



**TOWN COUNCIL
Special Meeting
Civic Center
December 3, 2015
6:00 p.m.**

1. Call to Order: Roll Call
2. Public Comments Regarding Agenda Items
3. Order of Business
 - *A. Cape Charles Community Trail Phase 2 Contract Award
 - *B. Fuel Services Contract Extension
 - *C. Credit Card Service Fees
 - *D. Personal & Business Property Tax Write-Offs
 - *E. Northampton County Funding Request
 - *F. Reappointment of Planning Commissioner
 - *G. Reappointment of Wetlands Board Member
 - *H. Set Public Hearing for Conditional Use Permit Application – 207 Mason Avenue
4. Motion to Adjourn

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Cape Charles Community Trail, Phase 2		AGENDA DATE: December 3, 2015
	SUBJECT/PROPOSAL/REQUEST: Award contract for construction of Phase 2.		ITEM NUMBER: 3A
	ATTACHMENTS: None.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Council adopted the Cape Charles Master Trail Plan on September 11, 2007. This multi-use trail is being constructed in phases as funding is available. Eighty percent of the cost is funded by Federal grants under the Transportation Alternatives Program (TAP), administered by the Virginia Department of Transportation (VDOT) and twenty percent by the Town. To date, we have been awarded \$2.3M in grant funding. Of that, about \$1M was utilized for the Master Plan and for design, engineering and construction of Phase 1 in Central Park. About \$1.4M remains available for Phase 2 – North Peach St. and Washington Ave. Construction of the Phase 2 project was advertised and bids were opened on October 14, 2015. Five bids were received, with Kevcor Contracting Corporation being the low bidder at \$1,626,828.35 for the base bid and the three bid alternates to build the entire scope including the eastern portion of Washington Ave.

DISCUSSION:

The project estimate is about \$2.0 million when utility relocation (\$35K), construction engineering and inspection (12%), VDOT oversight (1.15%) and a contingency reserve (5%) are added to the low bid. The remaining TAP grant and required Town match total \$1.7 million and is insufficient to fund the full project scope. As discussed in the Council Work Session on November 5, 2015, VDOT has identified some unexecuted TAP funding and is in the process of reallocating it to the Phase 2 project to allow award of the base bid and the three alternates. The required Town match will increase from \$314 thousand to \$394.1 thousand. The full amount may not be needed if the allowances for construction engineering and inspection and the contingency reserve are not fully utilized. The additional \$80.1K can be accommodated with available bond proceeds. Based on Council's direction at the work session, we have requested VDOT approval to award the full scope of the construction contract.

RECOMMENDATION:

Subject to VDOT approval and allocation of the additional TAP funding, authorize the Town Manager to award the construction contract to Kevcor Contracting Corporation in the amount of \$1,626,828.35, and any future contract change orders within the 5% contingency reserve.



TOWN OF
CAPE CHARLES

AGENDA TITLE: Fuel Services Contract Extension

AGENDA DATE:
December 3, 2015

SUBJECT/PROPOSAL/REQUEST: Extension of Fuel Services Contract with Pep-Up, Inc.

ITEM NUMBER:
3B

ATTACHMENTS: Extension Letter to Pep-Up, Inc.

FOR COUNCIL:
Action (X)
Information ()

STAFF CONTACT (s):
Brent Manuel

REVIEWED BY:
Brent Manuel, Town Manager

BACKGROUND:

On November 18, 2014, the Town of Cape Charles awarded a contract effective December 1, 2014 to Pep-Up, Inc. (formerly Bagwell Gas & Oil) for all fuel services for the Town. The contract was for one year with the option to renew for three additional years. This would be the first renewal.

DISCUSSION:

The current contract expires at midnight on November 30, 2015 and the Town wishes to exercise the right to renew at current fuel prices with no increase for another year. We are very satisfied with the services provided by Pep-Up, Inc.

RECOMMENDATION:

Staff requests Council authorize the Mayor to execute a one-year contract extension with Pep-Up, Inc. to provide fuel services to the Town.

Municipal Corp. of Cape Charles

Municipal Building
2 Plum St.
Cape Charles, VA 23310
(757) 331-3259

November 20, 2015

Marty Kemp, General Manager
Pep-up, Inc.
P.O. Box 136
Onancock, VA 23417

Dear Mr. Kemp,

The Municipal Corp. of Cape Charles would like to exercise our right, per the contract dated November 18, 2014 and the IFB #20141003, to extend the fuel services contract for one year. The renewal period will begin on December 1, 2015 and end November 30, 2016 (at midnight). All current prices and procedures will remain the same.

