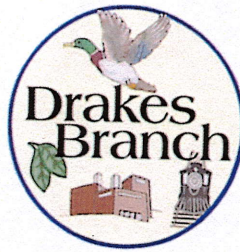


P.O. Box 191
4801 Drakes Main Street
Drakes Branch, VA 23937
Phone: (434) 568-3091
email: drakesbr@hovac.com
www.towndrakesbranch.com



Deborah Kennedy, Mayor
Peery Wells, Sr., Vice-Mayor
Liz Davis, Town Council
Charles Erickson, Town Council
James D. Gregory, Town Council
Thomas Pettus, Town Council
Eugene Wells, Jr., Town Council

TOWN OF DRAKES BRANCH

GENERAL INFORMATION

Town Office 4801 Drakes Main Street, PO Box 191 Drakes Branch VA, 23937
PH: (434) 568-3091 EMAIL: drakesbr@hovac.com
Hours: Monday-Friday 8:30am – 2:30pm
www.towndrakesbranch.com

Town Clerk- Vickie Cliborne
Finance Clerk- Stephanie Clay
Mayor- Deborah Kennedy
Vice-Mayor- Peery Wells Sr.

Public Works hours- Monday-Friday 7:00am – 3:30 pm
PH: (434) 568-3600

Public Works Supervisor- Cary Brazil
Public Works operator- Ralph Simpson
Public Works operator- Brent Simpson

IN CASE OF EMERGENCY ONLY:

If you have an emergency and cannot reach anyone at numbers listed above, call the Mayor or Vice-Mayor as listed:

Mayor- (434) 568-3028

Vice-Mayor (434) 568-4981

Taxes are billed sometime in January of each year. Residents within the corporate limits must pay county taxes as well as town taxes and will receive these bills separately from each locality.

Tax rates are as follows:

Real Estate - .26 per \$100

Personal Property - .37 per \$100

Machinery and Tools - .37 per \$100

Merchant's Capital - \$1.10 per \$100

Electric Company is Dominion Energy (888) 667-3000

Phone/ Cable / Internet:

Shentel (877) 743-8538

Riverstreet (844) 238-0131

Planet Networks ((434) 392-3939

Verizon (800) 255-5499

Post Office located 4871 Drakes Main Street, Drakes Branch VA

Hours: Monday-Friday 10am-1pm / 2pm-5pm and Saturdays 9am – 1pm

Call Charlotte County Sheriffs Dept at (434) 542-5141 for 911 address or questions regarding your 911 address.

Convenience Center (for trash drop off) located Main Street, Drakes Branch

Hours: Monday-Saturday 7am – 6pm and Sundays 1pm – 5pm

Non-Discrimination Statement

"This institution is an equal opportunity provider and employer." If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

TOWN OF DRAKES BRANCH WATER & SEWER RATES

Sewage line Connection Fee - \$2,025.00

Water line Connection Fee - \$2,800.00

All monthly bills will be calculated based on the monthly reading. Sewage and Water Connection fee payments may be made in \$500.00 monthly installment payments.

WATER RATES

Minimum water rate- up to 3,000 gallons - monthly \$32.00
For every additional 1,000 gallons used from 3,001 gallons to 50,000 gallons..... \$2.00
For every additional 1,000 gallons used from 50,001 gallons to 100,000 gallons\$1.50
For every 1,000 gallons used over 100,001 gallons..... \$1.00
Out of town minimum monthly rate..... \$37.00
(all overages are same as above)

Industrial commercial use up to 20,000 gallons minimum monthly water rate\$60.00
For every additional 1,000 gallons over industrial commercial use of 20,000 gallons.....\$1.00

SEWER RATES

Minimum monthly sewage rates up to 10,000 gallons\$20.00
For every additional 1,000 gallons used over 10,001 gallons\$1.00
Out of Town minimum monthly rate up to 10,000 gallons \$27.00
(all overages are same as above)

Industrial commercial use sewer up to 30,000 gallons minimum monthly rate\$30.00
For every additional 1,000 gallons used over 30,001 gallons.....\$1.00

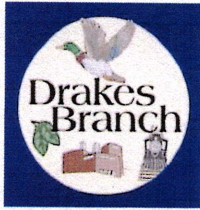
10% late fee added to water/sewer bills after 20th of the month. Water will be cut off if bill is 45 days delinquent. A \$50.00 fee will be charged to restore water service on cut-offs.

