town has long been recognized as a location for business and is part of one of the fastest growing areas in the Greater Washington Metropolitan Region.

In addition to our strategic location, the Town of Dumfries is a pleasant place to live, offering friendly neighborhoods, an affordable cost of living, close proximity to excellent health care, outstanding educational opportunities, and a vast range of historical, cultural and leisure activities. The rich history of the Town combined with our geographical location, and quality of life, makes our community an ideal location to do business and a wonderful place to live.

It's more than quality of life – it is the quality of place that makes our community unique. We are located in close proximity to a vast offering of amenities including:

- Arts, Culture and Entertainment
- Healthcare
- Schools
- Recreation
- Sporting Events (professional and minor league)
- Community Events
- Shopping
- Dining

THINGS TO DO AND SEE

MUSEUMS

National Museum of the Marine Corps (www.usmarinemuseum.com)
The National Museum of the Marine Corps is a lasting tribute to U.S. Marines past, present, and future. Situated on a 135-acre site adjacent to Marine Corps Base Quantico, Virginia, and under the command of Marine Corps University, the Museum's soaring design evokes the image of the flag-raisers of Iwo Jima and beckons visitors to this 120,000-square-foot structure. World-class interactive exhibits using the most innovative technology surround visitors with irreplaceable artifacts and immerse them in the sights and sounds of Marines in action. The museum is also being utilized for a growing number of educational forays, weddings, promotions, graduations, and special events.

photo by Benjamin Kristy

Weems-Botts Museum (www.historicdumfries.com)

The museum was once home to Mason Locke Weems, the first biographer of George Washington, including the well-known anecdote about Washington as a youth barking his father's cherry tree "I cannot tell a lie" and throwing a stone across the Rappahannock. These stories helped to make George Washington a national hero for all time.

Benjamin Gaines Botts, a successful criminal lawyer who was prominent among the team of attorneys who defended former Vice President Aaron Burr during his treason trial in 1807. Botts used the building as his law office.

HISTORIC SITES

William's Ordinary (www.historicdumfries.com)

During the colonial times, the Ordinary was known as Williams Ordinary. Over the years it was also known as Love's Tavern, the Stage Coach Inn, and others. During the Civil War, the building was used as a Confederate Headquarters during the blockade of D.C. along the Potomac River.

Henderson House

The Henderson House was home to Archibald Henderson, the fifth and longest-serving commandant of the Marine Corps. The "Granddaddy of the Marine Corps" served for over 38 years. Alexander lived in Dumfries until his death on November 22, 1815. The Henderson House, according to his will, was to be sold with the town lots following the death of his wife, which occurred on December 14, 1816.

During the Civil War, the house was used as a hospital. Then, the upper rooms were used as large wards numbered 1 through 4. "Be quiet" was painted on the stairway. Also during the war, the coping at one corner of the house was torn away by cannon fire. The house is now a private residence.

Quantico National Cemetery

Quantico National Cemetery is located on land that was part of the U.S. Marine Corps training base adjacent to Quantico in Prince William County, Va. The land has been used by the military for over 200 years, first, around 1775 by the Commonwealth of Virginia for Navy operations, and late, as a blockade point for the Confederate army during the Civil War.

NATIONAL, STATE AND LOCAL PARKS

Merchant Park

Another place of historic significance in Dumfries is the bandstand in Merchant Park. It was erected by the Prince William County Historical Commission. The bandstand is a memorial to William Grayson. He was best known as one of Virginia's first senators **(www.weemsbotts@msn.com)**

Prince William Forest National Park (www.nps.gov/prwi)

Experience a place where history and nature unite!

Prince William Forest Park is an oasis of natural beauty and human history located only 35 miles south of Washington, DC. 37 miles of hiking trails and 21 miles of bicycle-accessible roads and trails traverse this 15,000 acre piedmont forest. Beneath its canopy lies evidence of human history reaching back to 8,000 B.C.

Prince William Forest Park is the largest forest in the Metropolitan Washington Region.

Leesylvania State Park (www.visitpwc.com/leesylvaniapark)

Nestled along the shores of the Potomac River, Leesylvania is a 542 acre state park that offers many land and water related activities including hiking, picnicking, fishing and boating. A new universally accessible

fishing pier, children's playground, boat launching facilities, boat storage area, concessions area, and a visitor center and environmental education center are available. Listed on the National Register of Historic Landmarks, Leesylvania was a home of Virginia's legendary Lee Family.