Mayor

Pep-Up, Inc.

Date

Date

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Credit Card Services Fees		AGENDA DATE: December 3, 2015
	SUBJECT/PROPOSAL/REQUEST: Update credit card fees charged to customers and taxpayers by the Town.		ITEM NUMBER: 3C
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Deborah Pocock	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Both the Town office and the Harbor office currently charge a 3% fee to customers paying via credit card in order to recoup the average fee charged by the town's merchant services provider. The Finance department contracted with a new provider in October and the fees have been reduced by at least 50%.

DISCUSSION:

In April 2015, Council voted, as requested, to allow the 3% fee on credit card purchases and payments for town services and taxes effective July 1, 2015. The new merchant services provider is a direct access company, and the third party fees have been eliminated. The ability for a vendor to go directly to the National Processing Centers versus a third party merchant services company was legislated in 2011.

It is unlawful to charge a credit card fee for any transaction exceeding the service fee paid to the processing company even if you are charging an overall average rate. In order to maintain compliance, until such time as Council updated the fee schedule, the town temporarily ceased to charge the 3% fee when the new service was implemented. This date was in late October for the town office, and will be in the next week for the Harbor. Use of a point of sale system in the Harbor required more preparation before implementation.

The new processor also allows for use of a debit card to be used with a PIN, which the old system did not. The charge for this usage is a flat \$0.25 at this time.

The service fee will be applied to those payments made for taxes, utilities, permits and miscellaneous fees when a credit card is used. The charge for a debit card when the card is present and a PIN is entered shall be equal to the cost of the transaction charged to the Town. This will recoup the majority of the fees charged to us by our merchant services provider, but will not be greater than the fees, which are disallowed by Virginia law. The new credit card rate will be 1% at this time, but may change over time as the fees are analyzed.

RECOMMENDATION:

Staff requests that Council change the verbiage for the credit card convenience fee calculation, effective immediately, from a flat 3% to be "rounded down to the next whole percentage point below the average fee charged by the credit card service provider and shall be equal to the cost of the fee charged to the Town for debit card transactions."

 TOWN OF CAPE CHARLES	AGENDA TITLE: Personal and Business Property Tax Write-Offs		AGENDA DATE: December 3, 2015
	SUBJECT/PROPOSAL/REQUEST: Review of delinquent personal property tax collection statute of limitations.		ITEM NUMBER: 3D
	ATTACHMENTS: None		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Deborah Pocock	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Per the Code of Virginia, 58.1-3940, "Except as otherwise specifically provided, collection of local taxes shall only be enforceable for five years following December 31 of the year for which such taxes were assessed."

ITEM SPECIFICS

The total uncollected balance for Personal and Business Property, License, and Machinery and Tools taxes still on the books for 2006 through 2009 is a little over \$100,000. Anticipated write off for the 2010 tax year, which cannot be performed until after Dec 31, 2015, should be \$66,880 less what we can collect before that date.

It is unknown when the last time this write-off task was performed, if ever.

Going forward, staff will annually perform the write-off process of uncollectable accounts and will inform Council of the amount of such write-off. Staff will use every means available to collect delinquent taxes before the expiration of the collection period.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Northampton County Funding Request		AGENDA DATE: December 3, 2015
	SUBJECT/PROPOSAL/REQUEST: Letter to Northampton County requesting funding assistance for FY 2016/2017		ITEM NUMBER: 3E
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Deborah Pocock/Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Each year, the Town submits a letter to Northampton County for a contribution request for the next Fiscal Year’s budget. Typically, the Town requests funding assistance for the Cape Charles Memorial Library and the 4th of July celebration. Last year, the Town requested funding assistance as follows:

- \$30K for the operations of the Cape Charles Memorial Library/Computer Training Lab
- \$8K for the 4th of July fireworks display
- \$10K for public beach safety operations
- \$75K towards the Offshore Breakwater Project

The Town received \$20K for the operations of the Cape Charles Memorial Library.

DISCUSSION:

On November 9, 2015, the Town received notification from the County to submit any funding assistance requests for FY 2016/2017 by December 4, 2015. Due to the current economy and known reductions in revenues from the State and other anticipated reductions, it is uncertain if Northampton County plans to submit a budget equal to or less than the current budget year.

