

## **CITY OPERATIONS**

### **ANIMAL CONTROL**

The City of Manassas Park uses the City of Manassas/City of Manassas Pet Adoption Center for all stray, homeless, and unwanted companion animals. Citizens are encouraged to visit this center to locate a missing pet or adopt a new one. The location is 10039 Dean Drive, Manassas. Hours of operation are: Monday, Tuesday, Thursday and Friday 10:00 A.M. to 1:00 P.M and 4:00 P.M to 6:00 P.M Wednesday 5:00 P.M - 7:00 P.M Saturday 10:00 A.M. to 1:00 P.M. Closed Sundays and Holidays.

All dogs and cats, four months or older, that are kept in the city must have a valid pet license issued no later than January 31 of each year. A certificate of rabies vaccination signed by a licensed veterinarian is required before a pet license can be issued. Please see *Pet Licenses* section of this guide for full details.

Residents may have a total of four pets with no more than three dogs allowed per household. Exotic pets are not allowed in the City of Manassas Park.

There is a leash law in the City of Manassas Park. For information on this or any other animal related question please call the Animal Control Officer at 703-361-1136.

### **BUILDING AND CODE ENFORCEMENT**

#### **Department of Building and Code Enforcement**

The Department of Building and Code Enforcement is located at City Hall, One Park Center Court. The hours of operation are weekdays from 8:30 A.M. to 5:00 P.M. Saturday and after hours inspections are done by appointment only. For more information please call 703-335-8818 or 703-335-8815.

#### **Currently Adopted Building Code**

The City of Manassas Park has adopted the “Virginia Construction Code” (Part I of the Uniform Statewide Building Code - 2003 Edition), effective November 16, 2005.

#### **Permit Applications**

When required, permit applications are made to the Building Official and must be obtained prior to the commencement of the work. Applications for emergency construction, alterations or equipment replacement must be submitted by the end of the first working day that follows the day such work commences.

Many projects will require building and/or trade permits. Some projects, however, will be exempt from the permit/inspection process. Those uncertain about whether the work to be performed requires a permit should visit the Building and Code Enforcement service counter or call the department at 703-335-8815 during the normal business hours of 8:30 A.M. to 5:00 P.M.

Application for permits may be made in person or by mail. Application must be made by the owner or lessee of the relevant property or his/her agent. Assistance in preparing the application for permit is available at the department's service counter or by telephone.

When submitting an application for a building permit, you will normally be required to provide the following: 1) two sets of plans for new buildings, additions, and alterations with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed; and 2) two plat plans showing distance from lot lines of construction.

Additional, important information about the permitting and inspection processes is also available on the departmental website:

[http://www.cityofmanassaspark.us/Public\\_Documents/ManassasParkVA\\_Inspections/index](http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_Inspections/index)

## **LICENSES AND PERMITS**

### **Birth, Death, Divorce and Marriage Records**

To order certified copies of birth, death, marriage and divorce certificates, contact the Virginia Department of Health's Division of Vital Records and Health Statistics. Certificates cost \$12 per copy. For more information and to access instructions, please visit the website at <http://www.vdh.state.va.us/vitalrec/> or call the information line at 804-662-6200.

### **Building Permits**

Please see *Building and Code Enforcement* section of this guide.

### **Business Licenses**

Owners of businesses located in the City of Manassas Park are required to file a renewal application by February 1 each year. New businesses in the city, including businesses inside the home, must obtain a license. For more information about obtaining a license please call the Commissioner of the Revenue's office at 703-335-8825.

### **City Vehicle Decals**

Vehicle Licenses (decals) shall be displayed on the front windshield of all vehicles garaged in the city, and are to be placed on the right side (from the driver's point of view) of the inspection sticker. Trailer decals should be displayed on the tongue, and motorcycle decals on any clearly visible location such as the front fork. The Police may ticket all vehicles parked in the city that do not display a valid decal.

Decals go on sale October 15 each year, and must be displayed by midnight November 15. New residents must purchase decals within 30 days of moving into the city. Valid decals from other Virginia localities may be transferred for \$1. Decals may be obtained from the Treasurer's Office at City Hall, One Park Center Court.