A \$10.00 fee will be charged to restore water service where a change in resident has required its cut-off.

Residents requesting water turned on/off more than twice in a year for a reason other than a leak or change of resident, will be charged a \$15.00 reconnection fee.

A completed application and a deposit of \$140.00 is required for water and sewer service with a \$10.00 cut-on fee for a total of \$150.00. If water only is provided then a deposit of \$100.00 and a \$10.00 cut on fee for a total of \$110.00 is required. This must be paid before the water will be turned on to the premises. The occupant is responsible to notify the town office when no relocating in order to discontinue service and for the deposit to be returned. If there is a balance due, the deposit may be applied to customer's final bill.

The water meter is Town property and the Town Code provides penalty of \$25.00 for persons who turn the meter on or off. If the customer tampers with the cut-off valve or damages the meter penalties will be charged in accordance with the Town Ordinance.



Dear Drakes Branch Wastewater Customers,

Please be aware of a problem that continues to grow with a product marketed as “Flushable Wipes.” This is not true and flushing these wipes leads to various problems. (1) These wipes do not break down like toilet paper and can clog sewer lines. This year alone we have cleaned three sewer main blockages and there have been five homeowners that had to hire a plumber to “snake out” their pipes and two have had to hire someone to dig up (repair their sewer lines). (2) These wipes wrap around our sewer pump shafts causing it to jam, overheating the motor requiring it being pulled and cleaned. Each time this happens, the pump is damaged and this year we have replaced three pumps and have just ordered number four. These pumps cost around \$5,000-\$6,000 each, plus \$200 to \$300 shipping and labor. Damages to our pumps and sewer lines caused by these “flushable wipes” will be passed on to the customer. To prevent damages and repair costs- do not flush any type of wipe down your toilet.



Town of Drakes Branch

Rules for Weekly Trash Collection

Your trash was not collected for one of the following reasons:

- 1 – Bags not tied which allows trash to blow out while the truck is moving down the road.
- 2- Bag overfilled, too heavy. No bag should be over 20 pounds, if so, separate it into 2 bags. Employee should be able throw bag onto truck with one arm to reduce possibility of injury.
- 3 – Bag leaking. Employees are providing a service and should not have to lift a bag of garbage leaking on them. Double bag if leaking.
- 4 – Trash can is not clean and has an accumulation of fluids and/or maggots. This can be eliminated by washing your can.
- 5 – Trash not in bags. All trash should be in bags and tied, not an accumulation of shopping bags such as Food Lion etc. Trash should be in a trash bag.
- 6 – Boxes such as pizza boxes should be broken down flat and put in a trash bag. Large shipping, cardboard boxes need to be flattened and taken to the recycling/convenience center. The town does not pick up these boxes.
- 7 – Trash scattered. If trash has been scattered by wind or animals etc., town employees will not pick up the trash, (not the bag or the scattered trash).

Yard waste and vegetation may be taken to the sewer plant and disposed of in an approved location. For information, call the plant daily from 7 a.m. to 3:30 p.m. at 568-3600 or Clerks office (434) 568-3091.

REMINDER:

Auto parts, metal and bulk items such as furniture etc. must be taken to the recycling/convenience center. The town does not pick these items up. For more information on what the center's hours and regulations, visit the Charlotte County's webpage.

GRASS CUTTING ORDINANCE

Be it ordained by the Town Council of Drakes Branch:

It shall be unlawful to allow weeds (uncultivated or untrimmed vegetation) or grass to grow to height of eight (8) or more inches from ground upon residential or commercial property within 100 feet of a public street or highway, located within the corporate limits of the Town of Drakes Branch.

This provision shall not apply to hay fields or pasture lands.

Notice To Land Owner of Offense: The Town Clerk shall notify the owner of such offending property of any violation and allow owner fifteen (15) days to correct violation. Such notice shall be sent by first-class mail, postage pre-paid to address on file.