SPORTING EVENTS

Potomac Nationals Minor League Baseball Team (www.potomacnationals.com)

Prince William County is the proud home of the Potomac Nationals, the Carolina League affiliate of the Washington Nationals and the only professional sports franchise in Northern Virginia. The team's 70- home game schedule features fireworks every Saturday home game night. The Nationals take the field from April to September.

ARTS, CULTURE AND ENTERTAINMENT

ANNUAL EVENTS

- Fall Festival
- Easter Egg Hunt
- Christmas Parade
- Multicultural Festival - celebrates the rich diversity of the community

CULTURAL

Hylton Performing Arts Center - The Hylton Performing Arts Center entertains, educates, and enriches the Northern Virginia community by providing diverse and accessible arts experiences in state-of-the-art venues (www.hyltoncenter.org)

Old Mine Ranch – A 40 acre working farm adjoining Prince William Forest Park (www.oldmineranch.net)

ENTERTAINMENT

Potomac Mills Mall - Potomac Mills is a bargain hunter's mecca and features over 200 of the best names in retail. Anchors include Bloomingdale's - The Outlet Store, Neiman Marcus Last Call, Nordstrom Rack, and Saks Fifth Avenue OFF 5TH, **(www.simon.com/mall).**

EDUCATION

UNIVERSITIES AND COLLEGES

George Mason University (www.princewilliam.gmu.edu)

- GMU's Life Sciences Campus in PWC is home to 30,000 students pursuing graduate and undergraduate degrees
- World-class research in biodefense, proteomics, genomics and bioinformatics
- Community partnerships provide the Freedom Center, Hylton Performing Arts Center and the Regional Biomedical Laboratory
- 20 miles from center of Town

Stratford University (www.stratford.edu)

- Stratford University offers Associate's, Bachelor's and Master's Degrees, as well as many non-credit workshops and courses.
- Their curriculum combines advanced technology, hands-on labs and traditional educational methods to create a program that produces a valuable educational service to our students and their future employers.
- 7.23 miles from center of Town

Strayer University (www.strayer.edu/woodbridge)

- Strayer University is a member of Servicemembers Opportunity Colleges (SOC) and participates in Associate's and Bachelor's degree programs for active duty military personnel.
- Course work and lectures are presented by experienced faculty members who have first-hand knowledge of the workplace. Classroom discussions are geared toward common, real-world work challenge.
- 8.71 miles from center of Town

Northern Virginia Community College (www.nvcc.edu)

- One of the largest community college systems in the U.S. with two campuses in PWC (Woodbridge campus 9 miles)
- 50% of graduates matriculate into a 4-year institution
- Unique partnerships with local companies to provide certification and training programs for the local workforce
- 9 miles from center of Town

University of Mary Washington (www.umw.edu)

- UMW provides a strong undergraduate education grounded in the liberal arts and sciences with more than 40 majors and programs of study
- Designated a "Best Buy School" by Fiske Guide to Colleges
- Students may double-major or design their own interdisciplinary major
- 21 miles from center of Town

K-12 SCHOOLS DUMFRIES STUDENTS ATTEND

High School

Potomac High School – Cambridge Centre for the Mathematics and Physical Sciences – A Magnet High School utilizing the Cambridge program emphasizing mathematics and physical sciences within the framework of a four-year program of mathematics, sciences, language arts, and the humanities. The Cambridge Program, which began in 2000, is an innovative and accelerated method of study offered thorough The University of Cambridge in the United Kingdom.

3401 Panther Pride Drive
Dumfries, VA
703-441-4200

Forest Park High School - a "Center for Information Technology" - The schools specialty is the Center for Information Technology - The IT Program is in its 11th year of operation and was one of the first such programs in Virginia to offer such a wide variety of specialized technology curriculums. Forest Park is a comprehensive high school offering a wide range of classes including a full set of Advanced Placement (AP) college courses. Students who are thinking about being a part of the IT program must balance the learning of information technology skills and pushing themselves.