All personal property taxes must be paid before decals will be issued. Decals cost \$25.00 for cars, trucks, and vans, \$10.00 for motorcycles, and \$8.00 for trailers.

Decals are available at no charge to active-duty military residing in the city. Those who qualify will need to provide a copy of their current Leave and Earnings Statement to the Commissioner of the Revenue.

### **Conditional Use Permits**

The city's zoning ordinance specifies particular purposes for which land can be used in each zoning category. Some uses are "by-right" while others are designed as "special use" permits. Special use permits require a public hearing before the Planning Commission and governing body. For more information or to obtain an application please contact the City Planner at 703-335-8820.

### **Pet Licenses**

All dogs and cats, four months or older, that are kept in the city must have a valid dog/cat license issued no later than January 31 of each year. Licenses go on sale in the City Treasurer's office the preceding November 1. A certificate of rabies vaccination signed by a licensed veterinarian must be provided before a license can be issued.

Residents may have a total of four pets with no more than three dogs allowed per household. Exotic pets are not allowed in the City of Manassas Park. For more information please call the Treasurer's office at 703-335-8835 or stop by the office at City Hall, One Park Center Court.

### **Driver's License and State Registration**

Within thirty days after moving into the Commonwealth of Virginia residents must obtain a Virginia driver's license and register their vehicles. Both of these can be accomplished at the Virginia Department of Motor Vehicles office located at 9800 Godwin Drive in Manassas. For more information please visit their web site at <http://www.dmv.state.va.us/> or call the DMV at 1-866-DMVLINE.

### **Hazardous Use Permits**

The State Fire Code requires a hazardous use permit in certain situations. Among those are the storage and handling of flammable and combustible liquids, welding; the storage and discharge of explosives; the storage and the sale of fireworks, and the storage and handling of compressed gases. Permits are processed through Building and Code Enforcement. For more information please call 703-335-8818 or 703-335-8815 or stop by the office at City Hall, One Park Center Court.

### **Home Occupation Permits**

A home occupation permit is required in order to use a home for business purposes. Applications are available at the service counter located at City Hall, One Park Center Court. Final approval of home occupation permits is made by the Zoning Administrator. For more information please call 703-335-8820. (See also *Business Licenses* section of this guide).

### **Hunting and Fishing Licenses**

State licenses are required to hunt or fish within the Commonwealth of Virginia. Licenses may be obtained at area hardware and sporting goods stores or online at <http://www.dgif.state.va.us/licenses/>.

Absolutely no hunting or discharging of any types of weapon is allowed within the City of Manassas Park. For more information please call 703-361-1136.

### **Marriage Licenses**

Marriage licenses are issued by the Clerk of the Circuit Court, Public Services Division. Weddings are generally performed Monday through Friday at the Courthouse. The license is valid for 60 days.

The Clerk of the Court is located at 9248 Lee Avenue, Manassas, Virginia. Hours are Monday through Friday 8:30 A.M. to 4:00 P.M. For more information, please visit the website at <http://www.pwcgov.org/default.aspx?topic=010051000080000164>. To schedule an appointment for a ceremony please call 703-792-6019. For ceremonies in Spanish, please call 703-792-6045.

### **Safety and Emissions Inspection**

Motor vehicles registered in the Commonwealth of Virginia are required to pass two inspections. To ensure that a vehicle is mechanically safe to operate on the highways of the Commonwealth, it must pass an annual **safety** inspection. Vehicles must also pass emissions inspection. Emissions inspections in Virginia are valid for two years. Both safety and emissions inspections are performed by state-approved commercial service stations.

For more information visit the DMV office located at 9800 Godwin Drive in Manassas, call the DMV at 1-866-DMVLINE or visit their web site at <http://www.dmv.state.va.us/>.

### **Sign Permits**

Sign permits are required for most signs placed on the side of a building or erected on a commercial property. There are many regulations which govern the placement of signs. An application must be obtained (there is a \$100.00 sign permit fee) and two copies of the proposed sign, two copies of the site plan, indicating the location of each freestanding sign must be submitted. Building and/or electrical permits may also be required, at additional cost. The zoning administrator has final approval authority for sign permits.

Additional information and permit applications are available through the Department of Building and Code Enforcement service counter at City Hall, One Park Center Court, Monday through Friday, 8:30 A.M. to 5 P.M.