For Fiscal Year 2016/2017, the Town plans to request funding assistance as follows:

- Cape Charles Memorial Library and Computer Training Lab Operations – \$30K
 - (FY2015/2016 budget = \$124K)
- July 4th 2014 fireworks display – \$8K of a \$15K budget
- Public Beach Safety Operations – \$5K of an anticipated \$30K budget
- Offshore Breakwater – \$75K of a \$820K project

The Town will request Northampton County to continue its efforts to provide emergency services to the residents of the County after the relocation of Riverside Shore Memorial Hospital and continued support for the Cape Charles Harbor Access Road and the Cape Charles Volunteer Fire Company.

RECOMMENDATION:

Staff recommends discussion and requests Council’s input on any additional projects to include in the request to Northampton County for funding assistance in the FY 2016/2017 budget.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Reappointment of Planning Commissioners		AGENDA DATE: December 3, 2015
	SUBJECT/PROPOSAL/REQUEST: Reappointment of Planning Commissioner		ITEM NUMBER: 3F
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Clerk	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Planning Commission serves as an advisory body to the Town Council for planning related matters. The Commission meets at least once a month and consists of six members each serving four-year terms and a representative from the Town Council.

DISCUSSION:

Commissioner Michael Strub's term expired on October 31, 2015. Mr. Strub has expressed his interest in continuing his service on the Planning Commission for another term.

RECOMMENDATION:

Staff recommends Council reappoint Mr. Michael Strub to the Planning Commission for another four-year term.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Reappointment of Wetlands Board Member		AGENDA DATE: December 3, 2015
	SUBJECT/PROPOSAL/REQUEST: Reappointment of Wetlands Board Member		ITEM NUMBER: 3G
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Clerk	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Wetlands and Coastal Dune Board reviews applications for certain activities in wetlands and dune areas. The Board consists of five members each serving five-year terms.

DISCUSSION:

Board member Russ Dunton's term expired on November 12, 2015. Mr. Dunton has expressed his interest in continuing his service on the Wetlands and Coastal Dune Board for another term.

RECOMMENDATION:

Staff recommends Council reappoint Mr. Russ Dunton to the Wetlands and Coastal Dune Board for another five-year term.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Public hearing date for conditional use permit application – 207 Mason Avenue		AGENDA DATE: December 3, 2015
	SUBJECT/PROPOSAL/REQUEST: Public hearing date for conditional use permit application for residential units above first floor commercial at 207 Mason Avenue		ITEM NUMBER: 3H
	ATTACHMENTS: September 2015 application form; architectural plans; previously approved but now expired permits.		FOR COUNCIL: Action (x) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Staff received an application for a conditional use permit to build residential units above the commercial unit at 207 Mason Avenue. This property has received such conditional use permits in the past and no construction has ever been completed. The most recent conditional use permit was granted by Town Council on December 9, 2010. Following that Council action, building plans were submitted and approved, and several building-related permits issued. That conditional use permit and all building-related permits expired before the project was completed and now the applicant is in the process of re-applying through the process described in *Article IV Section 4.3* of the Town Zoning Ordinance. *Article IV Section 4.3.C.3* requires a public hearing before Town Council. The Planning Commission held a required public hearing on Tuesday November 3, 2015 and voted to forward the application to Town Council with recommendation for approval. That vote was unanimous.

Article III Section 3.6.C allows single-family and multi-family residential dwelling units above the first floor as a conditional use in the Commercial-1 district. *Article IV Section 4.3.B* states the Conditions for Issuance as follows: 1) not adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood; 2) not be detrimental to the public welfare or injurious to property or improvements in the neighborhood; 3) not be in conflict with the purpose of the comprehensive plan of the town.

The Cape Charles Comprehensive Plan Section *III.2.1.1 Main Street Mixed Use (Commercial Residential)* states the following: *This designation recognizes the unique juxtaposition of the existing residential structures within the central business district and the future needs of Cape Charles' Commercial District. It is intended to promote and encourage retention of existing residential buildings while allowing and encouraging commercial and other compatible uses for these buildings.*

The Main Street Mixed Use designation represents predominantly small-scale mixed use buildings characterized by retail, office, restaurant, educational, civic and entertainment uses on the street level, with residential uses on upper floors. Pedestrian activity is of the highest priority, so buildings would be located close to the street and sidewalks are wide and feature street furnishings, lighting, and other amenities.

