



Certificate of Appropriateness Application Renovation

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

planningtech@capecharles.org

Revised 12/2024

Taxes	✓ Pd RS
Violations	NA
pd cc Fee	\$150
Decision	HDRB

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

Minor Exterior Work* is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

Major Exterior Work: is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, and any major or minor work not eligible for administrative review must be reviewed and approved* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

Note: A pre-application meeting is available upon request prior to submitting this application.

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- ☒ A) Zoning Clearance Application ☒ B) Photos of existing condition ☒ C) Owner Permission Affidavit
☒ D) Payment of COA Fee (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)
☐ E) Site Plan/Survey ☒ F) Material Specifications ☐ G) Tree Permit Application

Owner signature: _____

Date: _____

PART 2: PROPERTY INFORMATION

Property Address: 114 Fig Street

Tax Map #: 83A4-3-3

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: Donny + Pollie Bickley

Mailing Address: 282 Tennis Dr. Charlotteville VA 22901

Phone Number: 434 962 0707

Email: _____

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Eric Adams

Mailing Address: 29511 Seaside Rd. Cape Charles VA 23310

Phone Number: 434 963 5510

Email: AdamsHomeRenovations@yahoo.com

PART 5: PROJECT INFORMATION – Describe in detail proposed work.

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

*SCREEN PORCH ADDITION TO REAR DECK***PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

☐ Addition ☐ Doors ☐ Windows ☐ Masonry ☒ Porch ☒ Roofs ☐ Siding ☐ Steps/Stoop & Railings
☐ Trim Work ☐ Fence or Wall ☐ Partial demolition ☐ Hardscaping ☐ Appurtenances ☒ Other: *Screen Porch*

A. ADDITION ☒ Not applicable**SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories: _____ Building height: _____ Footprint: _____ Gross square footage: _____

Complete all sections below that apply to your addition and supply elevation drawings.

B. ROOF☐ Not applicable**SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: ☒ New ☐ Repair % of roof structure _____ ☐ Reroofing: In kind _____ Different in style or material _____
☐ Add/Repair Gutters and downspouts ☐ Solar Panels ☐ Other Solar Installation

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: <i>RED TUFF Rib 14" x 20'</i>
Existing Material: _____	Proposed Material: <i>METAL</i>
Pitch: _____	Pitch: <i>4/12</i>
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work: _____	Proposed Work: _____
Proposed Material: _____	Proposed Material: _____
Other / Additional Notes: _____	

C. DOORS☐ Not applicable**SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: *2* Removed: _____
 Repaired: _____ Replaced: In kind _____ Different in style or material *2 WOOD SCREEN DOORS*

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: Complete a separate Section C for each door being modified.	Work to be completed:
Original to the home: ☐ Yes ☐ No ☐ Not Sure	☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material: _____	Proposed Material: <i>WOOD</i>
Dimensions: Width _____ Height _____	Dimensions: Width <i>3'</i> Height <i>80"</i>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): _____	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <i>SCREEN DOOR</i>

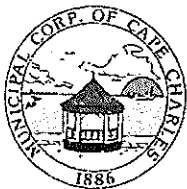
Indicate the reason for change:

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Existing Material: _____	Proposed Material: _____
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: _____	Proposed Material: _____
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: _____	Proposed Material: _____
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material: _____	Proposed Material: _____
Indicate the reason for change: _____	
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
New materials should match the historic material, composition, shape, size, and other visual qualities.	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☒ Repair/Add Screening ☐ Flooring = ☐ Alter ☐ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair ☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair	
Location (Attach pictures for all work including existing and proposed; Survey may be requested): _____	
FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____ Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Proposed
Existing Material: _____	Proposed Material: _____
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Proposed
Existing Material: _____	Proposed Material: <u>PINE Tongue & groove</u>
COLUMNS	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Proposed
Existing Material & Design: _____	Proposed Material & Design: <u>4x4 FIR + 6x6 PINE</u>
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: <u>7'8"</u> Width: _____ Diameter: _____
CONTINUE COMPLETING THIS SECTION ON PAGE 4	

