

*Welcome to
Cape Charles!*



Revised April 2017

Town Departments

Administration:	331-3259
Town Clerk	ext. 10
Town Manager	ext. 12
Building / Code Enforcement	331-2176
Planning / Zoning	331-2036
Public Utilities	695-3839
Public Works	331-1410
Treasurer	331-2979
Utility Billing	331-6901
Cape Charles Memorial Library	331-1300
Harbor	331-2357
Water Plant	331-1018
Wastewater Plant	331-1150
Police Department:	
Non Emergency Dispatch	678-0458
For Emergencies	911
Animal Control	678-0458

Cape Charles Memorial Library

201 Mason Avenue

Hours of Operation:

Monday - Friday: 10:00 AM - 5:00 PM

Thursday: 10:00 AM - 8:00 PM

Saturday: 10:00 AM - 2:00 PM

Closed Sunday

Cape Charles Harbor

Hours of Operation:

8:00 AM - 5:00 PM Daily

Summer Season beginning May 1st:

Monday - Thursday 8:00 AM - 6:00 PM

Friday - Sunday & Holidays: 7:00 AM - 7:00 PM

Guide to Waste Removal Services

Weekly Service: Collection starts at 7AM. Contractor will remove one 96-gallon receptacle plus two bags of household garbage per account every week. Receptacles should be placed at the edge of the alley or near street if there is no alley.

Please note: Yard waste, brush and construction materials cannot be placed in trash receptacles.

The following are items that cannot be collected by contractor:

Bulky refuse (appliances, furniture, other oversized items): Please contact the Utility Billing Clerk for procedures and fees prior to leaving out for collection.

Yard Debris: The Public Works Dept. will collect stacks of brush on Mondays & Tuesdays. Yard debris must be stacked in the front yard between the sidewalk and curb. Loose debris, vines and leaves must be bagged in bio-degradable bags and must not exceed 30lbs. Bio-degradable bags are available at most retailers, including Watson's Hardware in Town.

Construction Debris or Hazardous Waste: Will not be collected by the Town. Household hazardous waste products will be collected on an annual basis through a "Household Hazardous Waste Collection Program" sponsored by the bi-county Groundwater Committee.

Please contact the Public Works Department at 331-1410 with questions regarding any other items prior to leaving out for collection.

Public Utilities

Please call the Utility Billing Administrative Assistant at 331-6901 if you need assistance with your account or billing or if you need to:

- ◆ Have the utility service transferred into your name
- ◆ Order an additional trash receptacle
- ◆ Arrange for special pickup (\$25 per item)

Billing for utilities is monthly with payment due within 20 days from the mailing date. The rates are as follows:

Water (Residential):

0-2,000 gal: \$31.20 (minimum)
2,001-5,000 gal: \$2.63 per 1,000
5,001-10,000 gal: \$3.75 per 1,000
10,001-15,000 gal: \$5.00 per 1,000
Over 15,000 gal: \$7.50 per 1,000

Water (Commercial):

0-2,000 gal: \$31.20 (minimum)
2,001-10,000 gal: \$2.50 per 1,000
10,001-15,000 gal: \$3.75 per 1,000
Over 15,000 gal: \$5.00 per 1,000

Wastewater (Residential):

0-2,000 gal: \$62.96 (minimum)
2,001-5,000 gal: \$4.11 per 1,000
5,001-10,000 gal: \$5.85 per 1,000
10,001-15,000 gal: \$7.80 per 1,000
Over 15,000 gal: \$11.70 per 1,000

Wastewater (Commercial):

0-2,000 gal: \$62.96 (minimum)
2,001-10,000 gal: \$3.90 per 1,000
10,001-15,000 gal: \$5.85 per 1,000
Over 15,000 gal: \$7.80 per 1,000

Trash Collection Fee: \$13.76 per month

Tax Rates

Personal Property and Real Estate taxes are due and payable in December of each year to **both** the Town of Cape Charles and Northampton County.

Real Estate re-assessments are conducted periodically by the Northampton County Commissioner of Revenue's office and their assessments are provided to the Town each year.

Tax rates are per \$100 valuation.