15721 Forest Park Drive
Woodbridge, VA 22193
703-583-6867

Middle School

Graham Park Middle School – Middle School Mathematics and Science Program

3613 Graham Park Road
Triangle, VA
703-221-2118

Elementary School

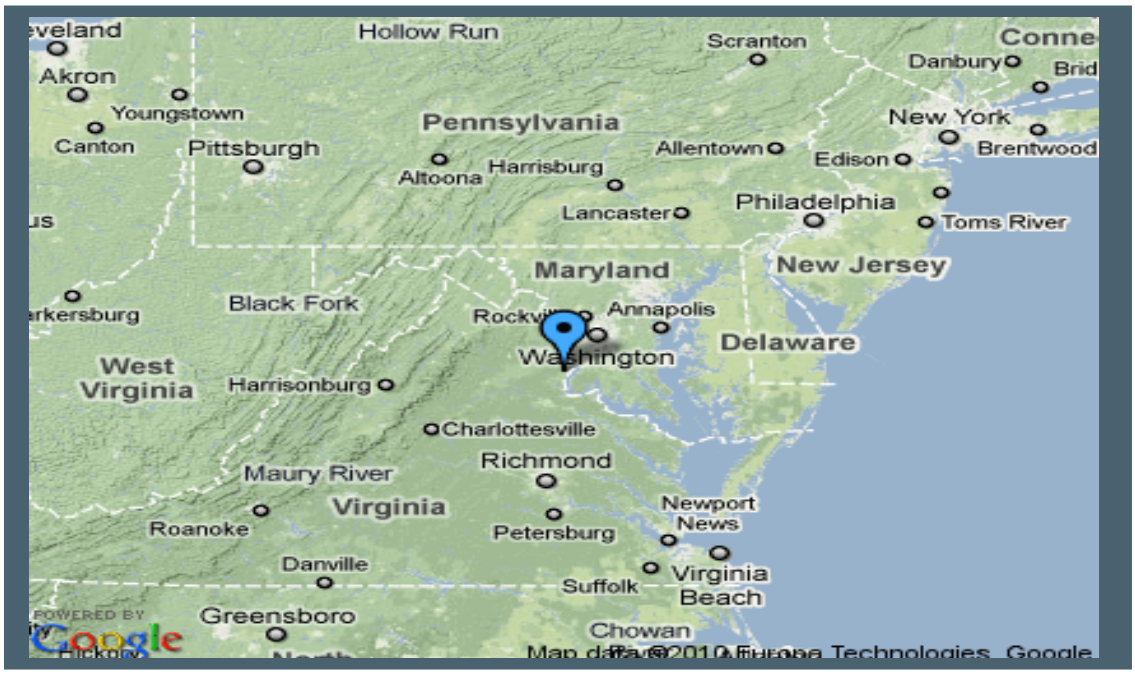
Dumfries Elementary School

3990 Cameron Street
Dumfries, VA
703-221-3101

TRANSPORATION

The Town of Dumfries is centrally located in Northern Virginia and is part of one of the fastest growing areas in the Greater Washington Metropolitan Region and is in close proximity to:

- Washington D.C. – 21 miles
- Quantico Marine Corp Base – 1.7 miles
- Fort Belvoir Army Post – 10 miles
- Interstate 95 directly connects you to anywhere you need to go in the Greater Washington DC area and Richmond, Virginia
- Reagan Washington National Airport – 23 miles
- Washington Dulles International Airport – 36 miles
- Virginia Rail/Amtrak Quantico Station – 5.31 miles
- Virginia Rail/Amtrak Woodbridge Station – 5.32 miles



- Bus Service to Washington D.C. and eastern Prince William County is provided by the Potomac & Rappahannock Transportation Commission (PRTC).
- Access to High-Occupancy Vehicle Lanes on I-95 for quick access to Washington D.C.
- Riders can download transit phone applications for their phone (iPhone or Android) to access schedule times, route changes, and other helpful information from PRTC or a Third Party Transit Applications provider.

DEMOGRAPHIC INFORMATION

2013 demographics

Demographics Report (Dumfries, Virginia)

Population (2013)	
	TOTAL
Population (2013)	5,207

Sex (2013)		
	TOTAL	%
Male	2,561	49.18
Female	2,646	50.82

Age Distribution (2013)		
	TOTAL	%
0-4	457	8.78
5-9	436	8.37
10-19	795	15.27
20-29	818	15.71
30-39	760	14.6
40-49	729	14
50-59	654	12.56
60-64	204	3.92
65+	347	6.66

Race Distribution (2013)		
	TOTAL	%
White	1,998	38.37
Black	1,921	36.89
American Indian	73	1.4
Asian	223	4.28
Pacific Islander	4	.08
Other	654	12.56
Multirace	334	6.41
Hispanic	1,416	27.19

Total Households (2013)		
	TOTAL	%
Households	1,663	
Families	1,206	72.52

Household Income Distribution (2013)		
	TOTAL	%
<$10 K	47	2.83
$10-$20K	66	3.97
$20-$30K	140	8.42
$30-$40K	258	15.51
$40-$50K	202	12.15
$50-$60K	121	7.28
$60-$75K	233	14.01
$75-$100K	223	13.41
> $100K	371	22.31