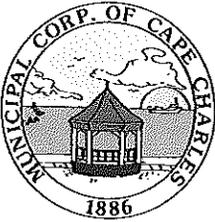
ITEM SPECIFICS:

This property has been approved for conditional use residential dwellings in the past. Previously the applicant submitted a full set of construction drawings from which building-related permits were issued. All permits associated with this project at this property are expired. The applicant wishes to continue work again and cannot since he has no approvals to do so.

Staff finds no reason to reject this application. The applicant must meet all procedural obligations before he can begin work on the residential dwelling units. By right he can have a commercial enterprise on the first floor.

RECOMMENDATION:

Staff recommends Town Council set Thursday January 7, 2016 as the date for public hearing on this conditional use permit application.



Application for Conditional Use Permit

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

Date 9-8-2015 Fee:

*(Attach Plans)

Applicant: Meng Qin Wang Signature:
Address: 207 Mason Ave City: cape charles State: Zip: 23310
Telephone: 7575315060 Email: peterwang503@yahoo.com

Owner(s): W & L LLC
Address: 1025 East Leicester Ave City: Norfolk State: Zip: 23503
Telephone: 7575315060 Email:

Contractor: B & R Plumbing and General Construction
Address: 1205 Hawthorne Dr. City: Chesapeake State: Zip: 23325
Telephone: 7575747721 Email:
Town License: State License:

Location of Improvement: 207 Mason Ave
Lot No.: Block No.: Lot Size: Lot Area:
Type of Improvement: to add two more stores for housing on top of the yogurt store
Proposed Use:
Estimated Construction Costs:

Conditional Use Permit Checklist
(Applicant must attach items 1-7)

- 1. [x] completed application
2. [x] payment of fees (\$300.00 + \$25.00 per acre)
3. [] letter of application stating in general terms: (a) the proposed use of the property, (b) the effect of the changes on the surrounding area, and (c) the reason for the request
4. [x] concept plan (see attached information for recommended contents)
5. [x] plot plan of property
6. [] disclosure statement signed and notarized verifying ownership
7. [x] names and addresses of adjacent property owners
8. [x] Zoning Administrator's review of documentation

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Owner/Agent: [Handwritten Signature]

Planning Commission Staff Report

From: Larry DiRe 
Date: November 3, 2015
Item: 5a- Conditional use permit application residential units above first floor 207 Mason Avenue
Attachments: September 2015 application form; architectural plans; previously approved but now expired permits

Item Specifics

Staff received an application for a conditional use permit to build residential units above the commercial unit at 207 Mason Avenue. This property has received such conditional use permits in the past and no construction has ever followed. The most recent conditional use permit was granted by Town Council on December 9, 2010. Following that Council action building plans were submitted and approved, and several building-related permits issued. That conditional use permit and all building-related permits expired before the project was completed and now the applicant is in the process of re-applying through the process described in *Article IV Section 4.3* of the Town Zoning Ordinance. *Article III Section 3.6.C* allows single-family and multi-family residential dwelling units above the first floor as a conditional use in the Commercial-1 district. *Article IV Section 4.3.B* states the Conditions for Issuance as follows: 1) not adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood; 2) not be detrimental to the public welfare or injurious to property or improvements in the neighborhood; 3) not be in conflict with the purpose of the comprehensive plan of the town.

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The Main Street Mixed Use designation represents predominantly small-scale mixed use buildings characterized by retail, office, restaurant, educational, civic and entertainment uses on the street level, with residential uses on upper floors. Pedestrian activity is of the highest priority, so buildings would be located close to the street and sidewalks are wide and feature street furnishings, lighting, and other amenities.

Discussion

This property has been approved for conditional use residential dwellings in the past. Previously the applicant submitted a full set of construction drawings from which building-related permits were issued. All permits associated with this project at this property are expired. The applicant wishes to continue work again and cannot since he has no approvals to do so.

Staff finds no reason to reject this application. The applicant must meet all procedural obligations before he can begin work on the residential dwelling units. By right he can have a commercial enterprise on the first floor.

Recommendation

Staff recommends that the Planning Commission recommend approval of this conditional use permit application, and forward the application to Town Council for public hearing.



