

WATER

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[HISTORY: Adopted by the Council of the Town of Middleburg as Ch. 7 of the 1961 Code. Sections 113-1 and 113-20 amended at time of adopting of Code; see Ch. 1 General Provisions, Art. I. Other amendments noted where applicable.]

GENERAL REFERENCES

Building, plumbing and electrical - See Ch. 36.

Fire protection and prevention - See Ch. 46.

Sewers - See Ch. 83.

Streets and sidewalks - See Ch. 91.

Subdivision of land - See Ch. 94.

Zoning - See Ch. 122.

§ 113-1 Turning on service restricted [Amended 3-8-1990]

No water from the town water supply shall be turned on for service into any premises by any person other than as authorized by the Town Council.

**§ 113-2 Application; fee for turning on water [Amended in its entirety
06/24/12]**

- A. Application to have water turned on shall be made in writing to the Town Treasurer on forms provided by the Town, and shall contain an agreement by the applicant to abide by and accept all of the provisions of this chapter as conditions governing the use of the Town water supply by the applicant. Any application by a person other than an owner shall be signed by the owner acknowledging liability for payment of water charges and associated sewage charges and that the Town may place a lien on said property if the owner or tenant fails to pay any water and associated sewer charges due for services rendered to the owner or tenant in accordance with the provisions of Virginia Code Section 15.2-2119.

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§ 113-3 Deposit [Amended 8-11-77; 9-13-84; 6-9-88; 7-15-98; 12-14-00; Amended in its entirety 6-24-12]

- A. For the establishment of accounts effective July 1, 2012, each occupant of a dwelling or building that is served by a metered waterline who is the owner of said dwelling or building unit, hereinafter referred to as the owner, shall be required to pay a non-refundable administrative fee of thirty-five dollars (\$35).
- B. For the establishment of accounts effective July 1, 2012, each occupant of a dwelling or building that is served by a metered waterline who is not the owner of said dwelling or building unit, hereinafter referred to as a tenant, shall be required to pay a nonrefundable administrative fee of thirty-five dollars (\$35). In addition, the tenant shall be required to pay a deposit, subject to the provisions herein, equal to the previous three months water and sewer billings. When the account is terminated, said deposit shall first be applied to any unpaid water bills, with any remaining deposit balance being refunded within thirty (30) days to the tenant without interest.
- C. In the event the tenant provides the Town with a landlord authorization letter and documentation showing said tenant receives need-based local, state or federal rental assistance, no deposit shall be required. The absence of a security deposit shall not prevent the Town from exercising its lien rights as allowed by State Code and set forth in Sections 113-30 and 113-31 herein.

§ 113-4 Plumbing requirements

No water shall be turned on for service in premises in which the plumbing does not comply with the ordinances of the town, provided that water may be turned on for construction work in unfinished buildings, subject to the provisions of this chapter.

**§ 113-5 Service connections and availability; fees
[Amended 3-12-74; 4-9-81; 5-22-08; 6-24-12].**

- A. No unauthorized person shall uncover, make any connections with, use, alter or disturb any public waterline or meter box and appurtenances or use, alter, disturb or molest any meter valve, cock, pipe or other property of the Middleburg water system. The Town's designated contractor will make all connections (metered taps) and set all meters after the owner has obtained written permission from the Town Administrator (amended 6/24/12)
- B. Approval to connect to the public water supply system shall be granted by the Town Council, when capacity is available, upon submission and approval of a location permit application in accordance with the provisions of the Zoning Ordinance, and accompanying separate request for the specific number and size of taps. Construction for which all water and sanitary sewer taps are allocated must be initiated per the approved location permit within twelve (12) months of the

