



Certificate of Appropriateness Application

New Construction

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x31
planningtech@capecharles.org

Revised 05/2025

Taxes	JPRS
Violations	NA
pdchk # Fee 6544	500
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

A Certificate of Appropriateness (COA) is required for all applications for zoning clearances and permits involving any new construction, including accessory structures, within the Cape Charles Historic District Overlay. A pre-application meeting is available upon request prior to submitting this application. * *The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

The following documents must be submitted to the Town for review before this application can be reviewed. In addition to these documents, the COA application and requested supporting information must be deemed complete prior to being evaluated.

- | | | |
|---|---|---|
| ☒ A) Site Plan | ☒ B) Elevations | ☒ C) Zoning Clearance Application |
| ☒ D) Photos of existing lot | ☒ E) Renderings | ☒ F) Photos of proposed materials |
| ☒ G) Owner Permission Affidavit | ☐ H) Payment of Fee | ☒ I) Tree Permit Application |

Owner signature:

Rolan Jimmis CCB, LLC

Date: 8/20/25

PART 2: PROPERTY INFORMATION

Property Address: 520 Strawberry St. Cape Charles

Tax Map #: 83A1-8-F

Is there an active Certificate of Appropriateness on this property? ☒ No ☐ Yes _____ Date

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Andy & Jacqueline Sears

Mailing Address: 7320 Hill Dr. Richmond, VA 23225

Phone Number: 540-246-0708

Email: Andy@structureworks.com

PART 4: APPLICANT INFORMATION

☐ Check here if applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: Coastal Craftsman Builders, LLC

Mailing Address: 401 Madison Ave. Cape Charles, VA 23310

Phone Number: 757-678-3033

Email: Coastalcraftsmanbuilders@gmail.com

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):

Building home as per plans / specs.

PART 6. NEW CONSTRUCTION See Section 5.13 of the Historic District Design Guidelines			
First Floor Building Area (sq. ft.): 988 House		Total Gross Floor Area (sq. ft.): 1920	
Front Building Setback (ft.): 7'6"		Building width (ft.): 26'	
Building Height	Feet: 30 ft + or -	Stories: 2	Roof pitch: 12/12 + 5/12
A. Foundation	Material to be used: Parged concrete masonry block		
B. Roofing	Material to be used: Main House Roof: CertainTeed Landmark asphalt shingles Porch Roof: Standing metal roof		
	Chimney? ☐ No ☒ Yes - Number ① Materials: EXPOSED Round METAL		
C. Siding	Material to be used: Vinyl LAP	Dimensions: 6 INCH 6xP	
D. Steps	Material to be used: AZEK 5/4 x 6		
E. Railing	Style and Material to be used: SPECTIS POLYURETHANE		
F. Porch	DEPTH 9' Length: 9' Width: 23.6"		
	Material to be used: Floor: T+G AZEK Skirting: 1x12 AZEK		
	Columns? ☐ No ☒ Yes - Number 3 Style & Materials: BRICK BASE AZEK TOPS		
G. Deck	Length: 6	Width: 4	Material to be used: AZEK
H. Doors	Width: 36" Height: 80"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: 3/1		
	Material: Vinyl , see attachment for sizes; window schedule		
	Width:	Height:	Depth:
J. Trim	Material to be used: PVC		
	Dimensions: 5/4 x 4 + 5/4 x 6		
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan. Parking pad for golf cart Driveway: ☐ No ☒ Yes - Materials: Concrete Walkway: ☐ No ☐ Yes - Materials: _____ Fence: ☐ No ☐ Yes - Materials: _____ Patio: ☐ No ☐ Yes - Size: _____ Materials: _____ Outdoor shower: ☐ No ☒ Yes - ☐ Not Enclosed ☒ Enclosed - Materials: Vinyl Pool: ☐ No ☐ Yes Accessory Structure: ☐ No ☐ Yes - Complete an additional COA application for the structure		

Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes).

In terms of volume the building's footprint and overall size are compatible with neighboring properties, and the property size.

The style draws inspiration from historic precedents without resorting to imitation. Architectural details, materials, and finishes are chosen to complement the district's craftsmanship, while the overall design remains clearly identifiable as a contemporary addition. This approach allows the new construction to contribute positively to the historic environment by reinforcing its character and sense of place, while avoiding false historicism.

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:

see plan; specs sheet

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Applicant's signature: Robin Summs

Date: 8/28/25

Zoning Administrator's signature: _____

Date: _____



Owner Affidavit for Permission to Represent

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x31

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

Use this form to give permission for a contractor, architect, or other individual to represent the owner of a property in matters within the Town of Cape Charles.

PART 2: PROPERTY INFORMATION

Property Address: 520 Strawberry St. Cape Charles, VA 23310 Tax Map #: 83A1-8-F

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Andy & Jacqueline Sears

Mailing Address: 7320 Hill Dr. Richmond, VA 23225

Phone Number: 540-246-0708

Email: Andy@structureworks.com

I hereby give authority to the following representative to act on my behalf on the following matter:

Coastal Craftsman Builders; all matter related to new build

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Coastal Craftsman Builders

Mailing Address: 401 Madison Ave. Cape Charles, VA 23310

Phone Number: 757-678-3033

Email: Coastalcraftsmanbuilders@gmail.com

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner:

Date: 7/31/25

State of VIRGINIA

County of SPOTSYLVANIA

The foregoing instrument was acknowledged before me this 31 day of JULY, 2025, by ANDY SEARS (name of person acknowledged)

Signature of Notarial Officer:

Notary Registration number: 7527396

My commission expires: 11-30-2028



Seal

SURVEYORS CERTIFICATION

I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



GENERAL NOTES:

1. OWNERS:
ANDREW WILKINS SEARS
& JACQUELINE LEE SEARS

2. TAXPARCEL:
83A1-8-F

3. SOURCE OF TITLE:
INST. 210001520

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2021 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

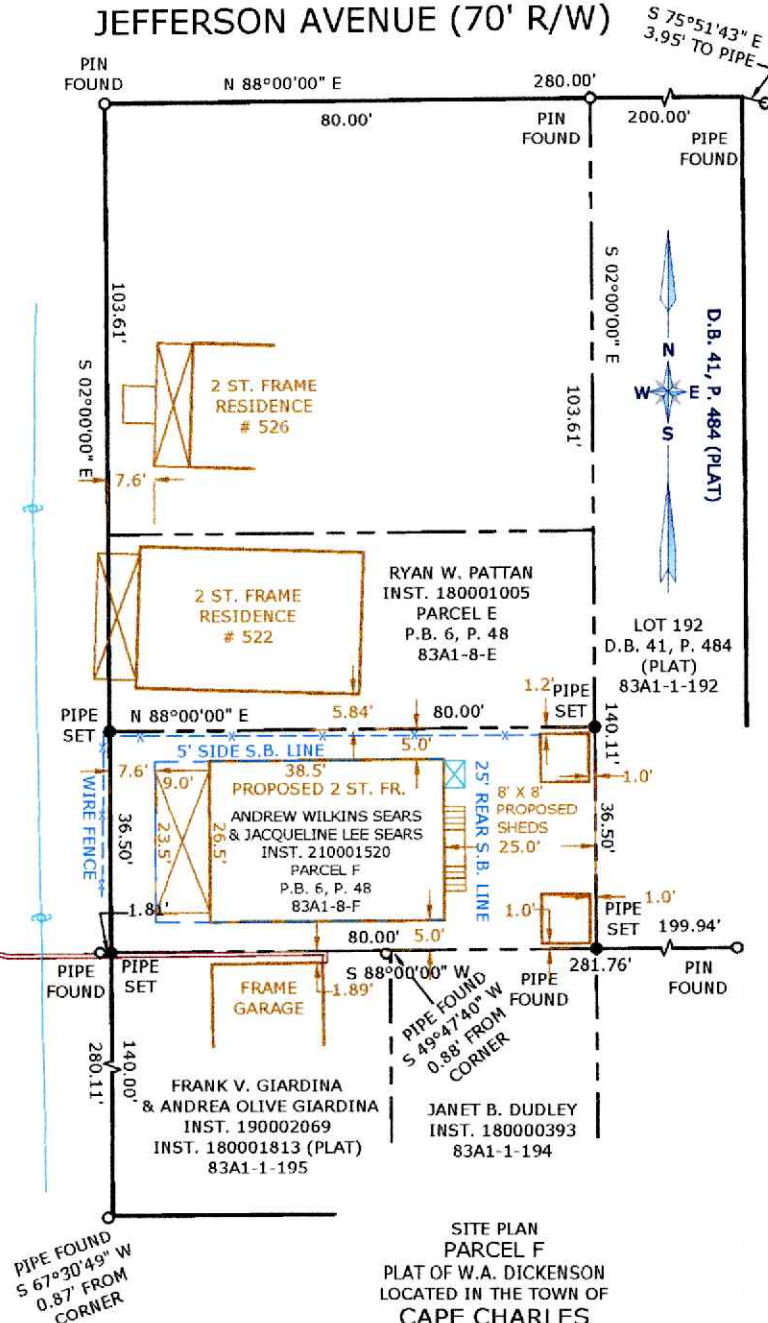
6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.