### **Virginia Concealed Weapons Permits**

Virginia Resident Concealed Handgun Permits are issued by the circuit court of the county or city in which the applicant resides. Please contact the Prince William Clerk of the Circuit Court at 703-792-6015 for specific instruction on the application process for residents of the City of Manassas Park.

### **Work Permits**

Work permits are required for students in Virginia under the age of 16 to work a job. There are certain exceptions. Exceptions include jobs on farms, in gardens, and in orchards that are operated by a parent or guardian; work around the home for parents; volunteer work, non-manufacturing jobs where a parent owns a business; page or clerk for either the House of

Delegates or State of Virginia; occasional work around someone else's home, such as yard work; and, work performed for state or local government. While there is no fee, students must have a physical examination before a permit can be issued. Students under the age of 16 must be accompanied by a parent when applying. For a complete guide on the employment of teenagers in Virginia please visit the Virginia Department of Labor web site at [http://www.doli.virginia.gov/infocenter/publications/laborlaws/guideforteens\\_web.pdf](http://www.doli.virginia.gov/infocenter/publications/laborlaws/guideforteens_web.pdf) .

Permits may be obtained at Manassas Park High School throughout the year. The office is open from 7:30 A.M. to 4:00 P.M. Monday through Friday. For additional information and application forms please contact the main office at Manassas Park High School, 8200 Euclid Avenue, Manassas Park, or call 703-361-9131.

## **HOLIDAYS AND HOURS OF OPERATION**

The City of Manassas Park offices are closed on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

City Hall hours of operation are Monday through Friday, 8:30 A.M. to 5:00 P.M. Department of Fire and Rescue and Police Department operate 24 hours a day, seven days a week.

## **PARKS AND RECREATION**

The City of Manassas Park has placed emphasis on a continuing commitment to recreation and leisure services for citizens. These services fall into five operating divisions: Aquatics, Parks, Recreation, Historic Resources and Administration. A professional workforce provides a variety of high quality, diverse leisure opportunities to support the individual growth and well-being of our citizens. For more information on any of the services listed below please visit [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us) or stop by the Department of Parks and Recreation located at 99 Adams Street, Manassas Park or call 703-335-8872.

### **Aquatics**

Seasonal operations for the Signal Bay Water Park begin annually on Memorial Day weekend and continue through Labor Day. The facility, situated in Signal Hill Park, 9300 Signal View Drive, Manassas, is a 27,000 sq. ft. leisure pool featuring water cannons, slides and a lazy river. Amenities include a sand volleyball court, showers, restrooms, picnic areas and concession sales. Daily admission is between the hours of 11:00 A.M. and 8:00 P.M. and is available to the general public. Rates are reduced after 6:00 P.M. daily. Group and daycare rates are available.

## **Parks**

The City of Manassas Park has developed a system of parks and playgrounds which geographically span the entire city. The parks have been systematically placed to complement the school system playgrounds in an effort to provide leisure opportunities within a short walking distance from every household. Block Parks are available on Baker Street, Scott Drive and Polk Drive.

Costello Park is a 25-acre community park that features a community center, an outdoor pool, tennis courts, a large pavilion, picnic areas, playgrounds, and an assortment of athletic fields. Signal Hill Park is a 110 acre site with a Water Park, four multipurpose athletic fields, an ASA regulation softball field, a large playground, one mile of asphalt trail, large pavilion with restrooms, a natural pond and picnic areas.

## **Recreation**

The recreation division manages all public leisure opportunities for the citizens of Manassas Park. Programming divisions include:

- Office for Teens: A comprehensive program for youth and young adults between the ages of 12 and 18 years old.
- Special Events: 29 special events are offered throughout the year. Some notable events include the Annual Easter Egg Hunt, July 4<sup>th</sup> celebration with fireworks, Summer Concerts in the Park, Annual Halloween Party, the Trail of Terror and the Holiday Light Parade.
- School-Aged Programs: A diverse catalogue of recreation and leisure programs for school-aged youth, kindergarten through sixth grade. Included in this division is the Extended Care Program, a licensed low-cost alternative for afterschool and full-day summer care for school-age children.
- Preschool Programs: An innovative division that focuses on early childhood exposure to recreation and leisure opportunities to provide the pre-school participant the potential for healthy lifestyle development.
- Cultural Arts and General Recreation Programs: A broad array of programs ranging from arts and crafts, senior citizen programs and therapeutic recreation.
- Athletics: The athletic division promotes healthy lifestyle development for the citizens of Manassas Park through the provision of recreation leagues, sports, and fitness opportunities.