Labor Force Status (2013)		
	TOTAL	%
Labor Force	3,029	
Employed	2,745	90.62
Unemployed	204	6.73
In Armed Forces	80	
Not In Labor Force	809	

Total Number of Housing (2013)		
	TOTAL	%
Total Dwellings	1,812	
Owner-Occupied Dwellings	1,006	60.46
Renter-Occupied Dwellings	658	39.54
Housing Units Occupied	1,664	91.83

Education Attainment (2013)

Population (2018)	
	TOTAL
Population (2018)	5,638

Sex (2018)		
	TOTAL	%
Male	2,773	49.18
Female	2,865	50.82

Age Distribution (2018)		
	TOTAL	%
0-4	469	8.32
5-9	3,253	57.7
10-19	834	14.79
20-29	825	14.63
30-39	769	13.64
40-49	743	13.18
50-59	733	13
60-64	289	5.13
65+	510	9.05

Race Distribution (2018)		
	TOTAL	%
White	2,180	38.67
Black	2,093	37.12
American Indian	76	1.35
Asian	238	4.22
Pacific Islander	3	.05
Other	694	12.31
Multirace	354	6.28
Hispanic	1,596	28.31

Total Households (2018)		
	TOTAL	%
Households	1,812	
Families	1,317	72.68

Household Income Distribution (2018)		
	TOTAL	%
<$10 K	51	2.81
$10-$20K	45	2.48
$20-$30K	117	6.46
$30-$40K	205	11.31
$40-$50K	304	16.78
$50-$60K	138	7.62
$60-$75K	193	10.65
$75-$100K	291	16.06
> $100K	467	25.77

Labor Force Status (2018)		
	TOTAL	%
Labor Force	3,304	
Employed	2,997	90.71
Unemployed	222	6.72
In Armed Forces	85	
Not In Labor Force	886	

Total Number of Housing (2018)		
	TOTAL	%
Total Dwellings	1,967	
Owner-Occupied Dwellings	1,113	61.39
Renter-Occupied Dwellings	700	38.61
Housing Units Occupied	1,813	92.17

Education Attainment (2018)

For more information about this property contact the Prince William County Department of Economic Development at econdev@pwcgov.org or 703-792-5500.
Learn more about Prince William County, Virginia at http://www.pwcecondev.org.

	TOTAL	%
Population Age 25+	3,086	
< Grade 9	353	11.44
Grade 9-12	290	9.4
High School	1,057	34.25
Some College	698	22.62
Assoc Degree	202	6.55
Bach Degree	307	9.95
Grad Degree	179	5.8

	TOTAL	%
Population Age 25+	3,469	
< Gr 9	203	5.85
Gr 9-12	326	9.4
High School	1,371	39.52
Some College	786	22.66
Assoc Degree	230	6.63
Bach Degree	350	10.09
Grad Degree	203	5.85

Size of Household (2013)		
	TOTAL	%
1 Person	346	20.81
2 Person	401	24.11
3 Person	299	17.98
4 Person	262	15.75
5 Person	164	9.86
6+ Person	108	6.49

Size of Household (2018)		
	TOTAL	%
1 Person	378	20.86
2 Person	438	24.17
3 Person	326	17.99
4 Person	285	15.73
5 Person	177	9.77
6+ Person	118	6.51

Source: Applied Geographic Solutions, 2013

For more information about this property contact the Prince William County Department of Economic Development at econdev@pwcgov.org or 703-792-5500.
Learn more about Prince William County, Virginia at http://www.pwcecondev.org.

TAX INFORMATION

Business Professional License

Professional Occupations	$0.29
Retail Merchant	$0.125
Wholesale Merchant	$0.02
Town of Dumfries Contractors, builders, developers or out of state contractors, builders or developers	$0.092
Contractors located in another Virginia jurisdiction which imposes a BPOL Tax or similar tax	$0.092
Financial Services	$0.29
Real Estate Service Providers	$0.29
Hotel, motel, lodging or overnight accommodations	$0.18
Direct Sellers	$0.18
Repair, personal, or business services; or other services not elsewhere classified	$0.18

Property Taxes for FY16

Residential Property Taxes	.1899 per $100 assessed
Commercial Property Taxes	.1899 per $100 assessed

FREQUENTLY ASKED QUESTIONS

HOW DO I …

Pay my real estate taxes?

You may now pay real estate taxes online with most major credit cards or your check through the secure website OfficialPayments.com or by calling 1-800-272-9829.