7. PLAT REFERENCE:
D.B. 41, P. 484 (PLAT)
P.B. 6, P. 48
INST. 180001813 (PLAT)

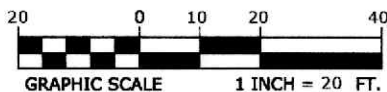
8. AREA: 2,920 SQ. FT.
(0.067 AC.)

STRAWBERRY STREET (70' R/W)

JEFFERSON AVENUE (70' R/W)



SITE PLAN
PARCEL F
PLAT OF W.A. DICKENSON
LOCATED IN THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT, NORTHAMPTON
COUNTY, VIRGINIA
SCALE: 1" = 20' AUGUST 19, 2025



POINT NORTH

POINT NORTH SURVEYING LLC
P.O. Box 701,
Onley, VA. 23418 pointnorthsurveying@gmail.com
(757) 709-3008

DRAWN BY: CROCKETT FIELD BOOK: FILE COPY
BACKTRAV: CROCKETT PROJ. NO: 21107A

Existing lot



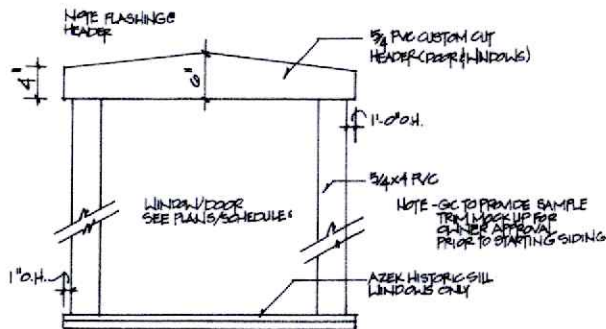
520 Strawberry St.



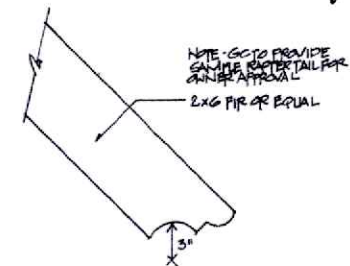
photo of neighborhood / Strawberry St.

House Plans

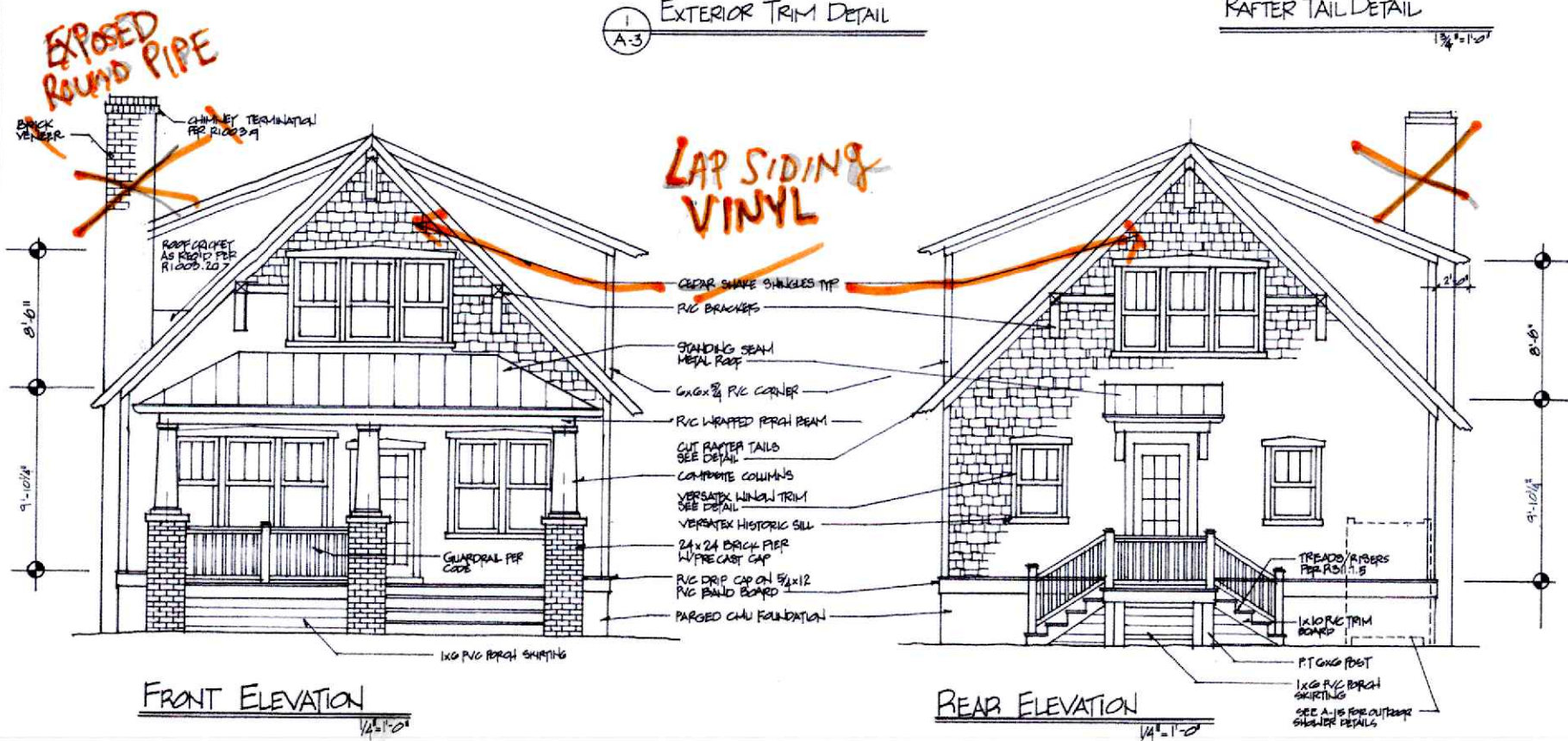
1-8



1
A-3
EXTERIOR TRIM DETAIL



RAFTER TAIL DETAIL



SEAR'S RESIDENCE

SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:	REVISED:	
520 STRAWBERRY ST		
DRAWING NUMBER		A-3



RIGHT SIDE ELEVATION

1/4" = 1'-0"



LEFT SIDE ELEVATION

1/4" = 1'-0"

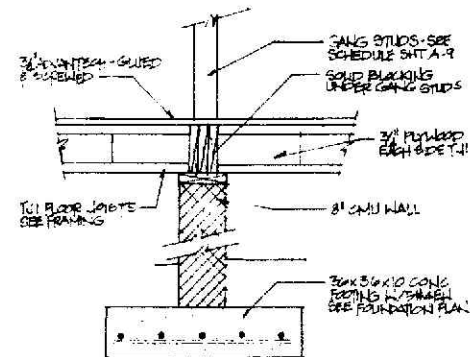
SEAR'S RESIDENCE

SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:		REVISED
520 STRAWBERRY ST		
		DRAWING NUMBER
		A-4