The Department of Parks and Recreation is located at 99 Adams Street, Manassas Park. For more information visit the web site at [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us) or call 703-335-8872.

## **Historic Resources**

The Department of Parks and Recreation protects the five historical resources in Manassas Park, four of which are nationally and state registered historic landmarks. Please see the Historical Buildings and Sites section of this guide for detailed information or call 703-335-8872.

## **PLANNING AND ZONING**

All land in the City of Manassas Park is zoned for residential, commercial or industrial use. The Comprehensive Plan serves as a basic guide for the city's development. A copy of the Comprehensive Plan may be purchased from the planning office located at City Hall, One Park Center Court, or by calling 703-335-8820. The Comprehensive Plan can also be accessed online by visiting the city's web site at [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us).

Density of development and permitted uses for each zoning category are detailed in the zoning ordinance. Other uses require condition use permits. (See also *Conditional Use Permits* section of this guide for more details).

All applications for changes of zoning are carefully evaluated by the city planning staff. All zoning change applications are then subject to the public hearing processes by the Planning Commission and the governing body.

The public hearings are required by state code to be advertised in advance. Signs are posted on the property in question and written notices are sent to owners of properties adjacent to the property in question. Anyone who supports or opposes the changes requested in the application may speak at these public hearings.

The Board of Zoning Appeals is appointed by the Circuit Court. This board hears appeals on rulings of the zoning administrator, as well as applications for variances. Zoning decisions by the governing body must be appealed to the Circuit Court. Copies of the City of Manassas Park Zoning Ordinance may be obtained from the Planning Office located at City Hall, One Park Center Court Monday through Friday 8:30 A.M. to 5:00 P.M. This information is also available on the city's web site at [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us). For more information on zoning matters please call 703-335-8820.

## **PUBLIC INFORMATION**

The city works to keep citizens informed of city governmental actions and also announces special events of interest. In addition to providing information to the local media, the city issues a newsletter on a quarterly basis to every household in the city. This newsletter is also posted on the city web site at [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us).

To receive an agenda or report of the meetings of the governing body, the Planning Commission, the Board of Zoning Appeals, or the School Board, please contact the City Clerk at 703-335-8808 and request to be added to the city's email subscription lists(s). You may also contact the City Clerk to request to have an item placed on the agenda or speak at any public meeting.

Items of interest regarding city operations and events are also presented on the city's web site at [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us) and on cable channel 23 for cable television subscribers. For more information on these programs please contact the City Clerk at 703-335-8808 or City Manager's Office at 703-530-0393.

## **PUBLIC MEETINGS**

### **Governing Body**

The governing body meets at 7:00 P.M. on the first, second and third Tuesday of each month at City Hall, One Park Center Court. Meetings are held on the fourth Tuesday of each month on an as needed basis. The governing body may cancel regular meetings or schedule special meetings, if appropriate. Areas of focus for each meeting are as follows:

- First meeting of the month - department directors meet with the governing body.
- Second meeting of the month – generally reserved for public hearings and presentations.
- Third meeting of the month – generally reserved for regular business. Citizen's Time is held at the beginning of the third meeting of the month. During this time, citizens of the City of Manassas Park are allowed to make public comments on any topic pertaining to the city. Citizens are allowed up to three minutes for comments.
- Fourth meeting of the month – held on an as needed basis. If a meeting will be held it will be posted on the Manassas Park web site as [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us) or you may call the City Clerk at 703-335-8808 to inquire.

Please note that the second and third meetings of the month are televised on cable channel 23 for all cable television subscribers. Additional information is also available on the city channel.

### **Planning Commission**

The Planning Commission meets on the second Monday of each month at 7:00 P.M. at City Hall, One Park Center Court. The meetings are televised on cable channel 23 for all cable television subscribers.