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- date of allocation of the taps by the Town. Unused allocations that remain at the conclusion of the twelve month period will be revoked by the Town, and the applicant will be returned the availability and tapping fees within thirty days of their expiration without interest. The Town Council may, upon consideration of a written request by the applicant, extend the expiration date for a period not to exceed twelve (12) months. The request must be made in writing prior to the expiration date and only one (1) extension shall be granted. Regardless of the status of the construction, the water and sanitary sewer taps must be installed within twenty-four months of the date of their initial approval. Failure to install the taps within this period will result in the unused allocations being revoked by the Town, with the availability and tapping fees being returned to the applicant within thirty days of their expiration without interest. Water and sewer taps are allocated to a particular project as defined in the corresponding location permit. Such taps may not be sold, traded, exchanged or transferred in any way [Added 1-10-85; amended 6/24/12].
- C. For purposes of this section, capacity is deemed available when the number of taps requested together with other taps committed but not yet connected will not cause estimated water production to exceed 90% of permitted capacity as measured during the prior nine months [Amended 6-24-12].
- D. Water connection (tapping) fee. No connection with the public water system will be made except on the payment of a connection fee as set forth in the schedule of water and wastewater charges established by the Town Council. Such fee shall be due and payable prior to the issuance of a location permit. **[Amended 6-8-1989; 3-8-1990; 6-14-1990; 11-11-04; 7-13-06; 5-22-08]**
- E. Water availability fee. In addition to the water connection fee, there shall be an availability fee. This fee shall apply to every water connection application and shall be a fixed charge based on the water connection tap-size (interior diameter) and the type of land use as set forth in the schedule of water and wastewater charges established by the Town Council. Such fee shall be payable prior to the issuance of a location permit [Amended 10-14-04; 11-11-04; 07-13-06; 05-22-08; 6-24-12].
- F. Increase in water usage and/or tap size. (i) The remodeling or expansion of buildings already connected to the public water supply that will result in a substantial increase in water consumption or (ii) the replacement of one building already connected to the public water supply with another that will result in substantial increase in water consumption or (iii) the conversion from one use to another that will result in substantial increase in water consumption or (iv) replacing an existing tap with a tap of a larger size shall be assessed an additional availability charge equal to the difference between the charge for the new building or use and the charge for the original building or use on the schedule of water and wastewater charges established by the Town Council at the time of the proposed construction or conversion. In addition to the foregoing, new buildings

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- constructed on property already connected to the public water supply shall be assessed availability fees for new construction imposed by subsection E, and if separately connected to the public water supply a connection fee as required by subsection D above [Amended 7-13-06; 6-24-12].
- G. Water Meter Relocation Fee. The relocation of an existing water meter, where said relocation will not result in an increase in water consumption based upon the prior usage for which the availability charge was assessed, shall be assessed a water meter relocation fee as set forth in the schedule of water and wastewater charges established by the Town Council [Added 09-09-11].
- H. Payments required by subsection F above shall be made in full prior to the issuance of a zoning permit.[**Amended 7-13-06**]
- I. No refund of such payment pursuant to subsection F shall be made in the event of subsequent change to a use requiring a lower availability charge.[**Amended 7-13-06**]

§113-5.1 Required connection with town's water supply; private well prohibited [Added 2-28-08; Amended 6-24-12]

- (a) On and after the adoption of this ordinance, the owner or tenant of any real property located within the town and bordering upon a public street or alley or public right-of-way along which a public water line has been laid, and whose property is in need of water service shall connect their property to the public water line. It shall be unlawful for the owner or tenant to use private wells or any other alternative water supply facilities when town water lines are available for connection. It shall also be unlawful for any owner or tenant whose property is connected to the town's water lines to disconnect the property from the town's water lines and connect the property to a private well or other alternative water supply facility [Amended 6-24-12].
- (b) The provisions of subsection (a) notwithstanding, property served by a source of potable water located on the same parcel and not connected to the public water supply may continue to be served by such water source until any change in use of the property that requires issuance of a zoning permit.
- (c) On and after the adoption of this ordinance, it shall be unlawful for any person to drill a well within the town limits except for wells intended and approved for connection to the municipal water supply.
- (d) The owner or tenant of any property which is required to be connected to the town's water system shall see that water from the town's system is connected to the property and not cut off from the town's water system at any time, except for necessary repairs, while such property is being occupied or used. The owner or

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tenant of the property shall cause the water bill for the use of water to be paid to the town when due. No person shall occupy or use any property which is required to be connected to the town's water system, if the property is not connected to, or is cut off from, the town's water system, except when necessary for repairs.