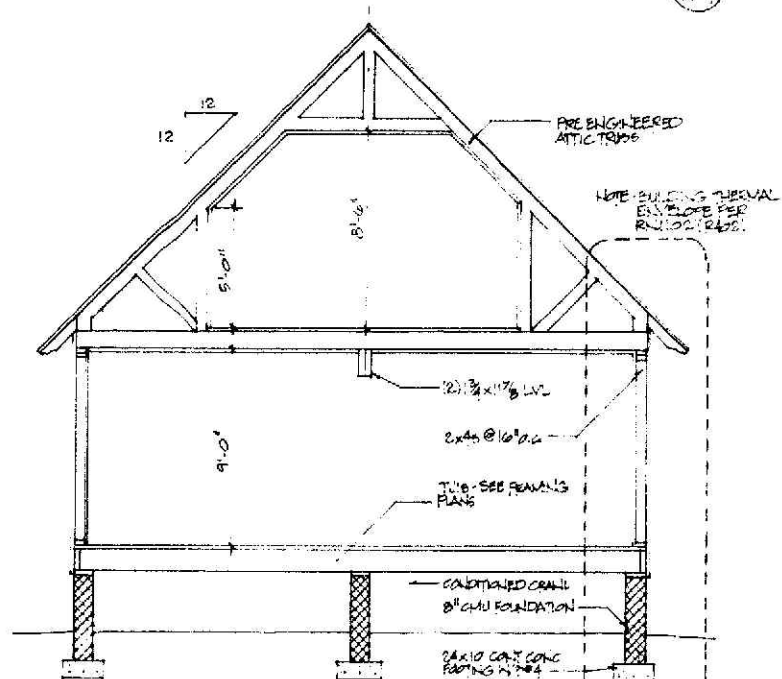


NOTE - ALL WALL ROOF
SHEATHING TO BE
ZIP SYSTEM. INSTALL
PER MANUFACTURER'S
INSTRUCTIONS

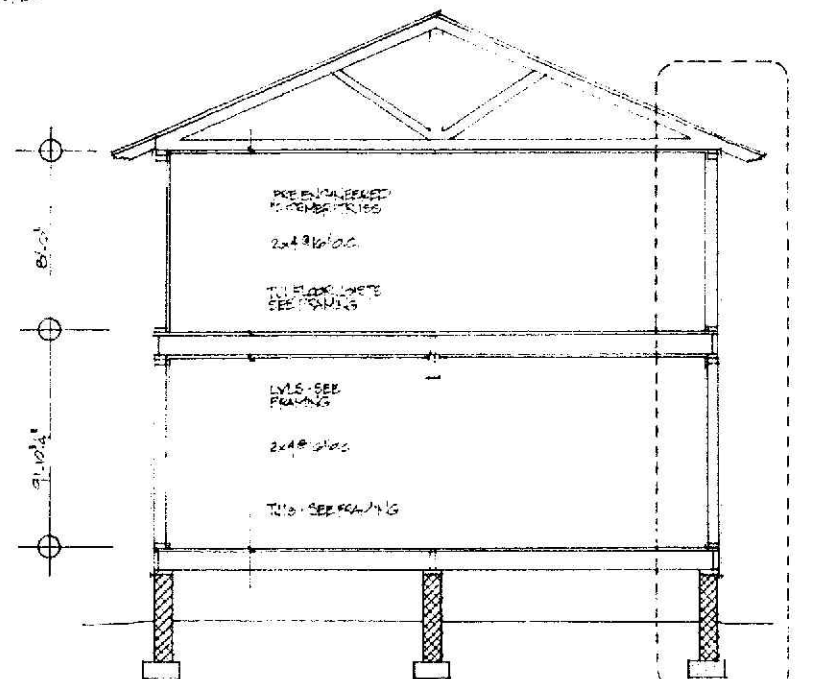
SEARS RESIDENCE		
SCALE: AS NOTED	APPROVED BY:	DRAWN BY
DATE:		REVISED
520 STEWART BERRY		
		DRAWING NUMBER: 4-8



3 FRONT LOAD DETAIL
1/4" = 1'-0"

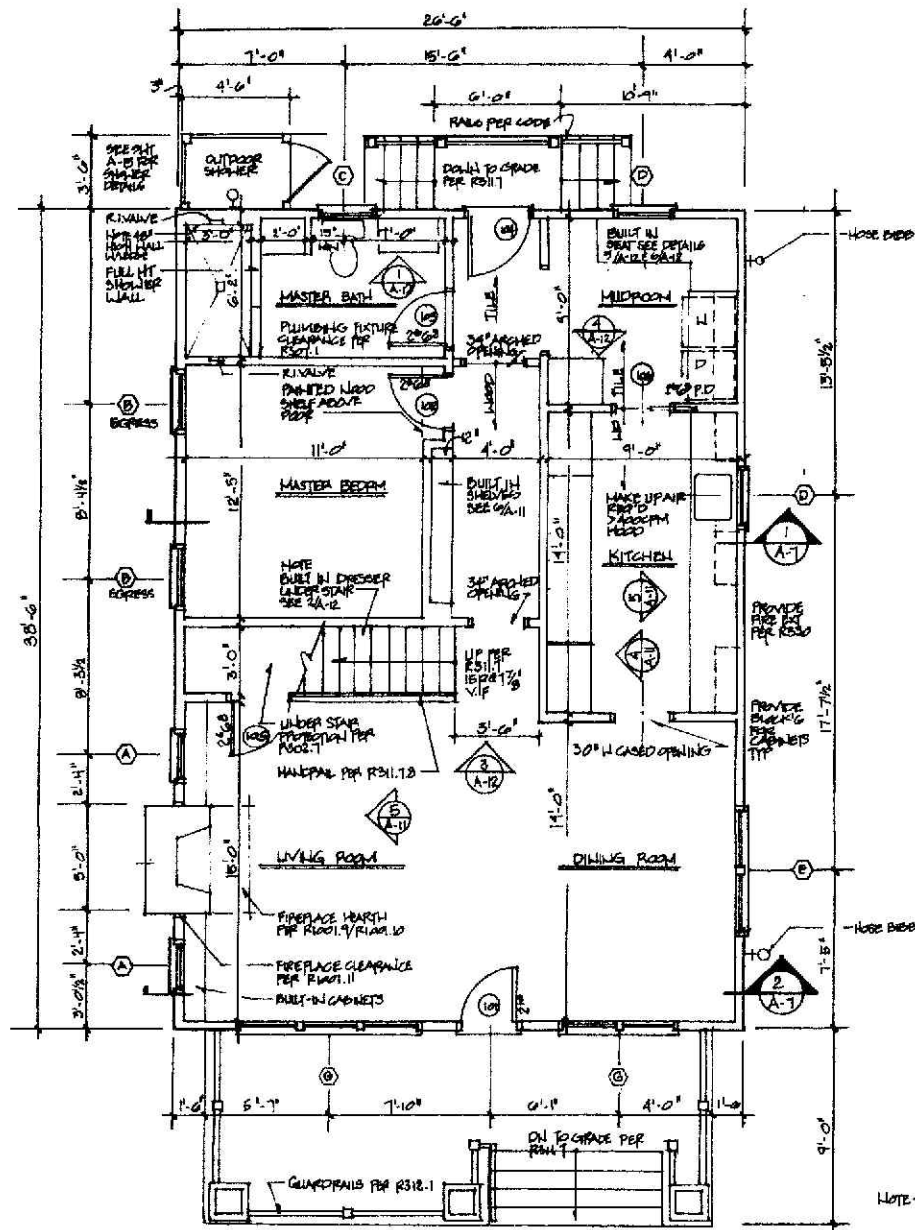


1 HOUSE SECTION
1/4" = 1'-0"



2 HOUSE SECTION
1/4" = 1'-0"

SEAR'S RESIDENCE		
SCALE:	APPROVED BY:	DRAWN BY:
DATE:	REVIEWED:	
500 STRAWBERRY CT		
DRAWING NUMBER		A-7

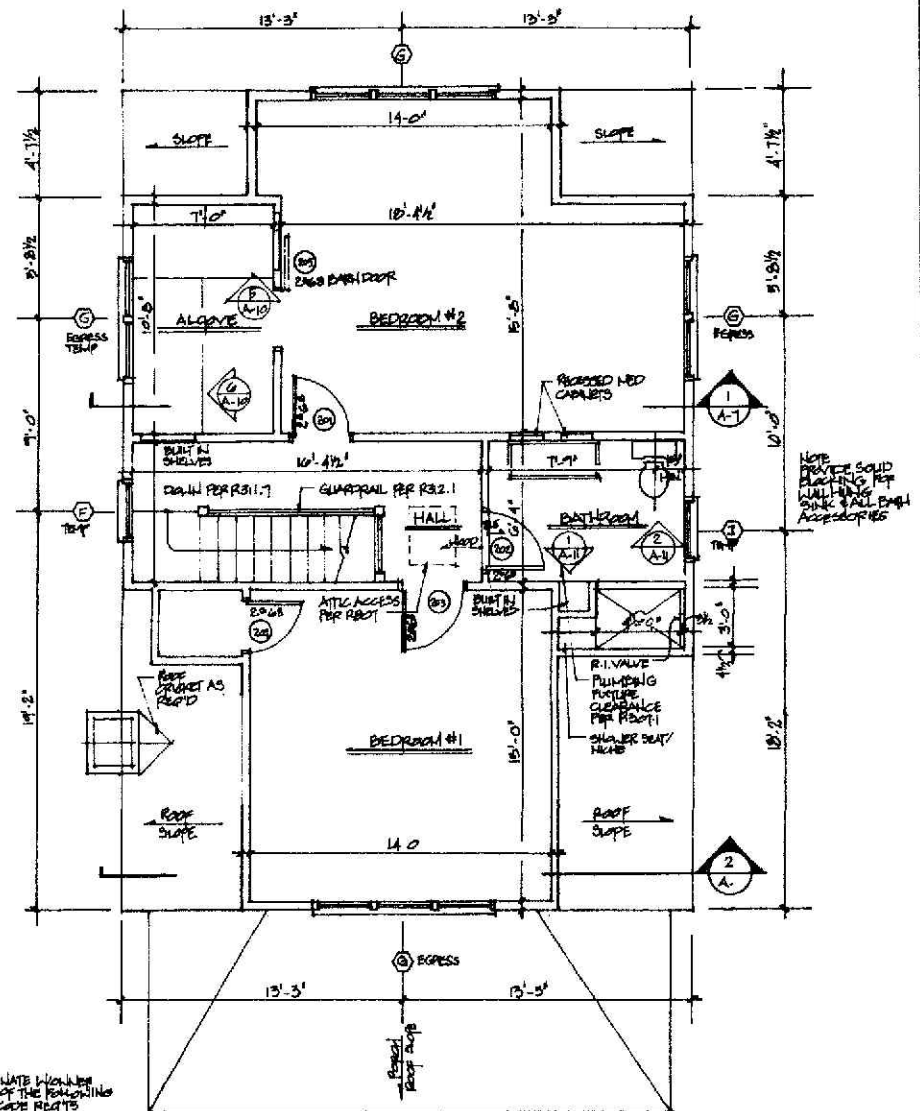


FIRST FLOOR PLAN

1/4"=1'-0"

NOTE - GO TO COORDINATE WITH THE LOCATION OF THE FOLLOWING:

