
CITY OF CHARLES TOWN, a municipal utility
OF
CHARLES TOWN, WEST VIRGINIA
RATES, RULES AND REGULATIONS FOR FURNISHING
WATER

at Charles Town, Ranson and vicinity, Jefferson County, West Virginia


Filed with **THE PUBLIC SERVICE COMMISSION**
of
WEST VIRGINIA

Issued November 20, 2025

Effective for service rendered on and after
January 1, 2026

Adopted By City Council
on November 17, 2025

Issued by CITY OF CHARLES TOWN,
a municipal corporation

By 

Mayor

RULES AND REGULATIONS

- I. Rules and Regulations for the Government of Water Utilities, adopted by the Public Service Commission of West Virginia, and now in effect, and all amendments thereto and modifications thereafter made by the Commission are hereby adopted by reference.

SCHEDULE I

APPLICABILITY

Applicable within the entire area served except the contract rate.

AVAILABILITY

Available for general domestic, commercial and industrial service.

RATES

First	10,000 gallons used per month	\$12.84 per 1,000 gallons
Next	30,000 gallons used per month	\$10.73 per 1,000 gallons
Over	40,000 gallons used per month	\$ 8.47 per 1,000 gallons

PNGI Contract Rate \$ 6.08 per 1,000 gallons

MINIMUM CHARGE

No bill shall be rendered for less than the following amounts, according to the size of the meter installed, to-wit:

5/8-inch and 5/8 x 3/4-inch	\$ 25.68 per month
3/4-inch	\$ 38.52 per month
1-inch	\$ 64.20 per month
1-1/2-inch	\$ 132.89 per month
2-inch	\$ 207.80 per month
3-inch	\$ 389.68 per month
4-inch	\$ 717.98 per month
6-inch	\$1,348.40 per month

FLAT RATE CHARGE (Customers with non-metered water supply)

Equivalent of 3,500 gallons of water usage, \$44.94 per month.

METERED SALES – OTHER

For direct sales at the Water Treatment Plant \$8.47 per 1,000 gallons

MULTIPLE OCCUPANCY

In apartment buildings, shopping centers or other multiple occupancy buildings, each unit shall be required to pay not less than the minimum monthly charge provided herein.

DELAYED PAYMENT PENALTY

The above schedule is net. On all accounts not paid in full when due, 10% will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

TAP FEE

A tap fee of \$500.00 will be charged to customers applying for service outside of a water system improvement project for each new tap to the system.

DISCONNECT-RECONNECT FEE

Whenever water service to a City of Charles Town Water customer has been disconnected for non-payment of a water bill, a disconnection fee of \$20.00 shall be charged. Water service will not be restored until all past due bills, penalties and reconnection fees have been paid in full.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the water utility up to a maximum of \$25.00 will be imposed upon any customer whose check for payment of charges is returned by the bank due to insufficient funds.

LEAK ADJUSTMENT

\$.89 per 1,000 gallons is to be used when the bill reflects unusual consumption which can be attributed to eligible leakage on the customer's side of the meter. This rate shall be applied to all such unusual consumption above 200% of the customer's historical average usage.

SECURITY DEPOSIT

Not to exceed two-twelfths (2/12) of the average usage of the applicant's specific customer class, or \$50.00, whichever is greater. This fee may be changed by applicable statutory provisions. Each new customer shall make a security deposit which shall be refunded per the regulations of the Public Service Commission of West Virginia.

CITY OF CHARLES TOWN MUNICIPAL SERVICE FEES

STREET IMPROVEMENTS:

For the purpose of providing street improvements by the City of Charles Town there is hereby imposed upon the users thereof, that is to say, collectively upon the owners of each residential premise, each manufacturing plant and each business premise from and after July 1, 1999, an annual fee consistent with Article 770 of the City of Charles Town Codified Ordinances. The fee collected by CTUB will be paid directly to the City of Charles Town.

EMERGENCY SERVICE:

For the purposes of carrying out emergency services function as provided for in Article 107, Emergency Services of the City of Charles Town Codified Ordinances, there is hereby imposed upon the users thereof, that is to say each residential and each business premise from and after July 1st, 2006, a fee consistent with Article 774 of the City of Charles Town Codified Ordinances.

