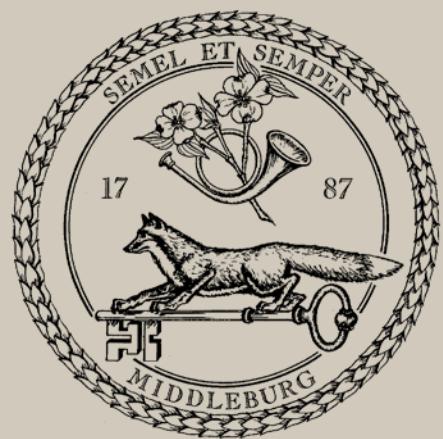




WELCOME TO MIDDLEBURG!

We are so happy you are here!

Town of Middleburg | 10 W. Marshall Street | 540-687-5152 | www.middleburgva.gov

**PROPERTY OWNER APPLICATION
WATER / SEWER SERVICE ACCOUNT**

Application to request account activation for established water and sewer service.

PROPERTY OWNER INFORMATION*Photo ID Required with Application*

FIRST & LAST NAME OR BUSINESS NAME

MAILING ADDRESS

PHONE NUMBER

EMAIL ADDRESS

SOCIAL SECURITY NUMBER OR FEDERAL ID NUMBER

DRIVERS LICENSE NUMBER

SERVICE LOCATION

PROPERTY ADDRESS

SERVICE USE TYPE

☐ COMMERCIAL☐ RESIDENTIAL

SERVICE START DATE

BILLING*Select one*☐ eBILL

I would like to receive my bill electronically (eBill) to the email address provided. Paper bills will not be mailed via USPS until notification to discontinue the eBill service is received.

☐ MAIL

I would like to receive a paper bill to the mailing address provided.

FEES

Cash or Check Only

ADMINISTRATIVE FEE: **\$ 35.00**

Administrative Fee:

The Administrative Fee is non-refundable.

NOTICE

In the event the service address listed above is rented/leased to a Tenant, who is given permission by the Property Owner listed to obtain water and sewer services in said Tenant's name, the Tenant must complete the Tenant Application for a Water / Sewer Service Account. When the Town of Middleburg is notified to discontinue service under a Tenant's name, a Final Bill will be mailed to the Tenant and the account will be activated in the Property Owner's name until such time a new Tenant Application has been submitted. Any water/sewer usage during the transition period will be billed to the Property Owner.

PROPERTY OWNER SIGNATURE

PROPERTY OWNER PRINTED NAME

DATE

HAVE YOU SUBMITTED YOUR WATER/SEWER SERVICE APPLICATION YET?

Are you the owner of the property?

If yes, this is for you

Are you renting the property?

If so, please follow this link to the

[renter's application.](#)

DID YOU LOOK AT OUR NEW PAYMENT PROVIDER INVOICE CLOUD?

If not, you're in luck.....it's right here



ENHANCED BILL PAY SERVICE PLUS, PAY BY TEXT!



Dear Town of Middleburg Utility Customer,

Now, you have the option to pay by text, phone, online and more.....

Welcome [Invoice Cloud](#) as the Town of Middleburg's new online payment provider!

ONLINE PAYMENT OPTIONS

VIEW YOUR BILL AND MAKE A PAYMENT

- Sign up for automatic payments or go paperless
- Schedule your payment for a specific future date
- Skip registration to make a one-time payment or view a single bill

PAY BY TEXT

- Easy and convenient to pay bills on-the-go
- Receive statements on your mobile device
- Simple online registration (See attached flyer with examples)

EMAIL NOTIFICATIONS

- When your bill is ready for payment
- Just before the due date
- When payment is pending for scheduled or automatic payments
- If your credit card is expired or about to expire

We invite you to login at [Invoice Cloud](#) to access your account, sign up for pay by text, automatic payments, or paperless billing. You may also check your balance or pay with our automated phone service by calling (855) 786-5358. If you have questions or need additional assistance, please email info@middleburgva.gov or call (540) 687-5152 and we'll be happy to help!

Figure 1 www.middleburgva.gov/payments



<--- Click here to pay your water/sewer bill online!

WHEN IS TRASH AND RECYCLING PICKED UP?

The town contracts with American Disposal for curbside pick up of refuse, recycling and yard waste. Refuse and recyclables are collected on

Wednesdays between 6am and 5pm.

Single family homes, townhomes and most businesses within the town's corporate limits receive curbside refuse and recycling collection automatically. You do not need to request trash collection service or set up an account.