Penalty for Violation: Should the owner of such offending property fail or refuse to correct such violation within the time allowed, the Town shall take such actions as may be necessary to correct such violation, including but not limited to entering upon such property, hiring such contractors as may be necessary to correct such violation(s), and the Town shall charge and collect the cost of such removal, including but not limited to contractors, services performed by Town employees and dumping fees, from the owner of such offending property in the manner provided by law, including making said charges a lien upon said property.

Reference: Virginia State Code § 15.2-1115

GRASS CUTTING FEES

If the Town determines your property has become unsightly due to over-growth, the Town will have your property mowed and the fess charged as follows:

- Minimum of \$150 per ½ acre if cut with lawn mower
- Minimum of \$300 per acre if cut with lawn mower
- Minimum of \$175 per ½ acre if cut with bushhog
- Minimum of \$350 per acre if cut with bushhog

NUISANCE ORDINANCE, AS AMENDED, SECOND REVISION

Be it ordained by the Town Council of Drakes Branch:

Prohibited nuisances:

It shall be unlawful to allow or maintain trash, garbage, refuse, litter, junk or debris that is not contained or otherwise sheltered, covered or housed upon property located within the corporate limits of Drakes Branch.

It shall be unlawful to allow or maintain a motor vehicle without a current state inspection sticker and valid license plates that is not otherwise garaged, completely and securely covered, sheltered or housed upon property located within the corporate limits of Drakes Branch. This provision shall not apply to junkyards duly licensed by the Commonwealth of Virginia.

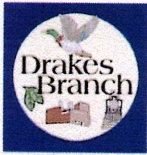
Notice to landowner of offense: The Town Clerk shall notify the owner of such offending property of any violation and allow such landowner fifteen (15) days to correct the violation. Such notice shall be sent to the address of the landowner last known to the Town Clerk by first class mail, postage prepaid.

Penalty for violation:

Should the owner of such offending property fail or refuse to correct such violation within the time allowed, the Town shall take such actions as may be necessary to correct such violation, including but not limited to entering upon such property, hiring such contractors as may be necessary to correct such violation and the Town shall charge and collect the costs of such removal, including but not limited to, contractors, services performed by Town employees and dumping fees, from the owner of such offending property in the manner provided by law for the collection of state and local taxes, including making said charges a lien upon said property to be noted and enforced as is a lien for real property taxes.

Reference: Virginia State Code Section 15.2-1115

Adopted April 1, 2002 and Amended May 1, 2006.



TOWN OF DRAKES BRANCH
 PO BOX 191 DRAKES BRANCH, VA 23937 (434) 568-3091
 APPLICATION FOR A ZONING PERMIT **(\$5.00 Fee)**
(See Zoning Administrator before completing application)

In conformity with the Amended Zoning Ordinance & Map of the Town of Drakes Branch, VA,

I, (we) _____ request permission to build
name/names of applicants(s) or contractor
 _____ on property owned by _____
(type of building/dwelling/store) (name of legal owner)
 located on/at _____ which is tax map# _____
(911/street address)
 in the corporate limits of Drakes Branch, VA.

Applicant mailing address: _____
Street address City, State Zip
 Telephone # _____

Does the property have water & sewer service YES ___ NO ___ If no, have you applied for service with the town: YES ___ NO ___

Diagram will be inserted below by Zoning Administrator

Sketch of Property and Building Site (required)
 (Include dimensions of additions & distances from property line)

Signed _____ Date: _____
(Name of Applicant(s)) (Print Name of Applicant(s))

To be completed by the Town of Drakes Branch's Zoning Administrator

Instructions:

Application: APPROVED ___ DENIED ___ DATE: _____
 SIGNED: _____

Eugene D. Wells, Jr., Zoning Administrator (434) 568-3090 or (434) 547-7037

This Zoning Permit expires one (1) year from the above approved date if construction has not begun.

Drakes Branch, VA Emergency Contact Agencies

Red Cross: Provides emergency food, shelter, clothing, and financial assistance when it's needed.
800 733 2767

Salvation Army: Provides emergency assistance with food, clothing, and shelter. It also offers counsel for trauma and grief support. (800 728 7825)

Tri-County Community Action Agency: Provides emergency food, shelter, (434 572 1136) Community Education (434 572 1135). Domestic violence, sexual assault 24/7. (434 572 1136)

Religious organizations: Many churches offer food pantries, clothing closets, shelter, and financial assistance. Contact your local clergy member or religious leader for assistance.

