

Chapter 12FEES**Sections:**

- 12-1 ENERGY SERVICES FEES**
- 12-2 PUBLIC WORKS FEES**
- 12-3 FINANCE FEES**
- 12-4 PLANNING AND ZONING FEES**
- 12-5 POLICE DEPARTMENT FEES**
- 12-6 MISCELLANEOUS FEES**

Adopted by the Town Council of the Town of Front Royal 4-25-83 as "Checks, Fraudulent"- "Fees for Returned Checks" by Ord. No. 2-83. Amendments to "FEES" by Resolutions 1-26-04 and 9-13-04. Added New Section 12-5 "Police Department Fees" 6-25-12 and 6-27-16. Removed 12-5 "Police Department Fees" 6-8-15 and 6-12-17. Other amendments noted where applicable.

**12-1 ENERGY SERVICES FEES**

Electric Meter Inspections (two within 12 mo.)	No Charge
Electric Meter Inspection (third and subsequent within 12 months)	\$50.00 per inspection
Temporary Electrical Service not to exceed 100 amperes in capacity and requiring one service drop	\$65.00
Temporary Electrical Service for larger residential and commercial services	See Chapter 70-23(F) in Town Code
Underground Utility Inspection	\$50.00 per inspection

(Codified Electric Fees 6-23-08-Eff Upon Passage ; Amended Title to Energy Services 6-25-12-Eff 7-1-12)  
 (Amended/Added Temp Electric Info 6-9-14-Effective 7-1-14)  
 (Removed "Installation of Pole for Dusk to Dawn Light" 9-27-21-effective upon passage)

**12-2 PUBLIC WORKS FEES**

After hours shut-off calls (water)	\$30.00
Data Log Obtained from Water Meter within 12 mo	\$25.00 for the 3 <sup>rd</sup> and subsequent
Excavation for Sewer Clean Out Installation	\$150.00 per hour
Freon Removal (white goods commercial or residential)	\$15.00
Grease Trap Inspection (3 <sup>rd</sup> and all subsequent)	\$50.00 per inspection
On-Call Refuse Collection	found in §85-3(E) of the Town Code
Recreational Vehicle Septic Tank Dump	\$17.50 each
Right-of-Way Utilization Fee	\$25.00 plus bond and insurance
Septic Tank Waste	\$50.00 per 1,000 gallons
Temporary Hydrant Meter Deposit (agreement for reading of water must be signed)	\$400.00 5/8" and smaller \$2,350 greater than 5/8"
Tires with or without Rim	\$5.00 per tire
Water Meter Test (2 <sup>nd</sup> or subsequent test)	\$25.00 each

White Goods Disposal, Commercial	\$15.00 per item + \$15.00 per Freon item
White Goods Disposal, Residential	No Charge plus \$15.00 per Freon item
Yard Waste Disposal, Commercial, Lg. Truck	\$50.00
Yard Waste Disposal, Commercial, Pickup Tk	\$25.00
Yard Waste Disposal, Residential (Town OR County Decal Required)	No Charge

(Codified Public Works & Public Utilities Fees 6-23-08-Effective Upon Passage)

(Removed Fees for Sale of Mulch 7-13-09-Effective Upon Passage)

(Increased Tire Fees 7-13-09-Effective Upon Passage)

(Amended Title/Fee for On-Call Refuse Collection 6-25-12-Effective 7-1-12)

(Amended Sewer Clean Out/Temporary Hydrant Fees 6-8-15-Effective 7-1-15)

(Amended Tire Charges 6-12-17-Effective 7-1-17; Amended Title/Added Data Log 4-22-19-Eff July 1, 2019)

(Removed "Construction Specifications and Tire Requirements 6-8-20-Effective 7-1-20)

### 12-3 FINANCE FEES

A. FEE FOR RETURNED CHECK: If any check or other means of payment tendered to the Town in the course of its duties is not paid by the financial institution on which it is drawn, because of insufficient funds in the account of the drawer, no account is in the name of the drawer, or the account of the drawer is closed, and the check or other means of payment is returned to the Town unpaid, the amount thereof shall be charged to the person on whose account it was received, and his liability and that of his sureties shall be as if he had never offered any such payment. A penalty of \$35.00 or the amount of any costs, whichever is greater, shall be added to such amount, and said penalty shall be in addition to any other penalty provided by law.

There is hereby added to any amount due to the Town a fee of 2.35% when payment of such amount is tendered by either credit card or debit card or any other means of payment by which the Town incurs a charge.

(Amended "Fee for Returned Check" 8-12-02-Effective Upon Passage)

(Amended Entire "Fee for Returned Check" 6-23-08-Effective Upon Passage)

### B. ADDITIONAL FINANCE FEES:

Penalty on Utility Bill after Original Due Date	2%
Late Fee on Utility Bill after 2 <sup>nd</sup> Due Date	\$10.00
Reconnection Fee (non-payment)	\$20.00/1 <sup>st</sup> ; \$30.00/2 <sup>nd</sup> ; \$40.00/3 <sup>rd</sup> ; \$50.00 for all other times
Work Order Fee	\$5.00
Tampering with Electric or Water Meter Fee	\$1,000.00
Copies	\$0.15 per page

(Added "B" & Added Tier Reconnection & Tampering Fees 6-25-12-Effective 7-1-12)

**12-4 PLANNING AND ZONING FEES**

Can be found in §148-1100 and §175-137 of the Front Royal Town Code.

(Amended Chapter Section for 148 6-8-15-Effective Upon Adoption of Chapter 148)

**12-5 POLICE DEPARTMENT FEES**

Effective July 1, 2018, and thereafter, there is hereby imposed, in addition to any other fees prescribed by law, the sum of five dollars (\$5.00) as part of the costs in each criminal or traffic case in the District or Circuit Courts of Warren County, Virginia, in which the defendant is charged with and convicted of a violation of any statute or ordinance, the violation of which arose within the Town of Front Royal, Virginia. The clerk of court in which the action is filed shall collect the assessment and remit it to the Town of Front Royal, Virginia Finance Director. The Town Finance Director, subject to appropriation by Town Council, shall disburse such funds in accordance with Virginia Code § 17.1-279.1. The assessment shall be used the Front Royal Police Department solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system.

(Removed “Police Department Fees” 6-12-17-Effective 7-1-17)

(Added “Police Department Fees” 8-27-18-Effective 7-1-18)

**12-6 MISCELLANEOUS FEES**

Freedom of Information Act (FOIA) requests for available information shall be submitted to the appropriate department that maintains the records sought for processing. Any request for records or documents from the Town is considered a FOIA request. All FOIA requests shall be communicated by the Department of the Town Manager and Town Attorney. FOIA regulations allow the Town to assess a reasonable charge for the costs to access, search, duplicate, and supply the requested materials if they exist. The Town shall not assess fees if staff time is less than thirty (30) minutes and ten pages of 8 ½ x 11 paper. An individual requesting materials through a FOIA request will be notified as soon as practicably possible. The Town shall conform to all FOIA regulations established by the Commonwealth of Virginia to ensure access to all available Town documents.

(Codified Fees 6-23-08-Effective Upon Passage ; Added FOIA Information 6-25-12-Effective Upon Passage)

(Amended FOIA Information 1-28-13-Effective Upon Passage)

(Removed “Update Town Code, hardcopy” 6-12-17-Effective 7-1-17)

(Removed “Town Code Hardcopy” & “Right of Way Vacation Application”6-8-20-Effective 7-1-20)