### **School Board**

The Manassas Park School Board meets regularly on the third Monday of each month at 6:45 P.M. in a closed meeting. The public session begins at 8:00 P.M. The first Monday of each month is reserved for special meetings or work sessions as needed. The public is invited to attend open MPCS School Board meetings. Meetings are held in the School Board Room located on the 2<sup>nd</sup> floor of City Hall, One Park Center Court, Manassas Park. Meetings are televised on cable channel 18 for all cable television subscribers. For more information please call 703-335-8850.

## **PUBLIC WORKS**

### **Open Burning**

Open burning within the City of Manassas Park is strictly prohibited without a permit from the Environmental Protection Agency (EPA). This does not apply to the use of charcoal grills for food preparation.

Open burning is the burning of unwanted materials such as paper, trees, brush, leaves, grass, and other debris, where smoke and other emissions are released directly into the air without passing through a chimney or stack. Open burning pollutes the air and poses a fire hazard. The air pollution created by open burning can irritate eyes and lungs, obscure visibility, soil nearby surfaces, create annoying odors, and are a danger to those with respiratory conditions. For questions regarding opening burning please call 703-393-0881.

### **Trash and Refuse Collection**

The City of Manassas Park has a contract agreement with American Disposal, a private trash and refuse collection company to pick up your refuse. The cost of this service is paid for by the city as part of the city property tax. The regular scheduled day for trash collection is Wednesday. Sometimes weather events or holidays may impact trash collection schedules. When this happens, collection is usually delayed a day and details are posted on the Manassas Park web site at [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us) and channel 23 for all cable television subscribers.

Appliances can be scheduled for pick up. Contact American Disposal at 703-368-0500 to make arrangements for pick up of large bulk items such as furniture or appliances. Please note, appliances with doors (freezers, refrigerators, etc.) must have doors removed for child safety purposes, and items with refrigerant (refrigerators, air conditioners) must have a tag attached certifying that the refrigerant has been removed by a company or individual certified to remove refrigerant.

The city does not sponsor a trash receptacle replacement program. Any trash cans that need to be replaced must be purchased by the homeowner at the homeowner's expense. Replacement trash receptacles may be purchased at a general retail store or through American Disposal by calling 703-368-0500.

The city sponsors two home cleanup days per year in May and September, and two hazardous waste events in March and September. Notices and details for these events will be included in water billings prior to each of these events. For more information, please call the Department of Public Works at 703-393-0881.

### **Street Maintenance**

The Public Works Department provides maintenance on all dedicated streets and highways, including the curbing, gutters and sidewalks. This does not include cul-de-sacs and other private streets. The department works in the areas of snow removal, pavement patching and road resurfacing on all city streets in Manassas Park. To obtain information or to report a problem, please call the Department of Public Works at 703-393-0881.

Please note that within the city there are public streets and private streets. A private street is usually located in a residential area such as a condominium development in which a homeowners' association maintains the grounds and streets. The city cannot make repairs to private streets because they are not located on public property. However, the city does maintain the water supply to private streets. To confirm whether a street is public or private, please contact the community's homeowner's association.

### **Water and Sewer**

The City of Manassas Park owns and operates its own water supply system. High quality water for the City of Manassas Park is obtained from two sources: 1) the city well system and 2) purchased capacity. Since the well system and the water obtained from outside sources are connected by the city's water distribution system, either source of water can service the entire city should the need arise.

Sanitary sewer service extends throughout the city and the sewerage is treated at the Upper Occoquan Sewer Authority (UOSA) plant located in Centreville, Virginia. Sewer charges are calculated on the basis of the amount of water used during each regular billing period. The sewer fees are collected as part of the water bill.

The water and wastewater system operates as an Enterprise Fund which means it is self-supporting and as such, does not receive any support from tax revenue. Water and sewer expenses are paid strictly from the revenue generated by water and sewer related fees. Those fees include tap fees and user fees. The tap fee is charged for connecting (tapping) into the city's existing water and/or sewer system, typically done by a developer or contractor. The user fee is charged for consumption of water by residents and commercial establishments in the City of Manassas Park.