- (e) Property owners and tenants may continue to use existing private wells or other alternative water supply facilities for irrigation, agricultural and landscaping purposes.

§ 113-6 Resale of water

No water shall be resold or distributed by the recipient thereof from the town supply to any premises other than that for which application has been made and the meter installed, except in case of emergency.

§ 113-7 Tampering with system

It shall be unlawful for any person not authorized by the town to tamper with, alter or injure any part of the town waterworks or supply system or any meter.

§ 113-8 Water conservation [Added 6-12-86]

- A. During periods of drought and/or abnormally high levels of water consumption, the Council may impose water conservation measures to reduce the danger to the town's water supply and distribution system. Such measures shall be enforced only after due notice is made to the consumers and may be lifted by Council action when the drought conditions abate.
- B. The conservation measures will prohibit any use of town water exterior to a commercial or residential building as follows:
- (1) Level A: except during the hours of 6:00 p.m. to 9:00 p.m.; provided, however that (i) plants in containers can be watered from hand-held containers any time, and (ii) businesses engaged in the sale of plants in containers shall be exempt from the hours of restriction for the purpose of watering such plants only. [Amended 8-8-02; Amended 6-24-12]
 - (2) Level B: at any time; provided however, that plants can be watered from a hand-held container. [Amended 10-11-07; 6-24-12]

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§ 113-9 Violations and penalties [Amended 9-12- 96;3-13-97; 6-24-12]

Any person, firm or corporation violating any provision of this Chapter shall be fined not less than one hundred dollars (\$100.) nor more than the maximum allowable fine authorized by Virginia Code Section 15.2-1429 for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

**ARTICLE II
Service Pipes****§ 113-10 Installation [Amended 6-24-12]**

All service pipes from the mains to the premises served shall be installed by, and at the cost of, the owner of the property to be served on the application for the service. Such installation shall be under the inspection of the Town's duly authorized inspector.

§ 113-11 Specifications [Amended 1-28-10; 6-24-12]

No service shall be installed unless it conforms to the specifications as adopted by the Town Council.

§ 113-12 Repairs and Maintenance Responsibilities [Amended 6-24-12; 01-09-14]

The Town shall be responsible for the maintenance and repair of the Town treatment works. Maintenance of private water service lines (laterals) shall be the responsibility of the owner of the premises served by such lines as specified in the Town's Supplemental Water and Sewer Regulations as adopted by the Town Council. The Town may, in case of any emergency, repair any service pipes, with the direct cost of such repair work being billed to the owners within thirty (30) days of said repair. Such invoice shall be paid to the Town by the owner of the premises served within thirty (30) days of receipt.

§ 113-13 Excavations

Excavations for installing service pipes or repairing the same shall be made in compliance with the ordinance provisions relating to making excavations in streets, provided that it shall be unlawful to place any service pipe in the same excavation with or directly over any drain pipe or sewer pipe.

§ 113-14 Shutoff boxes

Shutoff boxes shall be placed on every service pipe and shall be located between the curb line and the sidewalk line where this is practicable. Such boxes shall be located so they are easily accessible and shall be protected from frost.

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ARTICLE III**Cross Connections and Backflow Prevention****[Added 11-11-82; Amended in its entirety 6-24-12]****§ 113-15 Definitions**

As used in this Article, the following terms shall have the meanings indicated:

Auxiliary Water System – Any water system on or available to the premises other than the waterworks. These auxiliary waters may include water from a source such as wells, lakes or streams, or process fluids or used water. They may be polluted or contaminated or objectionable or constitute a water source or system over which the water purveyor does not have control.

Backflow – The flow of contaminants, pollutants, process fluids, used water, untreated waters, chemicals, gases or non-potable waters into any part of a waterworks.

Backflow Prevention Device – Any approved device, method or type of construction intended to prevent backflow into a waterworks.