Charlotte County Department of Social Services: Provides protective services for Children, assistance for the aged and disabled, employment services, assistance programs (SNAP, Medicaid, and energy assistance. (434 542 5164)

Charlotte County Operation Blessing: Provides family support and may be contacted by informing Social Services and completing an Operation Blessings application for help. (434 542 5164)

National Operation Blessings: Provides hunger relief, clean water, medical care and disaster relief. (800 730 2537)

211: Provides referrals for: utilities, food, housing, clothing, legal aid, emergency shelter, disability services, medical and dental care, consumer counseling, literacy, childcare, mental health services, parenting services, employment services, veteran service, volunteer opportunities and more 24/7. (800 230 6977 or 211)

HUD: offers homeowners insurance programs to pay for repairs if your home burns down or is destroyed by a disaster. If you need to rebuild your home because of a fire or another incident, you may apply for federal disaster assistance through HUD's programs. (800 955 2232)

Created by Roscoe Eubanks

Town of Drakes Branch Water Customers

Please read the attached notice concerning CodeRED that is offered to our customers courtesy of Charlotte County. An advantage to signing up for CodeRED is that in the event the town would be under a Boil Water Advisory (like we had in 2019), you would receive an alert notification through this county operated system. We would ask that if this does occur, please be aware that the town, having to adhere to Virginia Department of Health guidelines concerning an advisory in a short period of time, may result in delayed response times the day of an advisory. However, we would ask that if a water customer has any questions visit our website for more details at: www.towndrakesbranch.com.

Office hours: Monday-Friday 8:30 a.m. to 2:30 p.m.
Office number: 434-568-3091

The Town of Drakes Branch understands your concern when it comes to your drinking water, and we take our commitment to providing safe drinking water for our customers our highest priority. By signing up for CodeRED, you have the opportunity to stay informed in a timely manner. If you have yet to sign up, we strongly encourage you to do so.

Thank you,

Town of Drakes Branch

Enclosure



Emergency Information on storms, floods, hurricane & tornado warnings, severe thunderstorms, threats or any local emergencies.

CodeRED FAQs



What is CodeRED and what is it used for?

CodeRED is a web-based critical communication solution that enables local public safety personnel to notify residents and businesses by telephone, text message, email, and social media of time-sensitive information, emergencies, or urgent notifications. The system can reach hundreds of thousands of individuals in minutes to ensure information such as evacuation notices, missing persons, inclement weather advisories, and more are quickly shared. Only authorized officials have access to send alerts using the CodeRED system.

When will CodeRED be used?

Any message regarding the safety of our residents and community will be disseminated using CodeRED. We will send out alerts via phone, text, email, and social media in a variety of situations including boil water notices, gas leaks, evacuation notices, police activity, fire emergencies, missing persons, and more. This is a community alert system to ensure you remain informed of important information. Please keep in mind that as you register to receive CodeRED alerts, you have the ability to select the types of messages you wish to receive and your preferred means of communication.

Is there a cost to register for CodeRED?

No, registering for CodeRED phone calls, text messages, and email are free. Simply sign up on our enrollment website and select your preferred means of communication.

How will I know when CodeRED is calling?

A CodeRED message will have the caller ID # 866-419-5000 for emergencies and caller ID # 855-969-4636 for non-emergencies. We suggest that you program these numbers into your cell phone as a "new contact" and use "CodeRED" as the contact name. If you need to replay the message received, you can dial this number and listen to the message again in its entirety.

Why is CodeRED important to me?

CodeRED is an important tool to help keep you informed and prepared for any emergencies that may occur in our area. Officials will send messages to alert you of emergency details, instructions, or precautions that you need in order to make well-informed decisions and remain safe. This system is precise enough to geotarget residents within an exact area of impact, so that only those people who are affected by emergency situation are notified.

How do I sign up?

Visit our website and enter the required information online (address, name, phone number(s), and email). This is the quickest way to sign up because the information you supply is immediately registered in the system. If you do not have Internet at home, please consider visiting a library or asking a friend or family member for assistance.