	<u>Town</u>	<u>County</u>
Real Estate:	\$0.3260	\$0.83
Personal Property:	\$2.00	\$3.90
Boats:	\$0.01	\$0.99

Vehicle License Tax: A vehicle license tax is assessed for each motor vehicle, trailer or semi-trailer that is normally garaged, stored or parked within the Town. The license tax is included in the Personal Property Tax billing which is payable by December 5th of each year. The license tax amount is as follows:

Motor Vehicles:	\$31.00
Trailer or Semi-Trailer:	\$18.00

Golf Carts: Owners/Operators of any golf cart(s) within the Town must obtain a golf cart license decal from the Treasurer by April 15th of each year. The cost of a decal is \$31.00.

More information regarding golf cart usage can be found in the "*Golf Carts on Public Ways*" brochure.

Transient Occupancy Tax (TOT)

Transient Occupancy Tax is a tax levied for accommodations at any lodging facility within the Town of Cape Charles. This applies to any public or private hotel, inn, hostelry, tourist home or house, bed and breakfast, tourist camp, tourist cabin, camping grounds, motel, rooming house, rental home or other lodging place within town offering lodging for compensation to any transient. A transient is considered to be any person who obtains lodging at their expense or the expense of another for any period of 30 consecutive days or less.

Any person or business paying Transient Occupancy Tax must also apply for a Business License with the Town under the Repair, personal, business and other services category. Payment of \$30.00 minimum or \$0.36 per \$100.00 of gross receipts, whichever is higher, is due each year by April 15th along with the Business and Professional License Application.

Transient Occupancy Tax of 3.7% of the total amount paid for lodging shall be imposed on all lodging within the Town. Every person or business receiving any payment for lodging shall collect 3.7% Transient Occupancy Tax at the time payment is made for lodging. A Transient Occupancy Tax form shall be completed monthly and payment of tax shall be remitted to the Treasurer. Reports and remittance shall be turned in on or before the 20th day of each month, covering the amount of tax collected during the preceding month.

The revenue collected from the Transient Occupancy Tax shall be allocated for tourism-related initiatives.

Business, Professional & Occupational License (BPOL) Tax

Any individual operating any business and contractors providing services within the Town are required to obtain a business license through the Treasurer's Office by April 15th of each year. A separate license is required for each place of business. BPOL applications can be downloaded from the Town's website at www.capecharles.org under the Treasurer's Department.

Tax Relief to Qualified Elderly and Handicapped Persons

The Town of Cape Charles provides tax relief to qualified elderly & handicapped persons. Individuals meeting the criteria are eligible for a credit of 10%-80% (up to \$200) of the annual real estate tax on their property used as their full-time residence.

This program is designed to help senior citizens faced with rising property assessments. Northampton County has a similar program and eligible individuals can apply for both programs.

Eligibility requirements include:

- ◆ 65 years or older or certified as being permanently and totally disabled.
- ◆ Household income not to exceed \$20K.
- ◆ Net financial worth, less than \$40K, not including value of the residence.

Application must be made annually between January 1 and April 1. Applications are available in the Treasurer's office or at www.capecharles.org under Treasurer in Forms and Documents.

Northampton County Contacts

Northampton County
16404 Courthouse Rd
Eastville, VA 23347
www.co.northampton.va.us

County Administration
757-678-0440

General Registrar
757-678-0480

Commissioner of the Revenue
757-678-0446

Sheriff's Office
757-678-0460

Waste Collection & Recycling Centers

Hours of operation:

Monday - Saturday 7:30 a.m. - 6:00 p.m.

Sunday: 1:00 p.m. - 6:00 p.m.

Locations:

Birdsnest: 9005 Birdsnest Drive, Birdsnest, VA 23307

Eastville: 15552 Courthouse Rd. Eastville, VA 23347

Wardtown: 8427 Occohannock Neck Rd., Exmore, VA 23350

Bayview: 22564 Bayview Circle, Cape Charles, VA 23310

Hare Valley: 10195 Hare Valley Dr. Exmore, VA 23350

Cheapside: 26371 Arlington Road, Cape Charles, VA

Department of Motor Vehicles

Cheriton DMV Select

21314 S. Bayside Rd, Cheriton, VA 23316

(804) 497-7100

Monday - Friday

Onancock DMV

20 N. Main St, Onancock, VA 23417

(804) 497-7100

Monday - Friday

Electric

A & N Electric Cooperative - 21275 Cooperative Way, P.O. Box

290, Tasley, VA 23441 (757)787-9750

Monday - Friday 7:30 a.m. - 4:30 p.m.