New residents should apply for water and sewer service at the Water & Sewer Department located at City Hall, One Park Center Court, Manassas Park. A connection fee is due at the time of application and should be paid at the Treasurer's Office, also located at City Hall. Bills are sent out monthly and payment is due by the end of the month. A ten percent (10%) penalty is added for late payment. For more information please contact the Water & Sewer Department at 703-335-8805. In case of an emergency after 5:00 P.M. on weekdays or on the weekend please call the Police non-emergency line at 703-361-1136.

### **REAL ESTATE ASSESSMENTS**

As required by state law, the Office of the City Assessor annually appraises all parcels of real estate in the city at 100 percent of their estimated fair market value as of January 1. Effective July 1, 2008 the tax rate for the City of Manassas Park is \$1.24. Assessment notices are mailed to property owners in late January or early February each year.

There are three levels of appeal for a citizen who feels that the appraisal is inaccurate: first, the Office of the City Assessor; second, the Board of Equalization; and third, the Circuit Court of Prince William County. At each level of appeal, the burden of proof is on the property owner to prove that the assessment is incorrect. The Office of the City Assessor maintains information on the characteristics of all property ownership in the city and provides

such information to citizens, as well as an explanation of the methods used to assess the value of a property.

Additional information about real estate assessments can be found in the Frequently Asked Questions (FAQ) document located on the city's web site located at: [http://www.cityofmanassaspark.us/Public\\_Documents/ManassasParkVA\\_Assessor/FAQs\\_March\\_2008\\_CMP.pdf](http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_Assessor/FAQs_March_2008_CMP.pdf). For more information on assessments, please call the City Assessor at 703-338-8811 or e-mail [cityassessor@manassasparkva.gov](mailto:cityassessor@manassasparkva.gov). To file an appeal with the Board of Equalization please call the Office of the City Clerk at 703-335-8808 about filing deadlines and the appeal process in general.

Real Estate taxes are levied against the assessments of land and improvements that have an effective date of January 1, but are due semi-annually on June 5 and December 5. The tax rate is set by the governing body each April when the budget for the coming fiscal year is adopted. The amount of real estate taxes paid each year are a product of the total assessed value of the property estimated by the Office of the City Assessor and the tax rate set by the governing body.

Certain real estate tax relief benefits are available to eligible senior citizens. Please refer to the Senior Citizens section of this guide.

## **SCHOOLS**

A child who has reached his or her fifth birthday on or before September 30 must be enrolled in kindergarten for that school year beginning in the fall unless the parent or guardian notifies the School Board that he or she does not wish the child to attend.

A child who will reach his/her fifth birthday after September 30 and on or before December 31 of that year may be enrolled in kindergarten; the elementary schools provide counseling for parents or guardians of children who reach their fifth birthday during this period regarding the advisability of school attendance.

A child whose sixth birthday falls on or before September 30 must attend school during the school year beginning that fall.

Parents should take a birth certificate or equivalent and a transfer slip or report card from the previous school to the school office when enrolling a child. Evidence of immunization and proof of residency in Manassas Park is required for all students; a certificate of a physical examination is required for elementary school students. For more information please call the School Board at 703-335-8850.

## **MANASSAS PARK CITY SCHOOLS, ADDRESSES AND PHONE NUMBERS**

Cougar Elementary School  
9330 Brandon Street  
Manassas Park, VA 20111  
Phone: 703-392-1317  
School Hours: 8:30 A.M. – 3:30 P.M.  
(Pre-K through Grade 3)

Manassas Park Elementary School  
101 Tremont Street  
Manassas Park, VA 20111  
Phone: 703-368-2032  
School Hours: 8:00 A.M. – 2:50 P.M.  
(Grades 4 through 5)

Manassas Park Middle School  
8202 Euclid Avenue  
Manassas Park, VA 20111  
Phone: 703-361-1510  
School Hours: 7:30 A.M. – 2:15 P.M.  
(Grades 6 through 8)

Manassas Park High School  
8200 A Euclid Avenue  
Manassas Park, VA 20111  
Phone: 703-361-9131  
School Hours: 7:30 A.M. – 2:15 P.M.  
(Grades 9 through 12)

Manassas Park City School Administrative Offices  
One Park Center Court, Suite A  
Manassas Park, VA 20111  
Phone: 703-335-8850

### **SOCIAL SERVICES**

The Department of Social Services operates a broad variety of programs designed to help residents of Manassas Park with personal, family or financial programs.