If your house is new construction and you do not have a refuse tote or recycling bin, please contact the town office at (540) 687-5152 or by email at elaclare@middleburgva.gov



Utility Companies in Middleburg:

Dominion Virginia Power

Xfinity (Comcast)

Verizon

Washington Gas (limited locations)

For contact information please visit the
[Resource Directory Page](#) on our website.



Mail Delivery & Middleburg Post Office

Most residents have a mailbox at the post office and enjoy sharing in the meeting and greeting which comes along with the daily trips to collect the mail.

For more information about our Post Office and obtaining a box click below

<https://www.middleburgva.gov/220/Mail-Delivery-the-Middleburg-Post-Office>

Real Estate & Personal Property Taxes

- The town's real estate taxes are billed through Loudoun County's tax bill.
- There are no residential Personal Property taxes in Middleburg (car tax); however, the town does charge a \$25 vehicle license fee that is billed through Loudoun County.

Click on the link below for more information

<https://www.middleburgva.gov/183/Real-Estate-Personal-Property-Taxes>

PLANNING ANY CHANGES TO YOUR HOME OR PROPERTY?

Remodeling? Adding a fence, deck or shed?
Other changes?

Start by visiting the [Planning & Zoning page](#) on the Town's website or by calling or visiting Town Hall. Most changes will require a [Zoning Location Permit](#) from the Town. Depending on the nature of the work, a Building Permit may also be needed from [Loudoun County](#).



*** If you are located in our Historic District, any exterior changes will also need a Certificate of Appropriateness (see next slide)



TOWN OF MIDDLEBURG
10 West Marshall Street, PO Box 187
Middleburg, Virginia 20118-0187
540-687-5152 FAX 540-687-3804

Application # ZL _____

ZONING LOCATION PERMIT

Type of Activity: ☐ New Construction ☐ Alteration/Repair ☐ Addition ☐ Demolition ☐ Other

Proposed Use: _____ Size (sq. ft.) of construction: _____

Site Address: _____ Parcel #: _____

Subdivision Name: _____ Lot #: _____ Lot Size: _____

Zoning District: _____ In Historic District?: ☐ Yes ☐ No # Off-street Parking spaces _____ / _____ required / provided

This project will require (check all that apply):
☐ Water tap(s) (# : _____) ☐ Sewer tap(s) (# : _____) ☐ Private Well(s) (# : _____) ☐ Drainfield(s) (# : _____)

Extension of: ☐ public water system ☐ public sewer system | Community: ☐ well ☐ wastewater system

Applicant Name: _____ Phone #: _____

Mailing Address: _____ email: _____

Contractor Name: _____ Phone #: _____

Mailing Address: _____ email: _____

Prop. Owner Name: _____ Phone #: _____

Mailing Address: _____ email: _____

I, as owner or authorized agent for the above-referenced parcel, do hereby request a zoning location permit for the activity described herein and as shown on the attached plat, plan and/or specifications. I agree to construct this project in strict compliance with the approved plans and to comply with the conditions of this permit and all other applicable requirements of Middleburg development regulations:

Owner signature: _____ Applicant Signature: _____

Printed Name: _____ Printed Name: _____

OFFICE USE ONLY			
Date Filed: _____	Fee amount: _____	Date Paid: _____	Permit #: ZL _____
Council Approvals: _____	Site Plan: _____	Pub. Facilities: _____	Special Use: _____
Other Approvals: _____	COA: _____	Town Eng.: _____	Grading: _____
Conditions of Approval: _____			
Approved: _____		Date: _____	
Zoning Administrator			
THIS PERMIT EXPIRES ONE YEAR FROM THE APPROVAL DATE			
IF THE AUTHORIZED USE OR ACTIVITY IS NOT COMMENCED AND DILIGENTLY PURSUED.			

ARE YOU LOCATED IN THE HISTORIC DISTRICT?