- HVAC UNITS (H/WH)
- H/WH
- ELECTRIC PANELS
- WATER FILTRATION SYSTEM

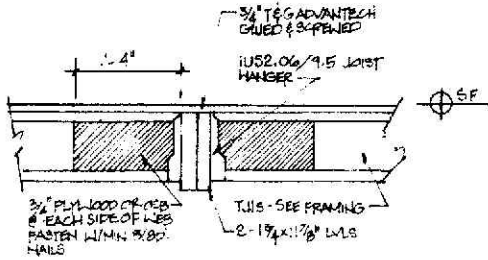


SECOND FLOOR PLAN

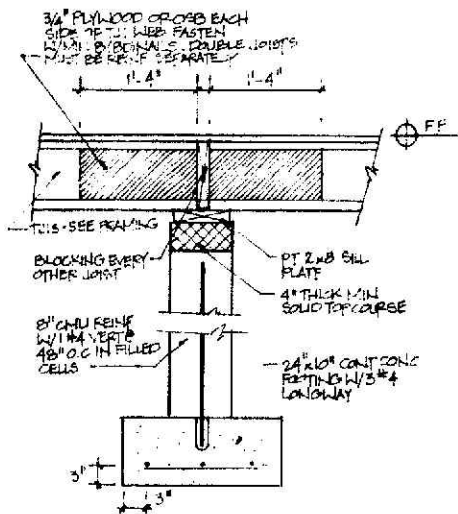
1/4"=1'-0"

SEAR'S RESIDENCE

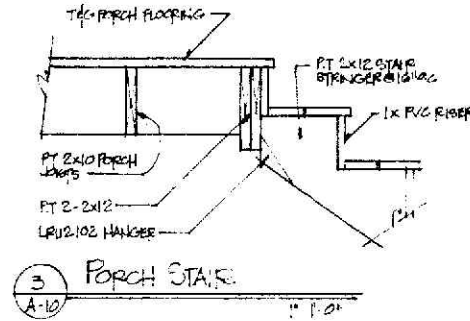
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DATE:		REVISED:
520 STRAWBERRY ST		
DRAWING NUMBER		
A-2		



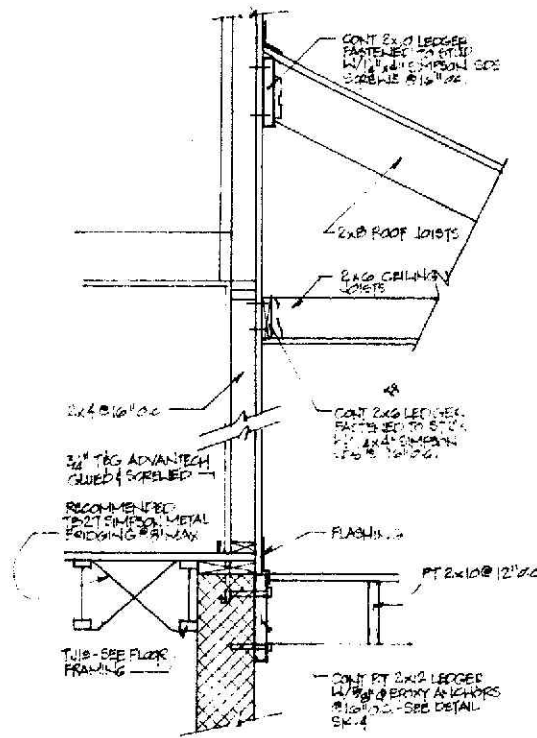
1
A-10
DETAIL @ LVL



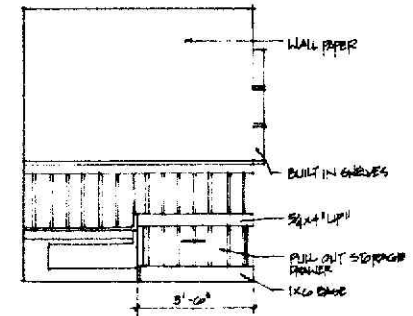
2
A-10
INTERIOR FOUNDATION WALL



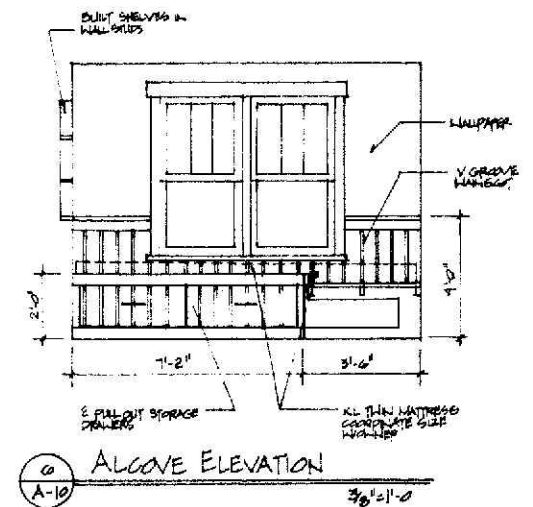
3
A-10
PORCH STAIRS



4
A-10
HOUSE/PORCH DETAIL



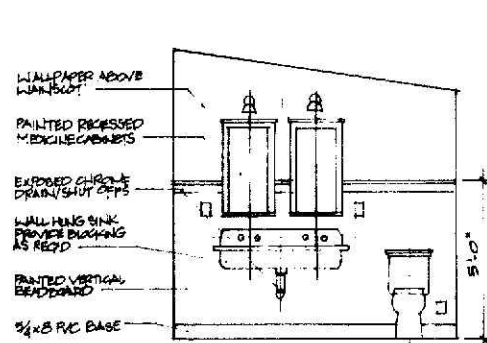
5
A-10
ALCOVE ELEVATION



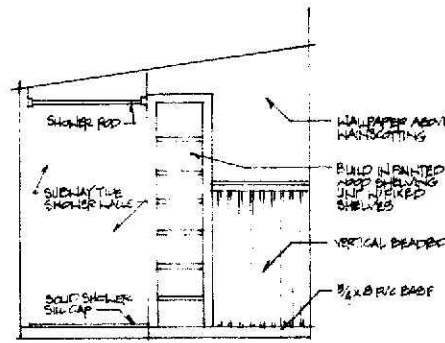
6
A-10
ALCOVE ELEVATION

SEARS RESIDENCE

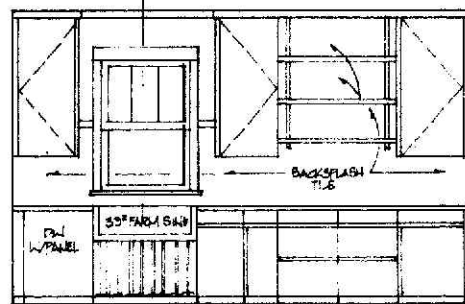
SCALE: AS NOTE	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
520 STRAWBERRY STREET		
		DRAWING NUMBER: A-10



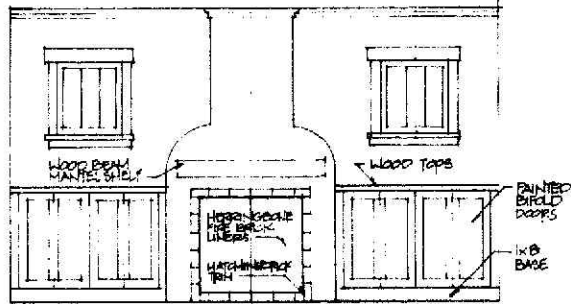
1 SECOND FLOOR BATH
A-11 36'-1 1/2"



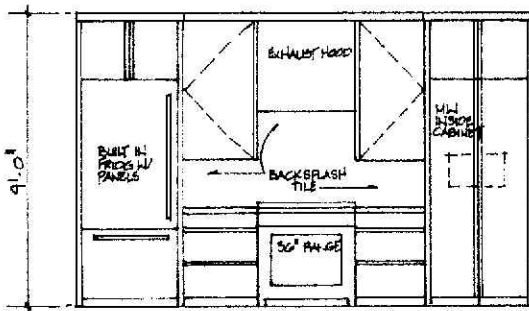
2 SECOND FLOOR BATH
A-11 36'-1 1/2"



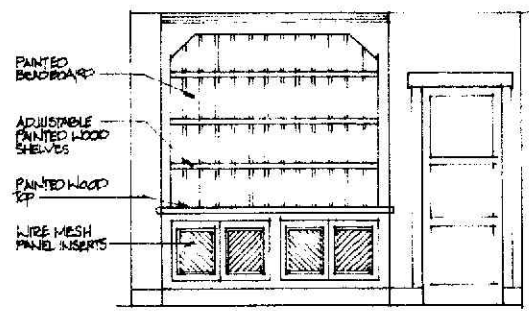
3 KITCHEN ELEVATION
A-11 36'-1 1/2"



5 FIREPLACE ELEVATION
A-11 36'-1 1/2"



4 KITCHEN ELEVATION
A-11 36'-1 1/2"



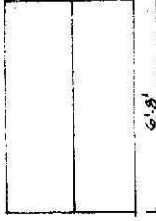
6 HALLWAY BUILT-IN
A-11 36'-1 1/2"

A RD 2'-0\" x 2'-3 1/2\" ALUMINO QUANTITY (2)	B RD 2'-0\" x 5'-0 1/2\" EGRESS - QUANTITY (2)	C RD 2'-0\" x 4'-0 1/2\" \"BWP GLASS\" QUANTITY (2)	D RD 2'-0\" x 4'-0 1/2\" QUANTITY (2) HURDLES (2) SHEDS
E RD 2'-0\" x 2'-3 1/2\" ALUMINO QUANTITY (2)	F RD 2'-0\" x 5'-0 1/2\" TINTED GLASS QUANTITY (3)	G RD 2'-0\" x 4'-0 1/2\" EGRESS QUANTITY (13)	H RD 2'-0\" x 5'-0 1/2\" EGRESS QUANTITY (13)