BALUSTRADE	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:
SCREENING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: ☒ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material: <i>F. berglase screen</i>
SKIRTING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach pictures; Survey may be requested):	
Number of Steps to be: Repaired Replaced Altered	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Rise: Run: Tread Width:	Dimensions: Rise: Run: Tread Width:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Stoop to be: Repaired Replaced Altered	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: Repaired Replaced Altered	
Location (Attach pictures; Survey may be requested):	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. SIDING ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing Material:		Proposed Material:	
Dimensions: Thickness:	Width:	Dimensions: Thickness:	Width:
Indicate the reason for change, e.g., underlying material condition, rot:			
H. TRIM WORK ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Trim		Proposed Trim	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Material:	
Dimensions: Width:	Height:	Dimensions: Width:	Height:
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design):			
I. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			
J. HARDSCAPING ☒ Not applicable SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Location (Attach Site Plan/Survey & pictures):			
☐ Driveway:	Length:	Width:	Materials:
☐ Walkway:	Length:	Width:	Materials:
☐ Other Paving:	Length:	Width:	Materials:

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ____ ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:
L. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach Site Plan/Survey & pictures):	
☐ Deck:	Length: Width: Materials:
☐ Patio:	Length: Width: Materials:
M. APPURTENCES ☒ Not applicable SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach Site Plan/Survey & pictures):	
☐ New ☐ Repair ☐ Replacing ☐ Other:	
Outdoor Shower:	☐ Enclosed Length: Width:
Material:	Foot Pad Material:
Other, describe:	
Dimensions:	Material
Other:	
Dimensions:	Material
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: _____	Date: <u>Aug 27 2025</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



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: **114 Fig Street**

Tax Map #: **83A4-3-3**

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Mary and Donald Bickley**

Mailing Address: **282 Tennis Drive, Charlottesville, VA 22901**

Phone Number: **434 962-0707**

Email: **Seaville4465@gmail.com**

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

Addition of a screened in porch on 114 Fig street house

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: **Eric Adams**

Mailing Address: **29511 Seaside Rd, Cape Charles Va 23310**

Phone Number: **434 953-5510**

Email: **adamshomerenovations@yahoo.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: *[Signature]*

Date: 8/28/2025

State of Virginia

County of Albemarle

The foregoing instrument was acknowledged before me this

28 day of August, 2025, by Donald Wayne Bickley (name of person acknowledged)