Consumer – The owner or person in control of any premises supplied by or in any manner connected to a waterworks.

Contamination – Any introduction into pure water of microorganisms, wastes, wastewater, undesirable chemicals or gases.

Cross-Connection – Any connection or structural arrangement, direct or indirect, to the waterworks where backflow can occur.

Health Hazard – Any condition, device or practice in a waterworks or its operation that creates or may create a danger to the health and well-being of the water consumer.

Potable Water – Water fit for human consumption and use which is sanitary and normally free of minerals, organic substances and toxic agents in excess of reasonable amounts for domestic usage in the area served and normally adequate in supply for the minimum health requirement of the persons served.

Process Fluids – Any fluid or solution which may be chemically, biologically or otherwise contaminated or polluted, which would constitute a health, pollutional or system hazard if introduced into the waterworks. This includes but is not limited to: polluted or contaminated waters; process waters; used waters originated from the waterworks which may have deteriorated in sanitary quality; cooling waters; contaminated natural waters taken from wells, lakes, streams or irrigation systems; chemicals in solution or suspension; or oils, gases, acids, alkalis or other liquid or gaseous fluids used in industrial or other processes for fire-fighting purposes.

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Process Water – Water used in a manufacturing or treatment process or in the actual product manufacture or water that comes in contact with an end product or with materials incorporated in an end product.

System Hazard – A condition posing an actual or threat of damage to the physical properties of the waterworks or a consumer's water system.

Used water – Any water supplied by a water purveyor from waterworks to a consumer water system after it has passed through the service connection.

Water Purveyor – An individual, group of individuals, partnership, firm, association, institution, corporation, municipal corporation, county or authority which supplies water to any person within this state from or by means of any waterworks.

Waterworks – All structures and appliances used in connection with the collection, storage, purification and treatment of water for drinking or domestic use and the distribution thereof to the public or residential consumers.

§ 113-16 Cross Connections

- (A) No person shall install or maintain a water service connection to any premises where cross connections to the Town's water system or a consumer's water system may exist, unless such cross connections are abated and controlled to the satisfaction of the Town.
- (B) No person shall install or maintain any connection whereby water from an auxiliary water system may enter into the Town's or consumer's water system, unless the auxiliary water system and the method of connection and use of such system shall have been approved by the Town.

§ 113-17 Inspections for Cross Connections

- (A) The Town Administrator, or duly authorized agent, shall cause inspections to be made of properties served by the waterworks where cross connections with the waterworks is deemed possible. The frequency of inspections and re-inspections, based on potential health hazards involved, shall be established in a cross connection control and backflow prevention program, and as approved by the Virginia Department of Health.
- (B) The designated inspector for the Town shall have the right to enter at any reasonable time properties served by a connection to the Town's waterworks for the purpose of inspecting the piping system or systems for cross connections. Upon request, the owner or occupants of property served shall furnish pertinent information, if available, pertaining to the piping system or systems on such property. The refusal of such information, or refusal of access, when requested, shall be deemed prima facie evidence of the presence of cross connections.

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§ 113-18 Areas Where Protection Is Required

- (A) An approved backflow prevention device shall be installed on each service line to a consumer's water system where, in the judgment of the Town, a health, pollutional or system hazard to the water system exists.
- (B) An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises where the following conditions exist, except as noted in Section (B)(6) of this section:
- (1) Premises having an auxiliary water system, unless such auxiliary system is accepted as an additional source by the Town.
 - (2) Premises on which any substance is handled in a such a manner as to create an actual or potential hazard to the water system, including premises having sources or systems containing process fluids or waters originating from a waterworks which are not under the control of the Town.
 - (3) Premises having internal cross connections that, in the judgment of the Town, may not be easily correctable or intricate plumbing arrangements which make it impractical to determine whether or not cross connections exist.
 - (4) Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete cross connection survey.
 - (5) Premises having a repeated history of cross connections being established or re-established.
 - (6) Premises having fire protection systems utilizing combinations of sprinklers, fire loops, storage tanks, pumps, antifreeze protection or auxiliary water, except that fire loops and sprinkler systems with openings not subject to flooding, containing no antifreeze or other chemicals, and with no storage or auxiliary sources, will not normally require backflow prevention.
 - (7) Premises having booster pumps connected to the waterworks shall be equipped with a low pressure cutoff device to shut off the booster pump when the pressure in the waterworks drops to a minimum of ten pounds per square inch (PSI) gauge.
 - (8) Other premises specified by the Town when cause can be shown that a potential cross connection hazard exists.
- (C) An approved backflow prevention device shall be installed on each service line to a consumer's water system serving the following types of facilities:
- (1) Hospitals, mortuaries, clinics, nursing homes;
 - (2) Laboratories;
 - (3) Sewage treatment plants, sewage pumping stations or storm water piping stations;
 - (4) Car washes;