Places of Interest

- Volunteer Fire Department: 501 Mason Ave
- Museum & Welcome Center: 814 Randolph Ave
- Post Office: 299 Randolph Ave
- Marina: Oyster Farm Marina at Kings Creek, 500 Marina Village Circle
- Town Harbor: 11 Marina Rd
- Free Public Beach & Fishing Pier: Bay Ave
- Central Park and Playground

Churches:

- St. Charles Catholic Church- 545 Randolph Ave
- Trinity United Methodist Church- 109 Plum St
- Emmanuel Episcopal- 601 Tazewell Ave
- St. Stephen's AME Church- 511 Jefferson Ave
- Cape Charles Baptist Church- 501 Randolph Ave
- First Baptist Church of Virginia- 501 Nectarine St
- Church of the Lord Jesus- 311 Jefferson Ave
- Philadelphia Church of Christ Disciples- 312 Washington Ave

Healthcare:

- Riverside Cape Charles Medical Center - 216 Mason Ave, Cape Charles
- Eastern Shore Rural Health - Bayview Community Health Center - 22214 S Bayside Rd, Cape Charles
- Riverside Shore Memorial Hospital - 20480 Market St, Onancock
- Northampton County Health Department - 7114 Lankford Hwy, Nassawadox

Schools:

- Cape Charles Christian School
- Kiptopeke Elementary School
- Occohannock Elementary School
- Northampton Middle & High School
- Broadwater Academy

Use of Town's Facilities

The Town of Cape Charles has a variety of facilities which are available for special events, either public or private. If you are interested in using any of the Town's facilities for your special event, please complete a Use of Facility Application which can be found on our website www.capecharles.org. Please return Central Park, Civic Center and Other Area applications to Recreation Coordinator Jen Lewis and Harbor applications to Harbor Master Smitty Dize.

Central Park:

- Corner of Central Park \$100 per event/day
- Central Park Node (North, South, East by Gazebo, West by Fountain) \$100 per event/day
- Central Park Gazebo: \$100 per event/day

Cape Charles Civic Center:

- Availability*: Mondays 9:00am-5:00pm
Wednesdays 5:00pm-9:00pm
Fridays 12:00pm-9:00pm
- \$25 for first two hours
- \$10 for each additional hour

**Town meetings and recreation department activities have first priority*

Other Areas:

- Cape Charles Beach (no private area) \$100 per day
- Cape Charles Beach (private area) \$250 per day
- Cape Charles Beach Gazebo \$100 per event/day

Harbor:

- West Dock \$100 per event/day
- Harbor Gazebo \$50 per event/day

Other Charges (as applicable):

- Security/Police Officer: \$35 per hour per officer
- Trash Receptacles: No charge up to 4 receptacles (96 Gallon). \$100 for each additional set of 4 receptacles. *The Town Manager may change the number of trash receptacles depending on the scope of the event.*
- 8 yard dumpster: \$200 (Davis Disposal rental cost)
- Clean Up/Public Works: starts at \$50
- Electricity may be an additional charge based on the type of event. *Charge for electricity will be determined by the Town Manager at his/her discretion.*

Sign Up for e-Notifications!

Sign up for e-Notifications on www.capecharles.org to receive regular updates on Agendas & Minutes, Alerts, Bids, Calendar Items, Job Postings and other News & Information, including the Cape Charles Gazette.

The Gazette is an electronic newsletter published from time to time by the Town Manager on behalf of the municipal government of the Town of Cape Charles. The Gazette provides a variety of information that we believe will be useful to the citizens and businesses of Cape Charles as well as those who plan to travel to Cape Charles or have any interest in our Town or the Town's government. The Gazette provides information on actions being undertaken or being considered by the Town government, upcoming activities in the Town, important public safety and security issues and emergency announcements.



Hours of Operation:
Monday - Friday
8:00 AM - 4:30 PM

2 Plum Street
Cape Charles, VA 23310
Phone: 757-331-3259
Fax: 757-331-4820
www.capecharles.org