NOTE: PROVIDE FINAL WINDOW QUOTE FOR OWNER REVIEW
VARVIN ELEVATE
COLOR STONE WHITE
W/ SOLID GRILLES

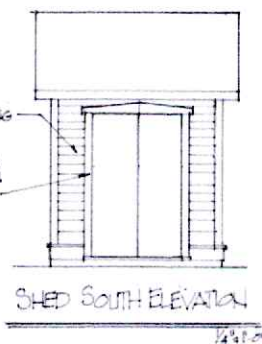
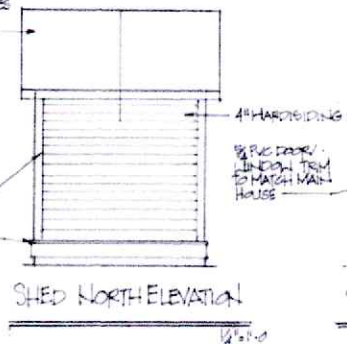
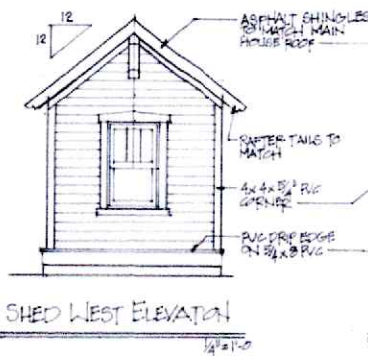
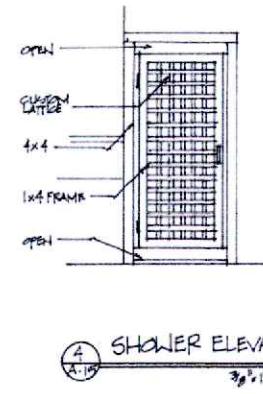
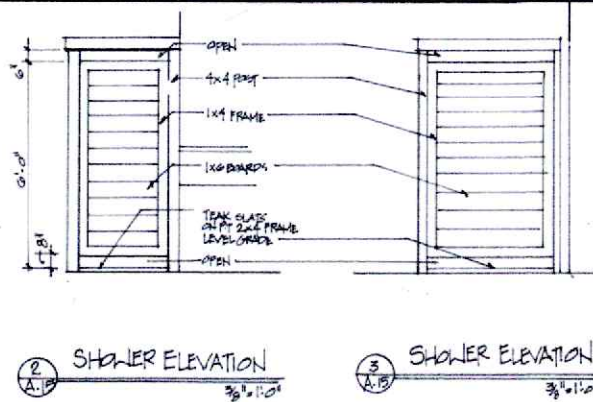
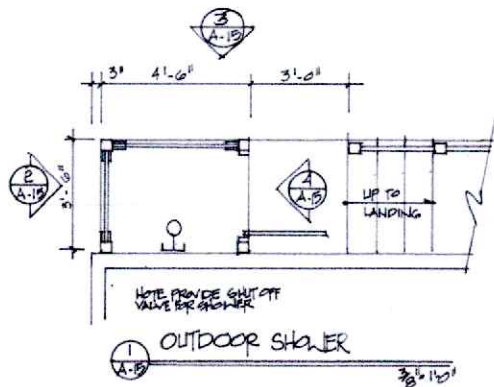
WINDOW SCHEDULE

DOOR SCHEDULE

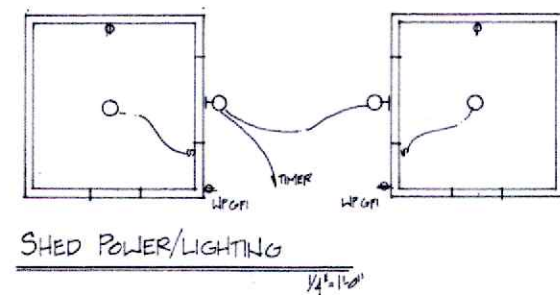
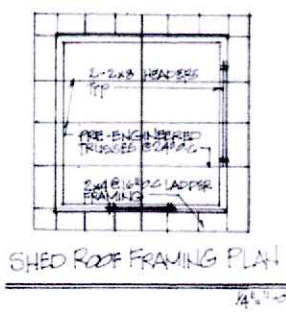
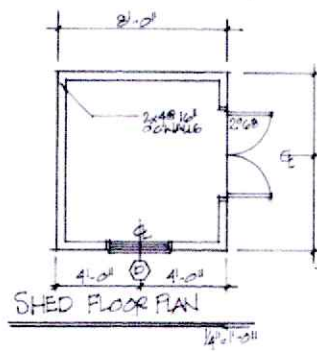
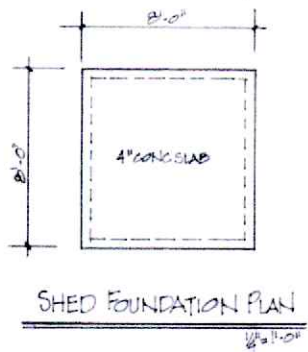
			
1 THERMATRU SMOOTH STAR STYLE # S2250-SOL COGNAC/LITE FRONT/REAR DOOR	2 INTERIOR DOOR 3 EQUAL SHAKER PANELS 1 3/4" SOLID PLY WOOD - SEE PLANS FOR SIZES	3 MECHANICAL CLOSET DOOR 1 3/4" SOLID WOOD	4 THERM TRU SMOOTH TRUING STYLE # S162 FLUME
← exterior		interior →	

exterior ← interior →

SEAR'S RESIDENCE		
SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:	REVISED:	
520 STRAWBERRY ST		
DRAWING NUMBER		A-11



* Future Shed



SEAR'S RESIDENCE		
SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:		
520 STRAWBERRY ST		
		A-15

Exterior

Room: Exterior

Specs. 1-24
pages



QUOTE

INVOICE INFORMATION LOUDDON DOOR AND WINDOW	SHIPPING INFORMATION LOUDDON DOOR AND WINDOW
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SHIP VIA:

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF	TERMS
60098	12/20/2024	Sims / strawberry	Sims / strawberry	

ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL
1	143 AWNING WINDOW EXACT SIZE, CREAM, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FIBERGLASS INS	2	24 1/2 W X 27 H		
2	143 AWNING WINDOW EXACT SIZE, CREAM, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FIBERGLASS INS	2	32 1/2 W X 27 H		
3	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN- (CHCL), FIBERGLASS INS	2	32 W X 57 3/4 H		
4	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), TEMPERED FULL, DOUBLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN-(CHCL), FIBERGLASS INS Bath	2	30 W X 47 3/4 H		
5	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN- (CHCL), FIBERGLASS INS	2	30 W X 47 3/4 H		
6	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), TEMPERED FULL, DOUBLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN-(CHCL), FIBERGLASS INS Bath	3	30 W X 59 3/4 H		
7	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN- (CHCL), FIBERGLASS INS	13	30 W X 59 3/4 H		
TOTALS:				36	
SUBTOTAL:					\$
TOTAL:					\$

COMMENT:

IMG_9246

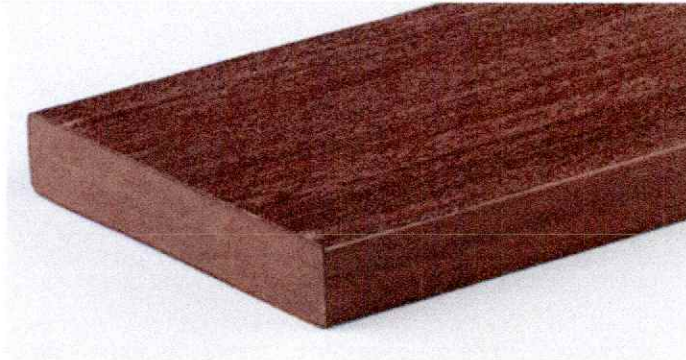
Window Schedule

143 Awning Windows (2)

177 Series Double Hung 3 over 1 (24)

Exterior

Room: Exterior



Stair Treads

Composite Mahogany Treads
For stair treads

Exterior

Room: Exterior



Azek

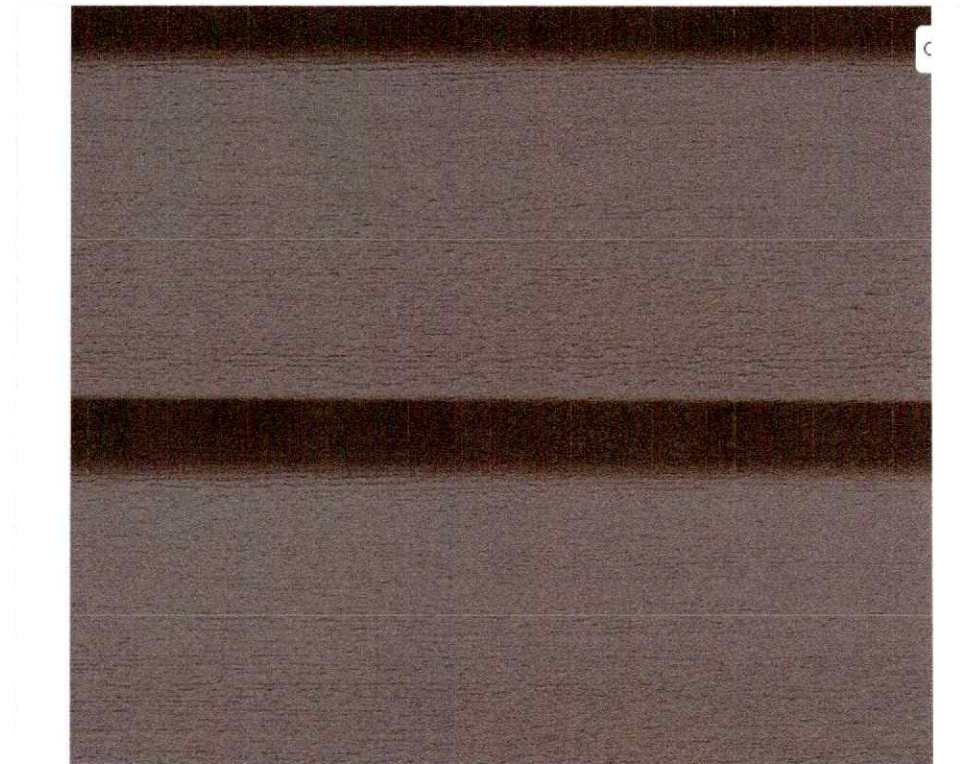
Dimensions: 1" x 4"