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- (5) Lawn sprinkler systems, irrigation systems;
- (6) Fire service systems;
- (7) Farms where the water is used for other than household purposes; and
- (8) Others specified by the Town where potential backflow or cross connection hazard can be shown.

§ 113-19 Inspections of Backflow Prevention Devices

All backflow prevention devices installed as required under Section 113-18 shall be inspected as required under a cross connection control and backflow prevention program. Such inspections shall be the responsibility of the property owner.

§ 113-20 Denial or Discontinuance of Service for Deficiencies

The Town may deny or discontinue water service to a consumer if the required backflow prevention device is not installed in a reasonable period of time, not to exceed thirty (30) days from the date of any notice to the property owner at their last known address through certified mail. If it is found that the device(s) has been removed or by-passed or if a cross connection exists on the premises or if the pressure in the waterworks is lowered below ten (10) PSI gauge, the Town shall take positive action to ensure that the waterworks is adequately protected at all times. Water service to such premises shall not be restored until the deficiencies have been corrected or eliminated in accordance with the Commonwealth of Virginia waterworks regulations and to the satisfaction of the Town.

§ 113-21 Enforcement; Labeling of Supplies That Are Unsafe for Drinking

The potable water made available on the properties served by the waterworks shall be protected from possible contamination or pollution by enforcement of this Article. Any water outlet which could be used for potable or domestic purposes that is not supplied by the potable system must be labeled as “water unsafe for drinking” in a conspicuous manner.

ARTICLE IV
Meters; User Charges

§ 113-22 Meter required; Replacement of Existing Meter [Amended 6-24-12]

- A. All premises using the Town water supply must be equipped with an adequate water meter furnished by the Town but paid for by the consumer.
- B. Before any premises are occupied, a water meter shall be installed as herein required or application made for such water service at the flat rate of charge until the meter can be installed.

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- C. In the event that an existing meter stops operating or, upon testing by the Town's designated agent, is found to not be within three percent (3%) of being accurate based upon the meter's specifications, the meter shall be replaced by the Town. Said replacement shall be paid for by the Town. When a water meter fails to register accurately, the consumer will be charged at the average daily rate as shown by the meter when in order.

§ 113-23 Location of meter [Amended 6-24-12]

Meters shall be installed in a location determined to be easily accessed by the Town's utility staff or its designated agents.

§ 113- 24 Reading of meters [Amended 6-24-12]

The Town Treasurer shall read or cause to be read every water meter used in the Town at such time as is necessary so that the bills may be sent out at the proper time.

§ 113-25 Testing of meters; fee [Amended 6-24-12; Amended 6-27-13]

Any water meter shall be taken out and tested by the Town's designated agent upon complaint of the consumer. The first such test shall be free of charge. Such free testing shall occur only once during a five year period. If the consumer requests subsequent testing within a five year period, the fee for said test shall be as follows:

- A. If upon the test, the meter is not within three percent (3%) of being accurate based upon the meter's specifications, it shall be repaired or replaced, at the Town's discretion, and there shall be no charge to the consumer.
- B. If upon the test, the meter is found to be within three percent (3%) of being accurate, based upon the meter's specifications, the consumer shall be billed a thirty-five dollar (\$35.) fee, said fee to be placed upon their water bill and paid in accordance with Town Code Section 113-26.