Does CodeRED already have my telephone number?

No resident should assume that their information is in the system. Please visit our website and look for the link for the CodeRED Community Notification Enrollment page to register online.

Can I register more than one phone number or email for my address?

Yes, you can register more than one phone number and/or email address for your location when you register for CodeRED. Please note that it is highly recommended you register at least one phone number and one email address to ensure that you will receive CodeRED alerts in the event of a power outage or an incident that may occur late at night when you are generally asleep.

I have a cordless phone and it will not work when the power goes out. How will I be contacted?

Make sure to have at least one working corded telephone on hand for these situations. However, when signing up for CodeRED, you may indicate both a primary and alternative phone number. Cell phones and/or work phone numbers can be entered as alternatives. Both your primary and your alternative phone numbers will be contacted in the event of a CodeRED notification.

What do I do if I receive a CodeRED message?

If you receive a CodeRED phone call, listen carefully to the entire message. You can repeat the message by pressing any key. Do not call 911 for further information unless directed to do so, or you need immediate aid from the police or fire department. If you receive a CodeRED email or text message, please be sure to read the entire message carefully and follow all instructions.

What if I miss a CodeRED phone call?

The CodeRED system will leave a message on your answering machine or voicemail if you miss a CodeRED phone call. If you do not have an answering machine, the system will consider the call as "incomplete" and will attempt to call again after several minutes have passed. If your phone line is busy, CodeRED will try two more times to connect. At any point, you may re-dial the 800 number on your caller ID to hear a replay of the message sent.

Do I ever need to renew my registration?

Renewals are not necessary as long as your contact information has not changed. If you move, however, you must update your information to ensure you will continue receiving these valuable notifications.

What is the CodeRED Mobile Alert app?

CodeRED offers a mobile app for Android and iPhone devices. All residents and business owners are encouraged to download the free app to receive alerts based on the geo-location of your phone. As you travel throughout other CodeRED communities, you can receive important alerts that include community, emergency, and severe weather information. To download the CodeRED Mobile Alert app, visit Google Play or the App Store.

CodeRED

<https://Public.coderedweb.com>

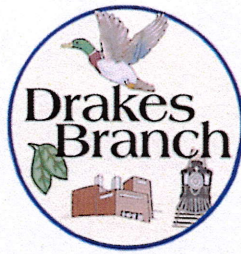
To sign up for CodeRED visit the Community Notification Enrollment website:

Code red link at charlotteva.com

Please direct additional questions to:

Charlotte County 911 Coordinator 434-736-6002

P.O. Box 191
4801 Drakes Main Street
Drakes Branch, VA 23937
Phone: (434) 568-3091
email: drakesbr@hovac.com
www.towndrakesbranch.com



Deborah Kennedy, Mayor
Peery Wells, Sr., Vice-Mayor
Liz Davis, Town Council
Charles Errickson, Town Council
James D. Gregory, Town Council
Thomas Pettus, Town Council
Eugene Wells, Jr., Town Council

TOWN OF DRAKES BRANCH

10-DAY WATER CUT OFF NOTICE

Customer: _____

Address: _____

Date: _____

Your account with The Town of Drakes Branch is now 45 days past due. If total due on account is not paid by 2:30pm on _____ your water serviced will be SHUT OFF for non-payment.

TOTAL DUE ON ACCOUNT: \$ _____

If service is discontinued, there is a \$50 reconnection fee that must also be included in payment before services can be restored.

If payment is made, service can only be restored during normal business hours.

There are several ways to make payment:

- In person during office hours of Monday-Friday 8:30am-2:30pm
- After hours drop box located at entry of Municipal building
- Online at towndrakesbranch.com, go to "Pay My Bill" – will need to put a dash (-) behind your account number when entering
- Credit card payment can be made over the phone during business hours

You may be able to receive assistance by contacting:

Charlotte County Dept. Of Social Services (434) 542-5164

Virginia Utility Assistance Program (800) 452-6863

The Town may be agreeable to payment plan- please contact Clerk for details.

Non-Discrimination Statement

"This institution is an equal opportunity provider and employer." If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.