Click our pay online link and you will be taken to the site. You will need to enter your personal information, credit card or check information and the Jurisdiction code 6234.

Official Payments will charge a convenience fee for this service. You will be able to see what the fee is and accept or decline before making your payment. You will receive a confirmation of payment and your credit card will reflect the payment to the Town of Dumfries and the convenience fee charged by Official Payments.

Real estate tax bills are mailed twice a year and due June 5th and December 5th, a 10% late penalty will apply after due date and interest accrues annually.

A Stormwater Maintenance fee is assessed annually and is included in the real estate tax bill

You now have several payment options:
-Pay online with credit card
-Pay online with E-check
Jurisdiction code is 6234

Pay in person, by drop box, or by mail. Submit your remittance stub along with cash, check or money order

How do I find out what the assessed value of my property is?

Real Estate Property tax assessments are handled through the Prince William County's Real Estate Assessment Office. You may view assessment information via the online Real Estate Property Assessment at www.pwcgov.org or call 703-792-6710.

Receive a Town of Dumfries Vehicle Decal?

2016 Town Decals

Available March 1st!

If you are a resident of Dumfries, you are required to display a Town decal on your vehicle. The Town decals are valid from April 15 of the current year to April 15th of the following year. You may purchase decals at the Dumfries Town Hall located at 17755 Main Street adjacent to the Dumfries Community & Cultural Arts Center. Town Hall is open Monday through Friday, from 8:30am to 5:00pm.

Please bring your current vehicle registration with your Dumfries address for all vehicles owned. The cost for each decal is $24.00. The cost for Active Military is $1.00, and there is no cost for handicap-designated vehicles.

We also offer our citizens the option of mailing in a copy of their vehicle registration along with a check for $24.00 and a decal will be mailed to your residence within the week. Residents can also avoid waiting in line by placing their vehicle registration information and $24.00 check in an envelope and placing it in the drop-box located next to the front door of Town Hall.

Apply for a new business license?

1. Occupancy Permit is required through Building Code Official
2. Complete application showing estimated gross receipts & pay license fee
3. License will be mailed

Renew an existing business license?

1. Renewal application is mailed once a year and is due on March 1st of each calendar year, a 10% late penalty will apply after due date

2. Submit signed application w/federal income document (Schedule C Form 1040; Form 1065; Form 1120; or Form 1120S) showing gross receipts with payment

3. License will be processed and mailed

When is a permit required?

A permit is required prior to any construction, alteration, repair, addition or placement of device(s) taking place.

A Permit is required for:

- Demolition of a structure
- Mechanical work
- Electrical work
- New construction
- Excavation work
- Plumbing work
- Fire alarm system
- Remodeling
- Fire suppression & sprinkler systems
- Re-roofing
- Structural changes
- Installation of air conditioning units
- Sign installation/replacement
- Amusement Device(s)

An application for a building permit may be obtained from the Building Code Official or from the Town website at www.dumfriesva.gov.

How do I apply for an Occupancy Permit?

All businesses must obtain an occupancy permit. An occupancy permit indicates the business space has passed its final inspection and is ready to be occupied. This permit is required before the business can physically occupy the building and is not transferable to another location. The Building Official issues two types of occupancy permits. They are “permanent occupancy” and “temporary occupancy” permits.

Prior to applying for an Occupancy Permit, contact the Town Planner/Zoning Administrator at 703-221-3400 to see if the use is a permitted use in the district your business will be located.

Do I need a permit to install a fence?

Yes, if the fence is over (6) feet high. No fence over eight (8) feet high is permitted. You need to complete a building permit application and provide a recent survey/plat of your property with the fence drawn on it. The Town’s building permit application can be downloaded from the website.

Do I need a permit for a shed?

Yes, if the shed is greater than 200 square feet in size you need a building permit. Regardless of the size of the shed, however, you need to provide the Zoning Administrator with information as to where the shed will be located on your property. A recent survey/plat of your property with the shed drawn to scale is required.

Do I need a permit for installing a sign?

Yes. A business must obtain a permit for a building mounted or free-standing sign. In addition, a permit for a temporary sign or banner must be obtained for signs advertising a grand opening. Furthermore, a business is permitted one banner annually, at no charge, and no greater than 20 square feet in the area for a period of no more than 30 days. The Town’s building permit application has a section for signs. If the business is located in the Town’s Historic Overlay District, in addition to a sign permit, a Certificate of Appropriateness application has to be approved by the Town’s Architectural Review Board prior to the sign being installed.