The agency offers programs under “Financial Services.” These programs include the ADC programs, General Relief, Food Stamps, Medicaid, Fuel Assistance, and Emergency Assistance.

The agency has trained social workers available to provide a variety of programs. These programs include Information and Referral Services, Adult Services, Adult and Child Protective Services, Foster Care and Adoption Services and on a limited basis, emergency services are available.

The Manassas Park Department of Social Services is located at One Park Center Court and is open Monday through Friday from 8:30 A.M. to 5:00 P.M. For more information please call 703-335-8898.

To report concerns of child abuse or neglect after normal business hours, please call the Manassas Park Police Department at 703-361-1136 or the State Child Protection Service Hotline at 1-800-552-7096.

## **TAXES**

The City Treasurer collects all taxes and revenues due the city. The Commissioner of the Revenue assesses personal property such as trailers, boats, and vehicles.

More than half of the city's general fund budget is provided through direct city taxes. The largest of the taxes is the real estate tax which is based on the market value of the land and the buildings.

For more information please call the City Treasurer at 703-335-8835 or the Commissioner of the Revenue at 703-335-8825.

### **Business Personal Property Taxes**

All tangible personal property and machinery and tools used in connection with a business in the City of Manassas Park are subject to taxation. Businesses are required to file a report on tangible personal property with the Commissioner of the Revenue by April 15 of each year. The forms are supplied by the Commissioner's office. Business personal property taxes are payable to the City Treasurer by December 5 each year. For more information please call 703-335-8825.

### **Personal Property Taxes**

Owners of motor vehicles, boats, campers or trailers are subject to a personal property tax. Residents are required to file tangible personal property with the Commissioner of the Revenue each year. The forms for reporting are provided by the Commissioner's Office. Those who file after April 15 will be subject to a penalty of ten percent (10%).

The Commissioner assesses personal property owned or in possession as of January 1. Personal property taxes are payable to the City Treasurer by December 5. For more information please contact the Commissioner of the Revenue at 703-335-8825.

### **Tax and License Reminder Dates**

<b>Tax</b>	<b>When to Pay</b>
City Auto Decals	No later than November 15
Dog Tags	No later than January 31
Property Taxes – Personal and Business	October 5
Real Estate	First Half – by June 5 Second Half – by December 5
Federal Income Tax	No later than April 15
State Income Tax	May 1

### **State Income Tax**

Income taxes are required of every person who lived in Virginia during the tax year or maintained residence for more than 183 days. For forms and assistance, please call the office of the Commissioner of the Revenue at 703-335-8825.

## **Federal Income Tax**

The Federal Government operates a tax information assistance office at Bailey's Crossroads, Virginia. For more information please call 703-557-9230 or 1-800-424-1040.

## **VOTER REGISTRATION**

Residents must be a registered voter in order to vote in local, state and federal elections. There is no requirement that you specify your party affiliation when you register. Residents must register no later than 29 days before the election in which you plan to vote. To register, the following requirements must be met:

- a) Be a citizen of the United States
- b) Be 18 years old by the time of the next November general election
- c) Be a resident of Virginia
- d) Have had your voting rights restored if you have ever been convicted of a felony
- e) Have had your capacity restored if you have been declared mentally incapacitated

Currently there are two voting precincts for Manassas Park. Precinct 1 is located at Manassas Park High School Gym. Precinct 2 is located at the Parks and Recreation Building in Costello Park. To determine which precinct you are registered in, please contact the Registrar's office.

Residents may register to vote at the Voter Registration office located at City Hall, One Park Center Court Monday through Friday 8:30 A.M. to 4:30 P.M. Absentee Saturdays are 9:00 A.M. to 5:00 P.M. (seasonal). Polls are open from 6:00 A.M. to 7:00 P.M. on Election Day. For more information on elections, being a poll worker, absentee voting or becoming a candidate, please visit the State Board of Elections web site at [www.sbe.virginia.gov/cms/](http://www.sbe.virginia.gov/cms/) or City of Manassas Park at [www.cityofmanassaspark.us/home/](http://www.cityofmanassaspark.us/home/). The Registrar's office can be reached by phone at 703-335-8806 or fax 703-335-9042.