§ 113-26 User charges [Amended 4-28-77; 6-11-81; 2-13-97; 1-28-10; 6-24-12; 6-27-13]

- A. Annual review of the water and sewer service charges. The water and sewer service rate structure shall be subject to review and revision on an annual basis using actual operating and maintenance and debt service cost figures to determine the rates for the following year.
- B. Water and sewer service charge basic rate. All users of the Town's waterworks shall be required to pay water and sewer user service charges based upon the user's metered water consumption during the billing period. Rates are set by ordinance enacted by the Town Council, pursuant to the provisions of Virginia

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Code Sections 15.2-2119, 2122 and 15.2-2143, as amended, and shall be as set out in the Town of Middleburg Water & Sewer Rate Schedule.

- C. **Billing.** Water and sewer service charges shall be billed in accordance with the billing schedule as established by the Town Council.
- D. **Due date, fines and charges.** All payments for water and sewer services shall be due within thirty (30) days of the date of billing. Accounts for which full payment is not received within thirty (30) days are delinquent. After thirty (30) days, a late charge of ten percent (10%) of the delinquent bill shall be charged to the delinquent account. If the account remains delinquent for ten (10) days after the original notice of the total delinquency, additional late charges of ten percent (10%) shall be charged monthly and will continue to accrue until the bill is paid in full.
- E. **Adjustment of bill in case of leaks.** When a leak develops either in a customer's underground service line or within the structure of the water customer and the property owner or tenant could not have, by the use of ordinary diligence, discovered such leak, the Town Treasurer may adjust the bill by giving credit for the amount above the historic usage, to be determined by averaging the four (4) previous utility bills. The Town shall issue such credit if the leak has been repaired within ten (10) days of the customer being made aware of the leak either by the Town or by some other party and if the water consumption exceeds fifty percent (50%) of the customer's average water bill. The customer shall present confirmation to the Town Treasurer prior to the due date of said bill that the leak has been repaired. The average water usage shall be based upon the average of the four (4) previous billing periods. Only one adjustment to the water bill shall be made per property within any three-year period. (Amended 6-27-13)
- F. **Adjustment of bill in case of extraordinary water usage.** In cases where there is an extraordinary water usage in excess of one hundred (100%) above the average water usage and no water leak or explanation for the usage can be found, the Town Administrator may, upon request by the property owner within ten days of the date of billing, adjust the water bill to correspond to the average bill. The average water usage shall be based upon the average for the four (4) previous billing periods. Only one adjustment shall be made per property within a three-year period. (Amended 6-27-13)
- G. **Budget Billing.** Notwithstanding the foregoing, the Town Treasurer may, in his/her discretion, enter into an agreement with a customer on a fixed or limited income for alternative billing and payment schedules. Should the customer become delinquent in payment based upon the terms of the budget billing agreement, the water service may be terminated in accordance with Section 113-29 of this Chapter.

§ 113-27 (Reserved)

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§ 113-28 Use of water by contractors and other parties [Amended 7-15-98; 6-24-12]

- A. During the construction of any building and before any water is installed as herein provided, the contractor so constructing such building may be permitted to use the town water supply by making application therefor and paying the fees prescribed by the Council and published in the Town of Middleburg Water and Sewer Rate Schedule.
- B. Contractors and other parties may be permitted to purchase bulk water from the town by making application therefor and paying the fees prescribed by the Council and published in the Town of Middleburg Water and Sewer Rate Schedule. Sale of bulk water by the town may be suspended at any time for any reason sufficient in the judgment of the Town Administrator.