Do I need a permit for a deck?

Yes. A building permit is required and the Zoning Administrator must review the application to verify that the location and size of the deck conforms to the Town’s zoning regulations.

What do I need to do if I am making improvements to a building located in the Town’s Historic Overlay District?

If the work involves improvements to the exterior of a building in the Historic District demolition or moving of an existing building or constructing a new building, a Certificate of Appropriateness application must be submitted to the Town’s Architectural Review Board for review and approval. In addition, if a commercial sign is erected on your property, a Certificate of Appropriateness application has to be submitted. The application can be downloaded from the website at *www.dumfriesva.gov*.

Are there other zoning forms or applications that must be filed with the Town?

Yes, depending on the nature of what is being requested there are additional forms that can be downloaded from the website at http://www.dumfries.gov/government/document-center.

What are the hours of operation for Town Hall?

Town Hall is open Monday through Friday from 8:30 a.m. to 5:00 p.m.

TRASH PICK-UP

Trash will be picked up
weekly, every Wednesday,
between 7am-5pm

1. Wheel container near the street or at a designated location. **DO NOT** put containers out before 9:00pm the night before collection day. All containers, after being emptied, must be removed from the street no later than 9:00pm on the day of collection and returned to their proper storage location.

2. The container should be kept closed in order to keep out water, animals and insects to comply with county health and sanitation requirements.

3. If your cart becomes damaged, contact American Disposal to make arrangements for delivery of a new container and pick-up of the damaged container.

NOTE: American Disposal will not be responsible for damaged or stolen trash carts. Carts can be purchased at a cost of $75.00 per can and $10.00 per recycle bin. Residents may purchase their own trash receptacles at their local hardware store.

4. If the cart is not at the designated place for collection, it will be assumed that no service is needed on your collection day. A return trip will not be made until the next regular scheduled pick-up day.

5. Only the refuse that is in the cart will be picked up on a regular basis.

6. Trash carts are designed to accommodate a maximum weight of 200 pounds. Please **DO NOT** overload carts with items such as rocks, concrete, car parts, appliances, etc. Do not put ashes, charcoal, or any highly flammable substance in the cart. Carts damaged due to negligence will be replaced at the customer's expense.

VOTER REGISTRATION INFORMATION

Registering to vote in Virginia requires that you submit a form. This can be done in person or by mail, and the form is available on-line and at many government offices around the state. If you are registering for the first time in Virginia, there is an ID requirement (see the note below). The same form you use to register to vote is also used to change your name and/or address.

You are eligible to register to vote if you satisfy all of the requirements below:

- A citizen of the United States
- At least 18 years of age by the next general election
- A resident of Virginia
- Have had your voting rights restored if you have ever been convicted of a felony or been judged to be mentally incapacitated

When do I register to vote?

You may submit your application to register to vote year-round, but changes to the voter rolls are not processed during the 21 days prior to elections.

How do I register to vote?

You may register to vote in any Registrar's office in the Commonwealth of Virginia and that office will forward your application to the correct jurisdiction. You may also submit applications at other public service agencies and the Department of Motor Vehicles. **Please note** that submitting applications at these other public service agencies does not mean that you are now registered to vote. Those agencies must then send your application to the correct Registrar's office where the application can be processed. The preferred method of registration is directly to the Voter Registration office either in person or by mail.

In person:

Voter Registration and Elections
9250 Lee Avenue, Suite 1
Manassas, Virginia 20110
8:30 a.m. to 5 p.m., Monday through Friday

Voter Registration office co-located in the DMV building
2731 Caton Hill Road
Woodbridge, Virginia 22192
8 a.m. to 5 p.m., Monday through Friday and 8 a.m. to noon Saturdays

By mail, pick up a Virginia Voter Registration Application at the following sites:

- Public libraries
- Department of Motor Vehicles offices
- Military recruitment offices
- Northern Virginia Community College campuses
- All government buildings including Town Halls
- Judicial Center information desk
- Or **print** the Voter Registration form online at www.pwcgov.org.

VIRGINIA DEPARTMENT OF MOTOR VEHICLES

Before you can get on the road with your motor vehicle, motorcycle, tractor truck, trailer or semitrailer, (§46.2-600) you're required to title and register it at one of the DMV customer service centers (CSCs) or a DMV Select office.

You will need additional information to title and register a vehicle if you are a new Virginia resident or if you lease your vehicle.