Color/Finish: Mahogany

Azek Vintage 4" Porch Boards (tongue-and-groove)

Exterior

Room: Exterior



CertainTeed Cedarboards 6"

Dimensions: 6" exposure

Color/Finish: TBD

CertainTeed's CedarBoards Insulated Siding

6" exposure

Color: TBD

Exterior

Room: Exterior



Metal Roof Over Front & Rear Porch

Color/Finish: TBD

Standing Seam Metal Roof

Color: TBD

Exterior

Room: Exterior



Timberline UHDZ®

Color/Finish: Weathered Wood

Timberline UHDZ® (Ultra High Definition)

Color: Weathered Wood

Exterior

Room: Exterior

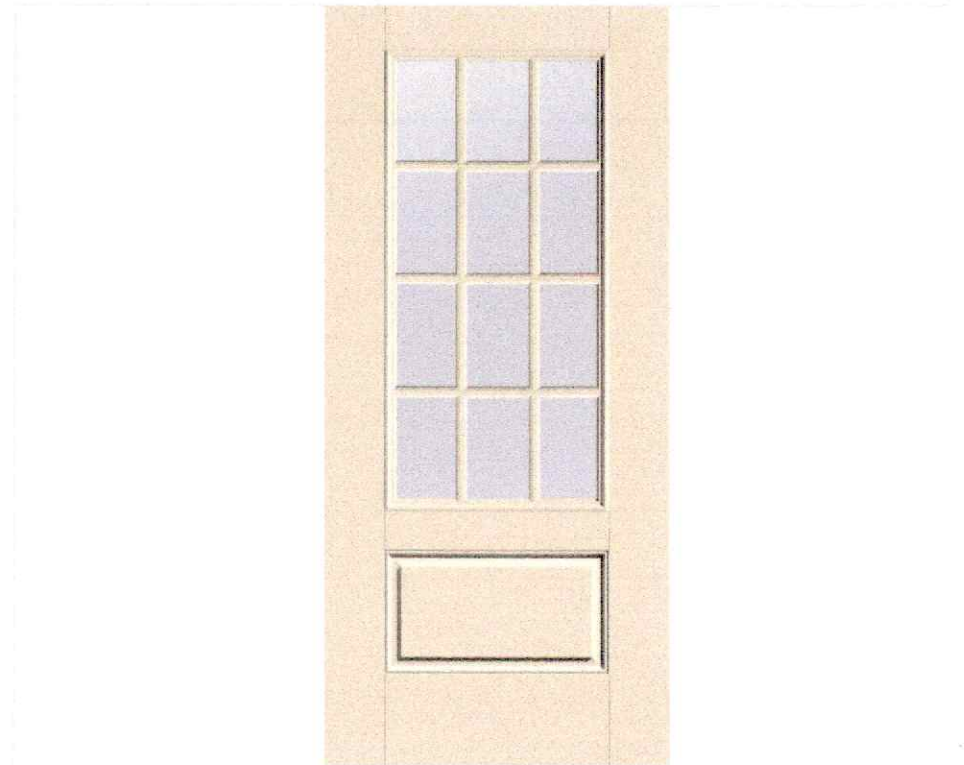


Front Porch Columns

Brick base with half bungalow columns in PVC

Exterior

Room: Exterior



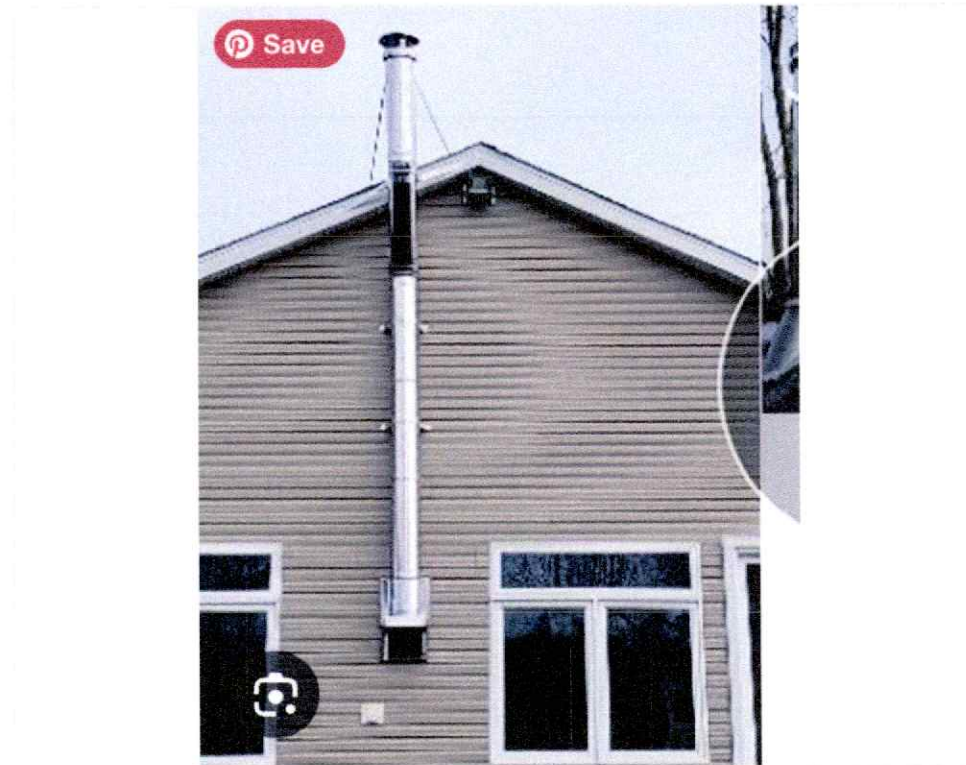
Smooth-Star®

Front & Back Doors

Style No. S92 | 3/4 Lite 1 Panel | Glass Name: 12 Lite 3Wx4H Divided Lite

Exterior

Room: Exterior



Screenshot 2025-08-18 at 1.21.28 PM

8" exposed exterior stove pipe

Exterior

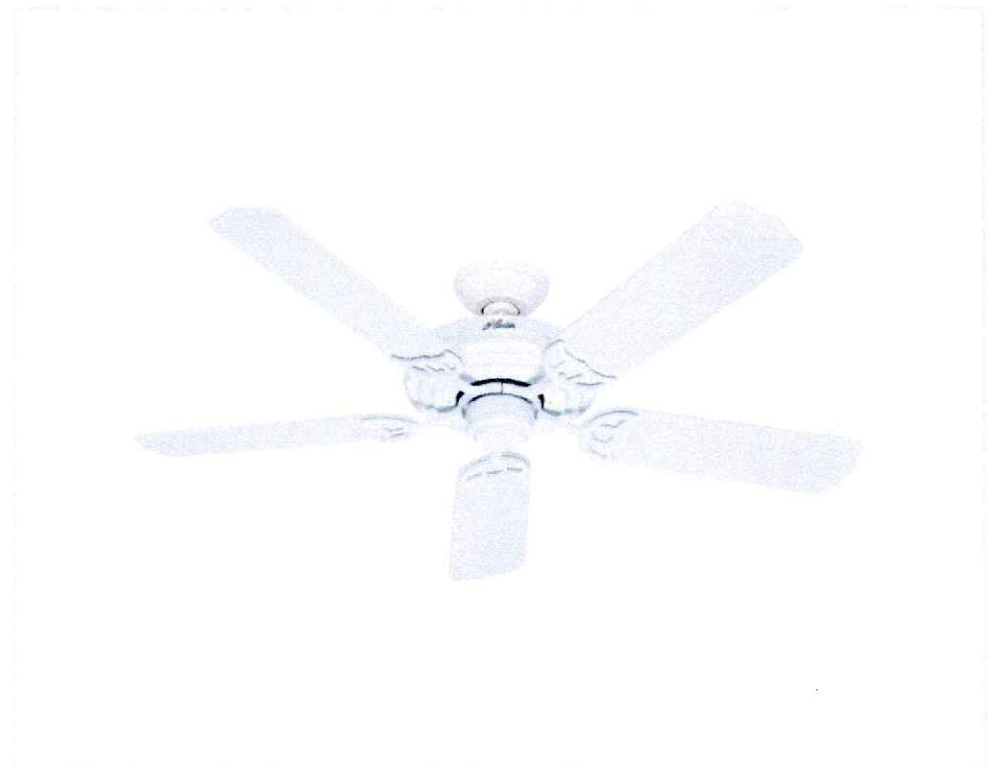
Room: Exterior



Foundation/Parging concrete masonry block

Exterior

Room: Exterior



52" Energy Star Rated Indoor / Outdoor Ceiling Fan - 5 Blades Included

Dimensions: 52"