PARKS AND RECREATIONAL FACILITIES:

For the purpose of constructing, improving, extending, developing, maintaining, and operating a City public park and recreation system as provided for in Article 138 (of the City of Charles Town Codified Ordinances), there is hereby imposed upon the users thereof, that is to say each residential premise, and each business premise.

SCHEDULE II
CAPACITY IMPROVEMENT FEES

APPLICABILITY

Applicable to the entire service area and due and payable for each customer connection requiring new or additional flow from the water distribution system and treatment facility. Effective for service connections proposed on or after the date of enactment.

(D) CAPACITY IMPROVEMENT FEE

For all new service proposed to be connected to the Utility, there shall be paid to the Utility Board a Capacity Improvement Fee of \$2,773.00 for each residential connection or non-residential connection requiring new or additional flow from the water distribution system and treatment facility. The Capacity Improvement Fee will be paid at the time of building permit application and a receipt from CTUB will be issued to the customer for the fees assessed. Connections shall be paid in accordance with the usage equivalent schedule set forth below.

(D) Indicates decrease in rate

(C) USAGE EQUIVALENTS FOR MULTIPLE RESIDENTIAL OR NON-RESIDENTIAL CAPACITY IMPROVEMENT FEES

Capacity Improvement Fees for multi-residential and non-residential structures requiring new or additional flow from the water distribution system and treatment facility shall be based upon the following:

<u>UNIT</u>	<u>WATER GALLONS/DAY</u>	<u>RESIDENTIAL USAGE EQUIVALENT</u>
Apartments (two bedroom)	210	0.75/unit
Bowling Alleys		
Per Alley	75	0.3/unit
Per Alley with Bar	225	0.8/unit
Brewery per seat manufacture and sampling only	2	0.01/seat
Brewery per seat with ABCA License for onsite consumption	5	0.02/seat
Churches with kitchen	5	0.02/member
Churches w/o kitchen	2	0.01/member
Clinics		
Per staff	20	0.07/staff
Per patient	5	0.02/staff
Domestic Sewage		
Residences (per resident -a-)		
New Collection System	70	4/unit
Summer Cottages, etc., per resident	50	0.2
Apartment Houses – one bedroom	140	0.5
--two bedroom	210	0.75
--three bedroom	280	1
Hospitals		
Each Patient (bedside)	300	1.1/patient
Each resident staff	100	0.4/staff
Each non-resident staff	20	0.07/staff
Industrial Park (sanitary waste only)		
Per developable acre	500	1.8/acre
Institutions		
Per resident	70	0.25/resident
Laundry (coin operated)		
Per machine	400	1.4/machine
Mobile homes	210	0.75/unit
Nursing and rest homes		
Per resident	150	0.5/resident
Per resident staff	70	0.3/staff

Offices and warehouses

Per worker, no food service	20	0.07/worker
Add for food service, per worker	5	0.02/worker

Recreation

Parks, picnic areas	10	.04/area
Campground, per person	25	0.09/person
Amphitheater, per person	5	0.02/person
Historical site, per person	5	0.02/person
Lodges, per person	70	0.3/person
Park Residences, per person	70	0.3/person
Park washhouse, per person	30	0.11/person

Restaurants

24-hour service, per seat	50	0.18/seat
Ordinary, not 24-hour service, per seat	30	0.11/seat
Fast food service (single service, per seat	25	0.09/seat

Schools

Elementary, each staff or student	8	0.03/student or staff
High school, each staff or student	10	0.04/student or staff
Boarding school	70	0.25

Service Stations

Ordinary, not 24-hour service	500	1.8
24-hour service	1,000	3.6
Shopping mall per 100 sq. ft	15	0.05/100 sq. ft.
Tavern-Little or no food, per seat	20	0.1/seat

Theaters

Movie, per seat	2	0.01/seat
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Travel Trailer Park

No water to site, per person	35	0.13/person
Water to site, per person	50	0.18/person

Winery

Per seat manufacture and sampling only	2	0.01/seat
Per seat ABCA License allowing onsite consumption	5	0.02/seat

Beauty Parlors/Barber shops

Per chair	150	0.5/chair
Per operator	20	0.1/operator

Dentist

Per chair	20	0.1/chair
Per staff	20	0.1/staff

Doctor

Per patient	5	0.2/patient
Per staff	20	0.1/staff

If a unit does not appear on this schedule the sewer department shall determine its Residential Usage Equivalent in consultation with its consulting engineer.

(C) Indicates change