Your vehicle must pass an annual safety inspection and display a valid safety inspection sticker before it can be operated in Virginia. Be warned: if you drive your vehicle without an inspection sticker, you may be ticketed by law enforcement. A conviction for violating Virginia inspection laws could result in a fine and be posted to your driving record. To find out more information about safety inspections, contact the Virginia State Police at www.vsp.virginia.gov or (804) 674-6774.

Before Registering Your Vehicle, You Must:

- Have your car titled in Virginia.
- Complete either an Application for Registration (VSA 14) or For-Hire Vehicles Registration Application (VSA 123).
- Have an emissions inspection on your vehicle if it is garaged in the counties of Arlington, Fairfax, Loudoun, Prince William, or Stafford, or in the cities of Alexandria, Fairfax, Falls Church, Manassas, or Manassas Park. Motorcycles are not required to have an emissions inspection.
- Certify that the vehicle is covered by the minimum insurance requirements or pay the uninsured motor vehicle fee. Your insurance carrier must be authorized to conduct business in Virginia. Virginia requires the following minimum coverage:
    - Bodily injury/death of one person: $25,000
    - Bodily injury/death of two or more persons: $50,000
    - Property damage: $20,000

For more information on obtaining licenses, fees, additional requirements, go to the DMV website at www.dmv.now or call 804-497-7100.

EMERGENCY PHONE NUMBERS

- **Emergency**
  911
- **Non-Emergency**
  Fire
  703-221-4242
- **Non-Emergency**
  Police Department Dispatch
  703-792-6500
  Police Department Administration
  703-221-1111
- **Prince William County Child Protective Services**
  703-792-4200
- **Prince William County Department of Social Services**
  703-792-4300

FREQUENTLY REQUESTED PHONE NUMBERS

- Animal Control – 703-792-6465 or after 5 p.m., 703-792-6500
- Clerk of the Court – 703-792-6015
- Health Department – 703-792-7300
- Real Estate Assessments – 703-792-6780
- Taxpayer Services (Personal Property Taxes) – 703-792-6710
- Voter Registration – 703-792-6470
- Virginia Department of Motor Vehicles – 1-866-368-5463
- Dumfries Post Office – 1749 Main Street – 703-221-1413
- Prince William County Department of Planning and Zoning – 703-792-7615

UTILITY PROVIDERS

- Electric – Dominion Power: 888-667-3000
- Gas – Washington Gas: 703-750-1000 / Columbia Gas : 1800-543-8911
- Water/Sewer – Prince William County Service Authority: 703-335-7900
- Miss Utilities of Northern Virginia – 800-552-7001
- Telephone – Verizon 800-837-4966 and Comcast – 800-266-2278
- Waste Removal/Recycling – American Disposal – 703-368-0500

HOSPITALS & MEDICAL CENTERS

MEDICAL FACILITIES NEAR DUMFRIES

- Sentara Hospital (about 5 miles north) - 703-670-1313
- Stafford Hospital (6 miles south) – 540-741-9000

MILITARY HOSPITALS & MEDICAL CENTERS

- Quantico Naval Medical Clinic (5 miles south) – 7013-784-1725
- Fort Belvoir Regional Medical Center (12 miles north) -703-805-0510
- Dewitt/Fort Belvoir Family Health Care Clinic (6 miles north) – 703-550-2671
- NextCare Urgent Care (1.7 miles north) – 571-499-5813

LIBRARIES

Chinn Library
13065 Chinn Park Drive
Prince William, VA 22192-5073
703-792-4800
TTY 703-792-4876 / Metro 631-1703 ext. 4800

Hours of Operation
Monday - Thursday: 10:00 a.m. - 9:00 p.m.
Friday - Saturday: 10:00 a.m. - 5:00 p.m.
Sunday: 12:00 p.m. - 5:00 p.m.
(Mid-September to the 1st Sunday in June)

The Chinn Park Regional Library is 25,000 square feet and contains 211,347 volumes. The library ceiling is 28 feet high in the middle and features a dramatic clerestory window. Services include children's and young adult material and programs, adult material and programs, a Quiet Study room, two individual study rooms, a prominent Information Desk, a shop run by the Friends of the Library and a special service, MAGIC.