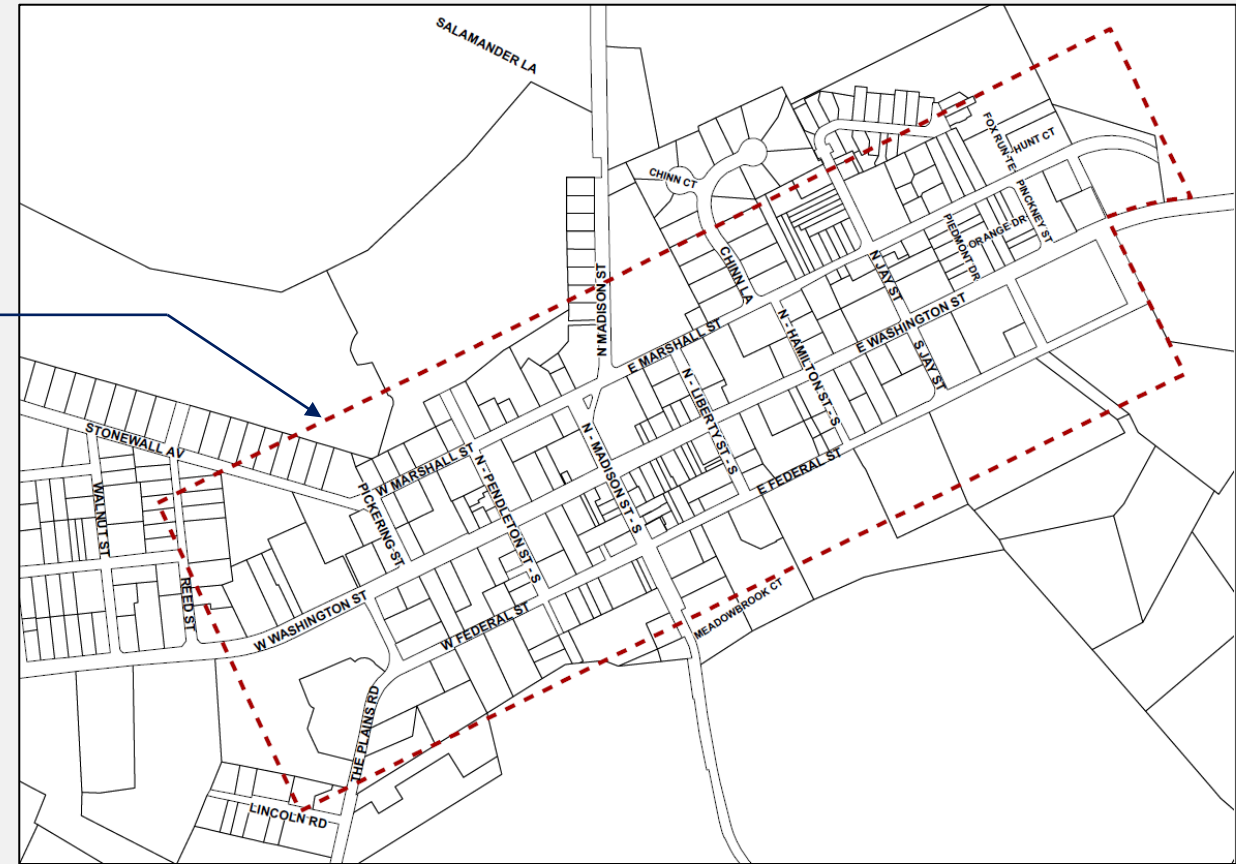
The Town's traditional commercial core and much of the area in the surrounding neighborhoods are located in the Middleburg Historic District.

If your property is in the Historic District, you will need to apply to the Historic District Review Committee (HDRC) and obtain a [Certificate of Appropriateness](#) (COA) prior to making any changes to the exterior of the property. Such changes include, but are not limited to:

- Demolition of any building or structure, in whole or in part.
- Alterations to any building or structure, such as building additions, replacement roofing or siding, alterations to or replacement of doors or windows, changes to any exterior paint colors.
- Construction or erection of new buildings, structures, or features, such as primary structures, sheds, fences, SIGNS, detached garages, gazebos, decks, etc.

The HDRC uses the adopted [Historic District Design Guidelines](#) to evaluate applications for COAs. Applicants for changes should refer to the Guidelines when planning their projects and applying for a COA.

Start by visiting the [HDRC page](#) on the Town's website, by calling or visiting Town Hall, or by emailing questions to elaclare@middleburgva.gov



HISTORIC DISTRICT DESIGN GUIDELINES

Click on the image below to sign up for the latest happenings in and around Middleburg!

WHAT IS THERE TO DO IN MIDDLEBURG?

EACH WEEK, THE TOWN
SENDS OUT AN ENEWSLETTER
ABOUT UPCOMING EVENTS
AND ACTIVITIES THAT ARE
COMING SOON!

Have you found the shopping and dining guide yet? If not, [follow this link](#) to find it.

The forms displayed in this presentation can be found on our website at www.middleburgva.gov



Mission Statement

It is the mission of the Middleburg Town Council to provide its citizens, businesses and visitors with superior public services in a fiscally prudent and socially responsible manner while sustaining Middleburg's historic character, natural beauty and small-town charm.

Should you need any further help please reach out to us at the Town Hall at 540-687-5152 or visit our website at www.middleburgva.gov

MIDDLEBURG
EST VIRGINIA 1787