Color/Finish: White

Front porch fan

Exterior

Room: Exterior



Factory 4 Outdoor Sconce

Rear porch light. [Read reviews](#)

Exterior

Room: Exterior

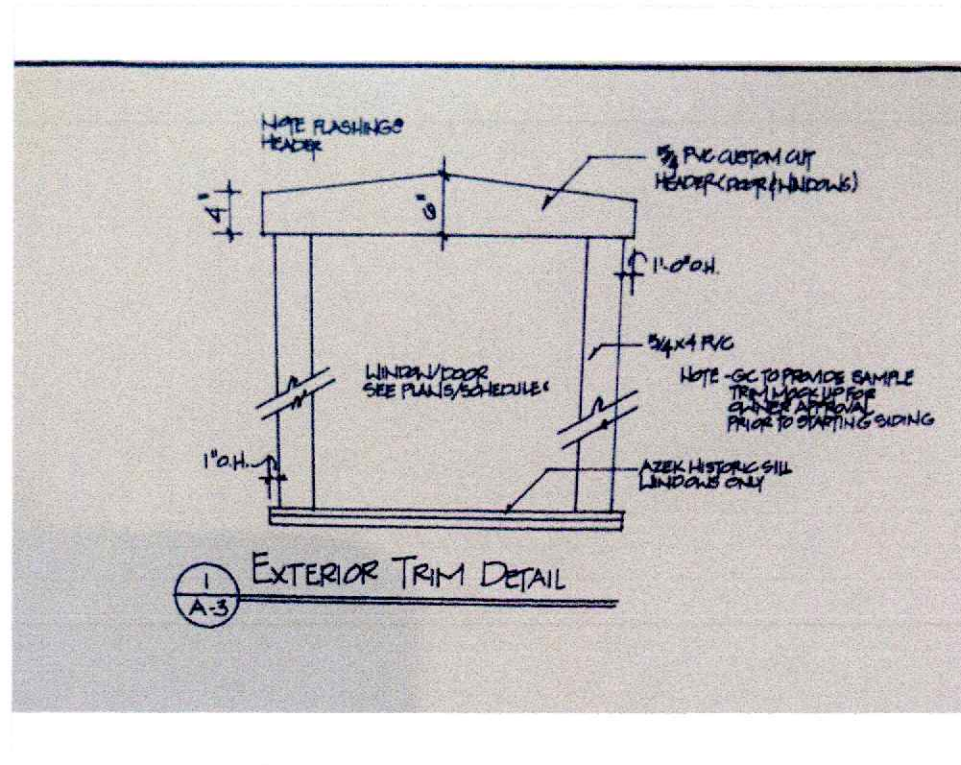


Fran 6" Surface Mount

Front Porch Light

Exterior

Room: Exterior

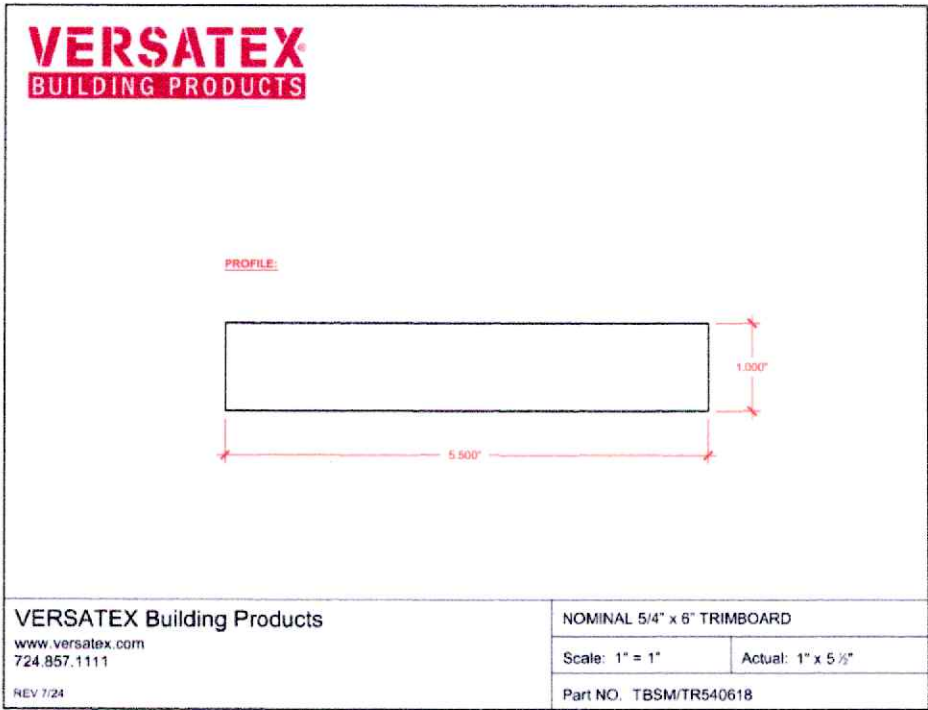


IMG_9245

Exterior Window Trim Detail

Exterior

Room: Exterior

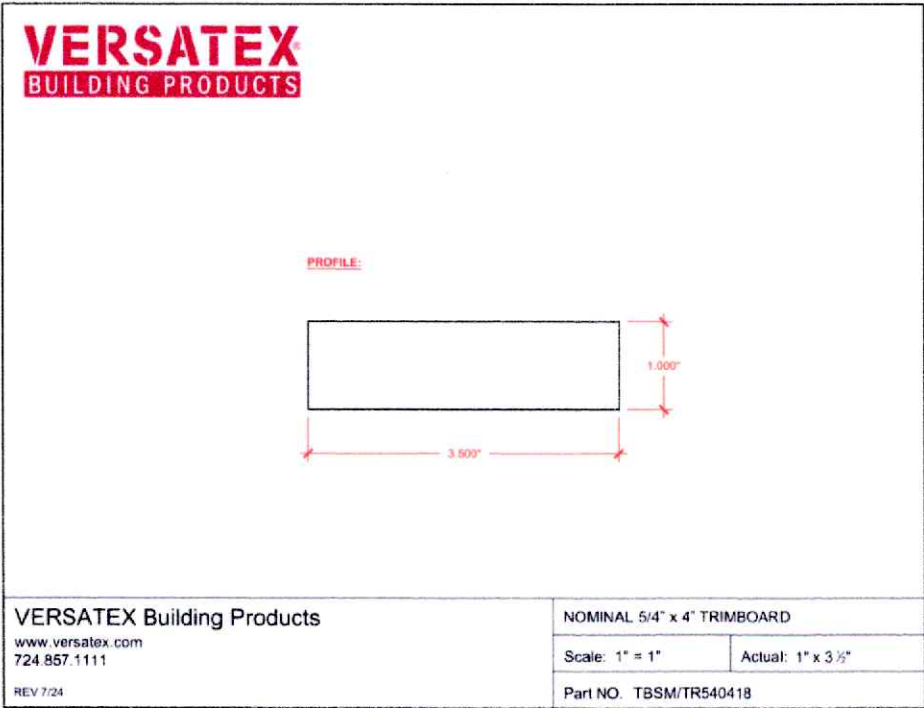


5/4 x 6 Trim

Trim board

Exterior

Room: Exterior

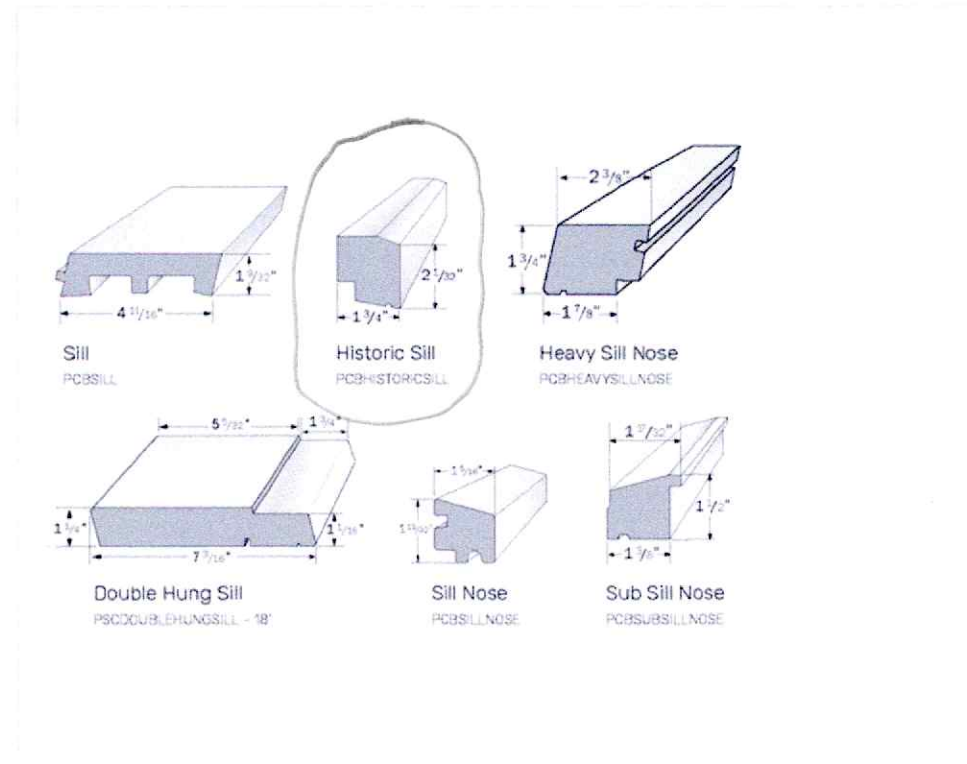


Window Side Trim

5/4 x 4 Window Side Trim

Exterior

Room: Exterior



Sill - Versatex - PVC Trim

Window Sill; Historic Sill

Exterior

Room: Exterior



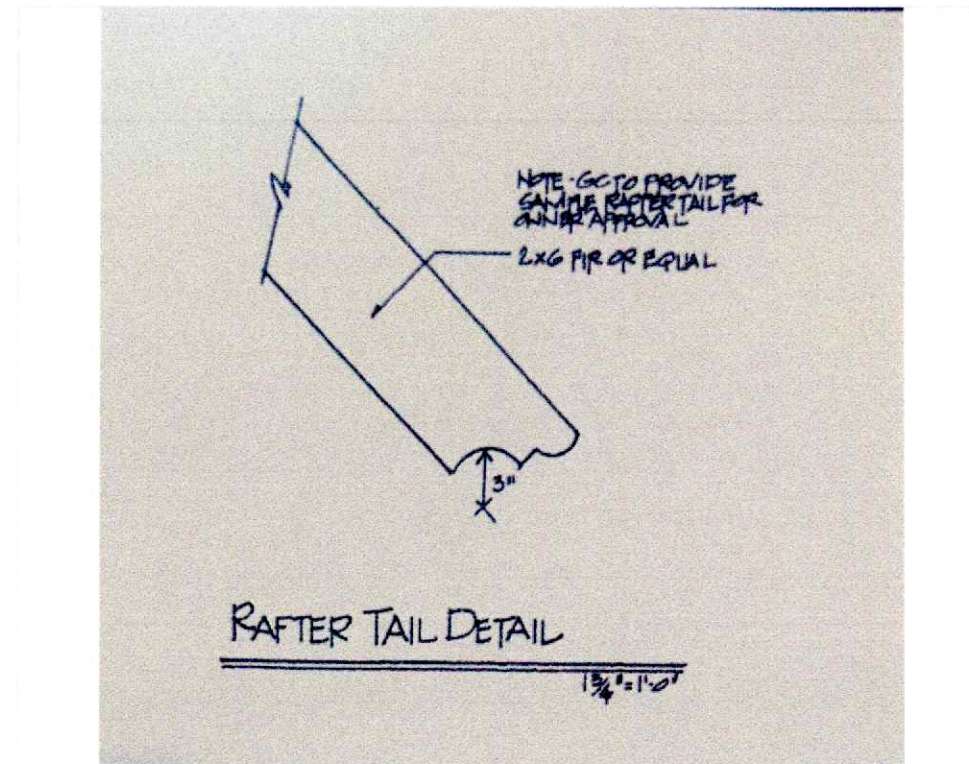