Independent Hill Library
14418 Bristow Road
Manassas, Virginia 20112

Hours of Operation
Monday- Thursday: 10:00am- 7:00pm
Saturday – 10:00am -2:00pm
Friday/Sunday – Closed

Dumfries Neighborhood Library
18007 Dumfries Shopping Plaza
Dumfries, VA 22026-2356
703-792-5678

Hours of Operation
Monday – Thursday: 10:00 a.m. - 7:00 p.m.
Friday – Saturday: 10:00 a.m. - 2:00 p.m.
Sunday: Closed

NEW RESIDENT CHECKLIST

Service	Provider	Phone Number	Complete Y/N
Electric	Dominion Power	888-667-3000	
Gas	Washington Gas	703-750-1000	
	Columbia Gas	200-543-8911	
Water/Sewer	Prince William County Service Authority	703-335-7900	
Telephone/Cable/Internet Provider	Verizon	800-837-4966	
	Comcast	800-266-2278	
Waste Removal/Recycling	American Disposal	703-368-0500	

Note: Don't forget to call Miss Utilities of Northern Virginia at 800-552-7001 before starting any digging on your property.

Marine Corps Base Quantico is home to the Marine Corps Combat Development Command and numerous tenant organizations. The base staff provides infrastructure, operational, and community services support to these organizations and to the military members, families, and civilians who live and work on base. The base is also a key player in support of overall Marine Corps objectives and programs, and plays host to scores of training

Marine Corps Base Quantico is comprised of more than 6,700 military personnel, 6,900 civilians, and 2,500 family members. This large and diverse population has a tremendous impact on the surrounding towns and counties, which requires a comprehensive community relations program.

Since its establishment in 1917, Quantico has been home to many of the nation's most innovative, intelligent and patriotic men and women. It is here, at the Crossroads of the Marine Corps, that vital concepts, training, and equipment of the future are developed. Some of the most important techniques in war fighting were born here, including amphibious warfare, for which the Marine Corps are renowned. History has proven the importance of Quantico to America's defense. The sharp vision and intense dedication of the service members, civilians, and family members who serve here will continue to ensure the Marine Corps remains the world's premier fighting force.

Quantico Marine Corps Base Frequently Requested Phone Numbers

On Base Directory Assistance	**703-784-2121**
Military Personnel	703-784-2507
Naval Health Clinic	703-784-2273
Housing	703-784-2711
Commissary	703-784-2233
Marine Corps Exchange	703-640-8800

Town Department Directory

Town of Dumfries Staff

Department	Name	Title	Phone Ext.	Email
Administration	Daniel Taber	Town Manager	703-221-3400	dtaber@dumfriesva.gov
	Olaun Simmons	Town Attorney	140	osimmons@dumfriesva.gov
	Retta Ladd	Town Treasurer	110	rladd@dumfriesva.gov
	Dawn Hobgood	Town Clerk	114	dhobgood@dumfriesva.gov
	Tiwana Barnes	Executive Assistant to Town Manager	112	tbarnes@dumfriesva.gov
	Lisa Piarote	Administrative Assistant	101	lpiarote@dumfriesva.gov
Community/Economic Development	vacant	Director		
Planning and Zoning	Nick Rogers	Town Planners/Zoning Administrator	146	nrogers@dumfriesva.gov
	Ray Jackson	Code Inspector	143	rjackson@dumfriesva.gov
Community Services	Brittany Heine	Director Community Services	144	bheine@dumfriesva.gov
Public Works	Richard West	Director	119	rwest@dumfriesva.gov
	Terry Myers	Assistant Director	117	tmyers@dumfriesva.gov
	Yvette Ragland	Administrative Coordinator	116	yragland@dumfriesva.gov
Information Technology	Teresa Young	IT Manager	115	tyoung@dumfriesva.gov
Police Department		Main Number	703-221-1111	
	Rebecca Edwards	Chief of Police	ext. 203	redwards@dumfriesva.gov
	Jose Vazquez	Captain	ext. 214	jvazquez@dumfriesva.gov
	Tina Cannon	Records Specialist	ext. 202	bcannon@dumfriesva.gov
	Penny Shaffer	Administrative Assistant	ext. 201	pshaffer@dumfriesva.gov

Note: All Administrative and Department phone numbers are 703-221-3400 with their respective extensions. The Police Departments direct number is 703-221-1111.

KEY EMPLOYERS

(Employers with 20 or more employees)

United States Marine Corps Base Quantico
AMERICAN SYSTEMS
Armed Forces Services Corporation
DCS Corporation
Engility
Serco
Succeed to Lead
United Mine Workers

The Town of Dumfries is home to over 230 businesses ranging in size from home based to small to medium to large. We pride ourselves on providing an environment that will encourage a healthier and more prosperous future for our businesses and residents and are committed to encouraging entrepreneurism as well as supporting existing businesses of all sizes and attracting new businesses to position our Town to be competitive in both Northern Virginia and Prince William County, Virginia.