§ 113-29 Termination of Service for unpaid bills; Reconnection

- A. Whenever a bill for water and sewer services remains unpaid for thirty (30) days after it has been rendered, the Town Treasurer may terminate said service. Service may be restored upon payment of or upon making satisfactory payment arrangements with the Treasurer for said outstanding obligation. When water service is disconnected for nonpayment of bills, there shall be, in addition to any other charges, a charge of fifty dollars (\$50) for reconnection, payable at such time as the bill is paid in full. Reconnection to the water system shall not be made until such reconnection charge has been paid.
- B. Whenever a bill for water and sewer services remains unpaid for sixty (60) days after it has been rendered, it shall be mandatory for the Town Treasurer to terminate said service. Service may be restored upon payment of said outstanding obligation. When water service is disconnected for nonpayment of bills, there shall be, in addition to any other charges, a charge of fifty dollars (\$50) for reconnection, payable at such time as the bill is paid in full. Reconnection to the water system shall not be made until such reconnection charge has been paid.
- C. In the event the service is terminated in accordance with Sections 113-29(A & B) and the service is in the name of a tenant and it is determined that the tenant has vacated the premises, the deposit held for this account shall be applied to the final bill. Should a balance remain on the account, a copy of the bill shall be mailed to the account holder at his last known mailing address. A duplicate bill shall also be mailed to the property owner at the time the final bill is rendered.

§ 113-30 Unpaid bills; liens [Amended 6-24-12]

- A. Unpaid amounts for water and sewer charges; any applicable penalties, late charges and interest on such delinquent charges; and reasonable attorney fees and

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- other costs of collection shall be a lien upon the premises as provided by statute. Whenever a bill for water and sewer services remains unpaid sixty (60) days after it has been rendered, the Treasurer of the Town shall terminate said service and may file with the Clerk of the Circuit Court for Loudoun County a statement of lien claim in accordance with Virginia Code Section 15.2-2119 as amended. This lien statement shall contain the legal description of the premises served and the amount of the unpaid bill plus any applicable penalties, late charges, interest, attorney fees and other costs of collections.
- B. In the event the unpaid bill is in the name of a tenant, prior to recording a lien on the owner's property, the town shall notify the property owner in writing by first class mail to the address listed on the application or by electronic mail, if requested by the owner, that a lien may be placed on the property if the tenant fails to pay any delinquent water and sewer charges. The Town shall include a copy of the delinquent bill and provide the property owner with thirty (30) days written notification to allow the property owner a reasonable opportunity to pay the amount of the outstanding balance and avoid the recordation of a lien against the property. If the property owner fails to pay the amount of the tenant's obligations within a thirty-day period, the Town may record a lien in the amount of such outstanding balance, not to exceed three months worth of unpaid billings, against the property owner. Upon the payment of the outstanding balance due by a tenant, the property owner shall be entitled to receive a refund of any payments made on behalf of said tenant.
- C. Unless a lien has been recorded against the property owner, the Town shall not deny service to a new tenant requesting service at a particular property address based upon the fact that a former tenant has not paid any outstanding fees and charges for the services in the name of the former tenant.
- D. Upon request, the Town shall provide information relative to a former or current tenant to the property owner. If the property owner provides the Town with a request to be notified of a tenant's delinquent water bill and provides an e-mail address, the Town shall send the property owner notice whenever a tenant's water bill has become fifteen (15) days delinquent.
- E. A lien shall not bind or affect a subsequent bona fide purchaser of the real estate for valuable consideration without actual notice of the lien until the amount of such delinquent charges is entered in a judgment lien book in the Office of the Clerk of the Circuit Court of Loudoun County.
- F. The lien on any real estate may be discharged upon payment to the Town of the total lien amount and any interest which has accrued through the date of the payment. The Town shall deliver a certificate of release thereon to the person making the payment and record said lien release in the Office of the Clerk of the Circuit Court of Loudoun County.

WATER

§ 113-31 Foreclosure of lien [Amended 6-24-12]

- A. Property subject to a lien for unpaid water charges shall be sold for nonpayment of the same, and the proceeds of such sale shall be applied to pay the charges, after deducting costs, as is the case in the foreclosure of statutory liens. Such foreclosure shall be by bill in equity in the name of the Town.

- B. The Town Attorney is hereby authorized and directed to institute such proceedings, in the name of the Town, in any court having jurisdiction over such matters, against any property for which a water and/or sewer bill has remained unpaid six (6) months after it has been rendered.