Azek Beadboard Reversible White PVC Trim 1/2" x 6" x 18'

Dimensions: 1/2" x 6" x 18'

Porch Ceiling

Exterior

Room: Exterior

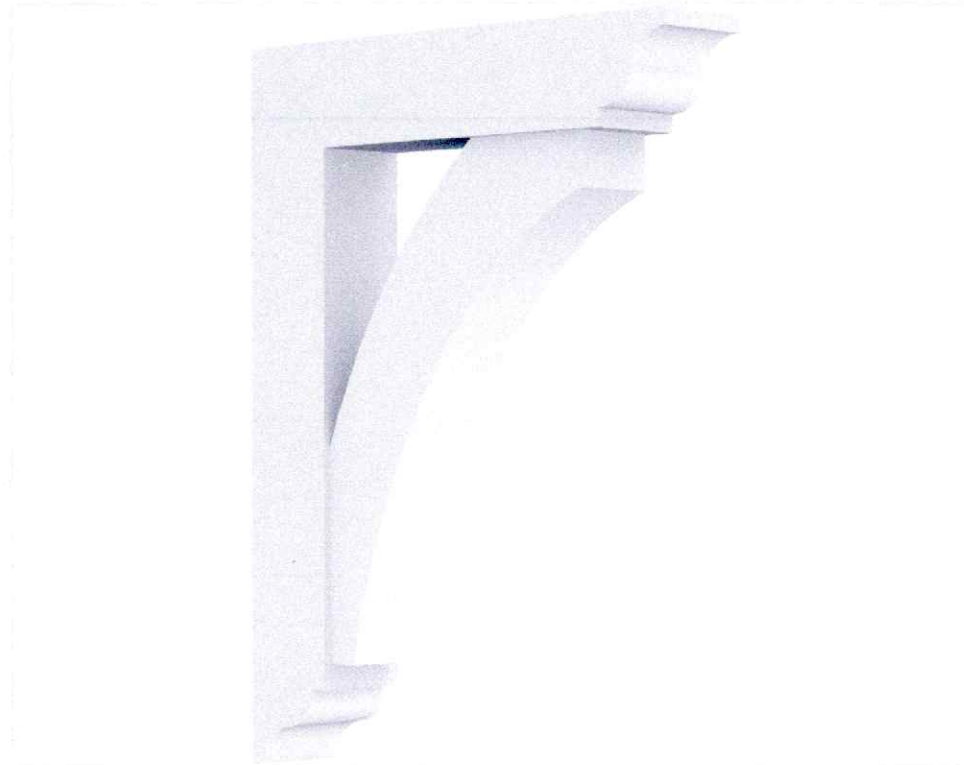


IMG_9244

2x6 Rafter Tail Detail; Front & back porch only

Exterior

Room: Exterior



3"W X 18"D X 24"H STANDARD THORTON ARCHITECTURAL GRADE PVC BRACKET WITH TRADITIONAL ENDS

Exterior Brackets

Exterior

Room: Exterior



RAL2110B Bottom Railing

Exterior

Room: Exterior



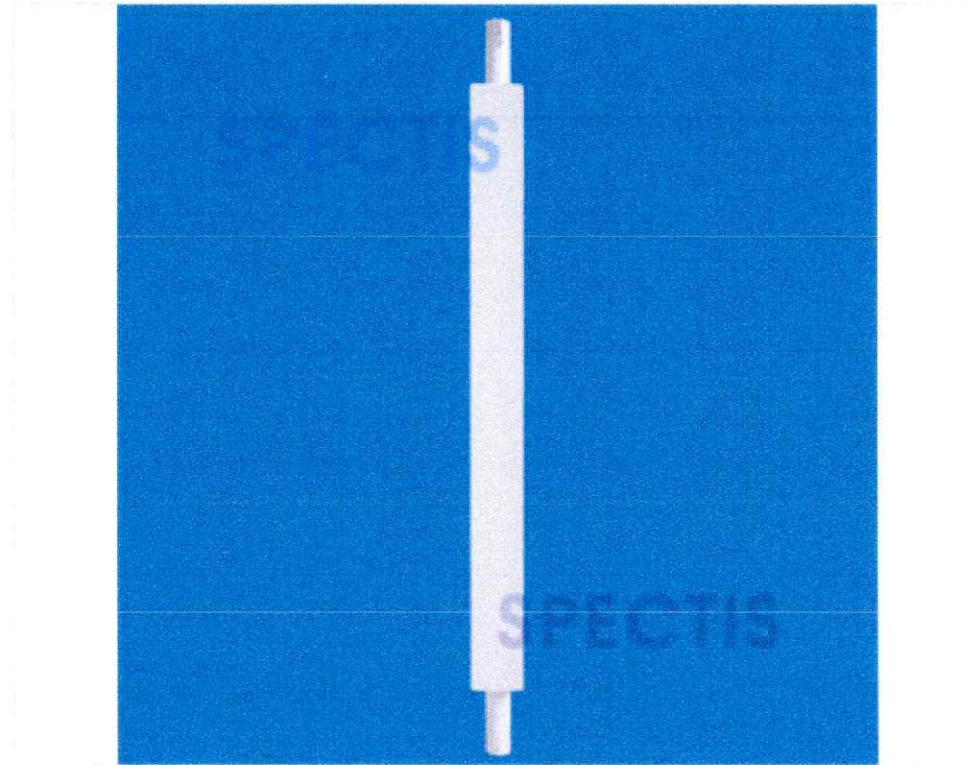
Newel Post

Dimensions: 5 1/2" sq.

5 1/2" sq. newel post

Exterior

Room: Exterior



Porch Rail Baluster

1 3/4" Baluster

Exterior

Room: Exterior



Top Railing

Spectis high density polyurethane