



## Town of Warsaw

### Charges, Rates, and Fees Schedule

By order of the Warsaw Town Council and the Town Manager, the following Rates and Fees Schedule was adopted as follows in accordance with the Town of Warsaw Municipal Code. Business License rates and fees are to be effective as of **March 15, 2024**. All other charges, rates and fees are to be effective **July 1, 2025**.

#### Section 1. – Water & Sewer Fees

##### Water and Sewer

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

~~\$100.00~~

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

##### Water & Sewer Connection Fee

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

##### Water & Sewer Connection Availability Schedule

Meter Size	Factor	Water Cost	Sewer Cost
*3/4 inch	1	<del>\$2,500</del> <b>\$5,000</b>	\$5,500
1 inch	2.5	<del>\$6,250</del> <b>\$12,750</b>	\$13,750
2" Compound	8	<del>\$20,000</del> <b>\$40,000</b>	\$44,000

4" Compound	25	<del>\$62,500</del> \$120,000	\$137,500
6" Compound	50	<del>\$125,000</del> \$250,000	\$275,000

**Monthly Billing Rate Category: Residential**

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

40% of residential base rate per room

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

**Monthly Billing Rate Category: Commercial**

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

25% of residential base rate per room

**Monthly Billing Rate Category: Commercial**

**Policy Statement**

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

**Zoning**

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

Connection Fees: Town will provide Connection for Residential.

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

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

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

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

## Town of Warsaw Monthly Water & Sewer Rates

### Residential Rates (inside town)

Meter size – 5/8 or 3/4

Base Rate: 4,000 gallons or less monthly

Water	<del>\$24.00</del>	\$26.00
Sewer	<del>\$43.00</del>	\$45.00

Gallons over 4,000 (Per 1,000 gallons) @ ~~\$2.97~~ Water and \$12.00 Sewer  
\$3.00

### Residential Rates (outside town)

Meter size – 5/8 or 3/4

Base Rate: 4,000 gallons or less monthly

Water	<del>\$35.00</del>	\$45.00
Sewer	<del>\$54.00</del>	\$64.00

Gallons over 4,000 (Per 1,000 gallons) @ ~~\$3.27~~ Water and ~~\$13.20~~ Sewer  
\$5.00      \$15.00

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

### Commercial Rates/Government Rates (inside town)

Base Rate: 4,000 gallons or less monthly

Water	<del>\$42.00</del>	\$44.00
Sewer	<del>\$63.00</del>	\$65.00

Gallons over 4,000 (Per 1,000 gallons) @ ~~\$2.97~~ Water and \$12.00 Sewer  
\$3.00

### Commercial Rates/Government Rates (outside town)

Base Rate: 4,000 gallons or less monthly

Water	<del>\$50.00</del>	\$60.00
Sewer	<del>\$74.00</del>	\$84.00

Gallons over 4,000 (Per 1,000 gallons) @ ~~\$3.27~~ Water and ~~\$13.20~~ Sewer  
\$5.00      \$15.00

## Section 2. – Administrative Fees

### Administrative Fees

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

## Section 3. – Solid Waste Collection Fees

### Refuse Collection

#### Solid Waste User Fee – Inside Town Limits:

Residential	\$15.00 per water/sewer monthly billing period
Commercial/Governmental	\$75.00 with dumpster per water/sewer monthly billing period \$45.00 with no dumpster per water/sewer monthly billing period – with the no dumpster option - max of 2 trash receptacles per pickup and no additional pickups allowed during the week.

Additional Dumpster Pickup Fee \$75.00 per dumpster per pickup occurrence in addition to the normal solid water user fee assessed which allows one dumpster to be picked up twice a week.