Town of Cape Charles

Building Permit No: PB130019

Building Department
Phone: (757) 331 4785

2 Plum Street
Fax: (757) 331 4820

Cape Charles, VA 23310

207 Mason Avenue A Location
083A3-0100-639B
639

W & L, LLC Owner
1025 East Leicester Avenue B
Norfolk VA 23503
W & L, LLC

Issued: 03/08/13
Const value \$20,000
Zoning: Sec. No.
**PLEASE CALL (757) 331-2176
FOR AN INSPECTION 24 HOURS IN ADVANCE**

B & R Plumbing & General Const. Contractor
1205 Hawthorne Drive Ph# (757) 574 7721
Chesapeake VA 23325

Work Description: Alteration to Yogurt Bar

Stipulations: 3rd Party Inspections Required

Permit Item	Work Type	Fee Basis	Item Total
comm > \$10k	Valuation	20,000.00	\$275.00
STATE TAX.	State Tax	275.00	\$5.50
Fire Dept Fee	Miscellaneous	275.00	\$27.50
Com Bldg Plan Review Fee	Valuation	250.00	\$250.00
Commercial Site Plan Review	Valuation	150.00	\$150.00

Fee Total: \$708.00
Amount Paid: \$708.00
Balance Due: \$0.00

Building Official

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code.
I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Virginia and Cape Charles. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.



Town of Cape Charles

Building Permit No: PB130020

Building Department
Phone: (757) 331 4785

2 Plum Street
Fax: (757) 331 4820

Cape Charles, VA 23310

207 Mason Avenue B Location
9000-00-098
639

W & L, LLC Owner
1025 East Leicester Avenue B
Norfolk VA 23503
W & L, LLC

Issued: 03/08/13
Const value \$50,000
Zoning: Sec. No.
**PLEASE CALL (757) 331-2176
FOR AN INSPECTION 24 HOURS IN ADVANCE**

B & R Plumbing & General Const. Contractor
1205 Hawthorne Drive Ph# (757) 574 7721
Chesapeake VA 23325

Work Description: Addition for 2nd Story Apartment

Stipulations: 3rd Party Inspections Required

Permit Item	Work Type	Fee Basis	Item Total
comm > \$10k	Valuation	50,000.00	\$575.00
STATE TAX.	State Tax	575.00	\$11.50
Fire Dept Fee	Miscellaneous	575.00	\$57.50
Sewer Tap Insp	Inspection	50.00	\$50.00
Water Tap Insp	Inspection	50.00	\$50.00
Res. Sewer Connection	Miscellaneous	875.00	\$875.00
Res. Sewer Facility	Miscellaneous	6,600.00	\$6,600.00
Res. Water Connection	Miscellaneous	875.00	\$875.00
Res. Water Facility	Miscellaneous	4,000.00	\$4,000.00
Sewer Plan Rev	Plan Review	50.00	\$50.00
Water Plan Rev	Plan Review	50.00	\$50.00

Fee Total: \$13,194.00

Amount Paid: \$13,194.00

Balance Due: \$0.00

Building Official

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Virginia and Cape Charles. All information on the permit application is accurate to the best of my knowledge.

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Town of Cape Charles

Building Permit No: PB130021

Building Department
Phone: (757) 331 4785

2 Plum Street
Fax: (757) 331 4820

Cape Charles, VA 23310

207 Mason Avenue C Location
9000-00-099
639

W & L, LLC Owner
1025 East Leicester Avenue B
Norfolk VA 23503
W & L, LLC

Issued: 03/08/13
Const value \$60,000
Zoning: Sec. No.
**PLEASE CALL (757) 331-2176
FOR AN INSPECTION 24 HOURS IN ADVANCE**

B & R Plumbing & General Const. Contractor
1205 Hawthorne Drive Ph# (757) 574 7721
Chesapeake VA 23325

Work Description: Addition to add 3rd Story Apartment

Stipulations: 3rd Party inspections required

Permit Item	Work Type	Fee Basis	Item Total
comm > \$10k	Valuation	60,000.00	\$675.00
STATE TAX.	State Tax	675.00	\$13.50
Fire Dept Fee	Miscellaneous	675.00	\$67.50
Sewer Tap Insp	Inspection	50.00	\$50.00
Water Tap Insp	Inspection	50.00	\$50.00
Res. Sewer Connection	Miscellaneous	875.00	\$875.00
Res. Sewer Facility	Miscellaneous	6,600.00	\$6,600.00
Res. Water Connection	Miscellaneous	875.00	\$875.00
Res. Water Facility	Miscellaneous	4,000.00	\$4,000.00
Sewer Plan Rev	Plan Review	50.00	\$50.00
Water Plan Rev	Plan Review	50.00	\$50.00

Fee Total: \$13,306.00
Amount Paid: \$13,306.00
Balance Due: \$0.00

Building Official

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Virginia and Cape Charles. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.