#### Solid Waste User Fee – Outside Town Limits:

Residential	\$45.00 per water/sewer monthly billing period
Commercial/Governmental	\$200.00 per water/sewer monthly billing period

## Section 4. – Land Use Fees

### Zoning and Land Use Fees

#### Application Fees:

Conditional Use Permit	\$300
Variance	\$300
Rezoning	\$300
Wireless Communications Antenna (to include Tower Co-location)	\$1,000
Zoning Permit	\$30
Zoning Verification Letter	\$30
Sign Permit	<del>\$25</del> \$30
Major Site Plan Review	\$300 (over 2,500 sq. ft.)
Major Subdivision	<del>\$25/lot</del> \$30/lot

Minor Site Plan Review	\$200 (2,500 sq. ft. or less)
Minor Subdivision	(\$10/lot)
Resubmitted Plan	\$250 (no charge for 1 <sup>st</sup> resubmission)
Plan Amendment	\$250 (no charge for 1 <sup>st</sup> amendment)
Boundary Line Adjustment	\$100 (for lots 2,500 sq. ft. or less) \$200 (for lots greater than 2,500 sq. ft.)
Copy Charges:	
Warsaw DMO	\$60
Individual Section Only	\$15

## Section 5. – Police Fines

### Town Police Fines

No parking	<del>\$100</del> <b>\$125.00</b>
Handicapped Parking	\$250
Fire Lane	<del>\$100</del> <b>\$125.00</b>
Blocking Traffic	<del>\$100</del> <b>\$125.00</b>
Parking within 15 ft of Fire Hydrant	\$150
No parking in front of public or private entrance	\$75
Parking in wrong direction	\$75
3 <sup>rd</sup> Violation – seven-day period	\$250
Littering	\$250
Noise Violation	\$250

**TOWN OF WARSAW, VIRGINIA**  
**2025 BUSINESS LICENSE APPLICATION**

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

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

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

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

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

Agencies and Agents	Real estate	0.34*
Agencies and Agents	Travel agencies	0.20
Other / NA	All Businesses Not Categorized	<del>\$1,000 flat fee</del> \$10,000 flat fee
Professional	Accountants	0.34*
Professional	Animal Services (Veterinarians, Groomers, Kennels, etc.)	0.30
Professional	Architects	0.34*
Professional	Attorneys	0.34*
Professional	Audiologists	0.34
Professional	Dentists	0.34
Professional	Funeral services and crematories	0.34
Professional	Insurance Companies	0.34*
Professional	Investments, stock, etc.	0.34*
Professional	Land surveyors	0.34*
Professional	Massage therapists	0.34
Professional	Mortgage and loan companies	0.34*
Professional	Optometrists/Ophthalmologists	0.34
Professional	Physicians	0.34
Professional	Rehabilitation Facility	0.34
Professional	Schools - educational	0.34
Professional	Therapists/medical	0.34
Retail	Amusements and Recreation Services	0.20

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

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

<b>Services and Trades/Contractors</b>	<b>Electrical</b>	<b>0.34</b>
<b>Services and Trades/Repair</b>	<b>Equipment and appliances repairs</b>	<b>0.34</b>
<b>Services and Trades/Contractors</b>	<b>General contractors</b>	<b>0.16</b>

*\*Rate was amended (rates were decreased from 0.53 to 0.34 per \$100 at the May 9, 2024 Town Council Meeting)*

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

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

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

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

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

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

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**TOWN OF WARSAW, VIRGINIA**

**2025 Business License Application**

78 BELLE VILLE LANE

P. O. BOX 730

WARSAW, VA 22572

Phone (804) 333-3737

Fax (804) 333-3104

**FILE AND PAY BY MAY 1<sup>ST</sup> TO AVOID A 10% LATE PAYMENT PENALTY**

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

<b>A Legal Name/Address (mailing)</b> _____ _____ _____ _____ _____
<b>B Trade/Business Name and Physical Location</b> _____ _____ _____ _____

**C** \_\_\_\_\_

Social Security #

**D** \_\_\_\_\_

Telephone Number

**E** \_\_\_\_\_

State ID Number

**F** \_\_\_\_\_

Federal ID Number (if any)

**G** \_\_\_\_\_

Customer Email Contact

<b>H Type Business (Check)</b>
____ Individual
____ LLC
____ Partnership
____ Corporation

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

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

C1 (Limited commercial) \_\_\_\_\_ C2 (General commercial) \_\_\_\_\_ C3 (Light industrial) \_\_\_\_\_

M1 (Industrial) \_\_\_\_\_

**Contractors:**

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

Address(es):

\_\_\_\_\_

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

Yes \_\_\_\_\_ Permit No# \_\_\_\_\_ No \_\_\_\_\_ It does not require a permit \_\_\_\_\_

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

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

2) State Contractor's License Number: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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