Signature of Notarial Officer: *[Signature]*

Notary Registration number: 7560976

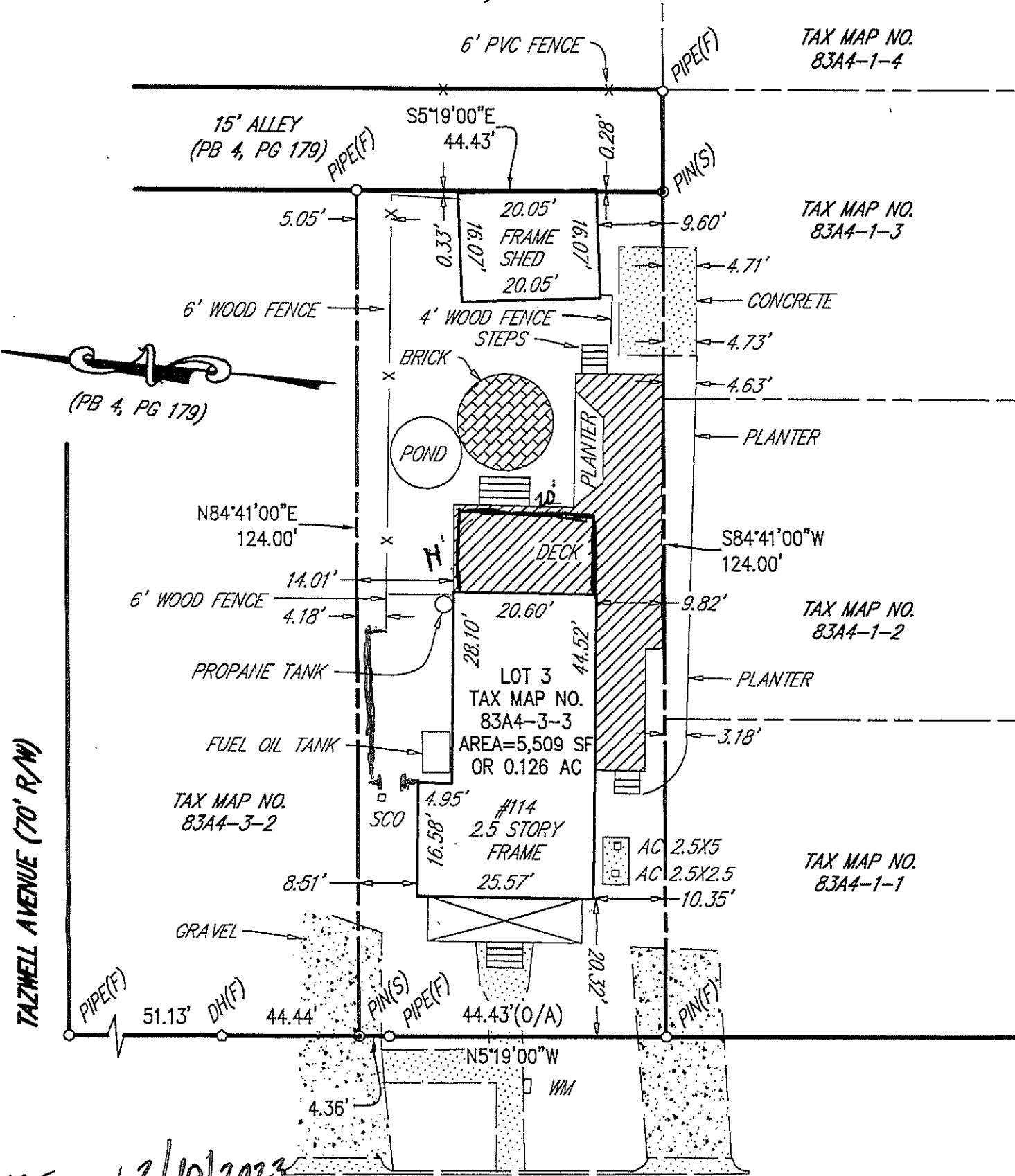
My commission expires: April 30, 2029



Siobhan Williams
Commonwealth of Virginia
Notary Public
Commission No. 7560976
My Commission Expires 4-30-2029

THIS IS TO CERTIFY THAT ON NOVEMBER 5, 2021, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

MSA, P.C.



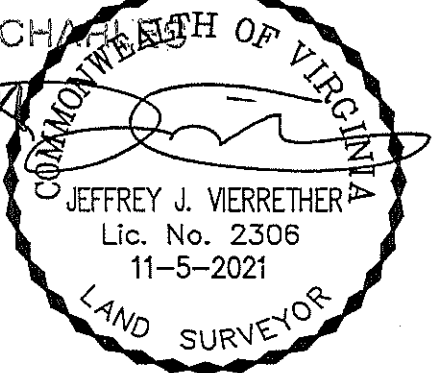
APPROVED

Kate H. Hys 12/10/2023

TOWN PLANNER / ZONING ADMINISTRATOR

TOWN OF CAPE CHARLES

Fence Addition Only.



PHYSICAL SURVEY OF LOT 3 (PB: 4, PG 179) TAX MAP NO.: 83A4-3-3 NORTHAMPTON COUNTY, VIRGINIA FOR CHESAPEAKE PROPERTIES

MSA, P.C.

Environmental Sciences • Surveying Civil & Environmental Engineering

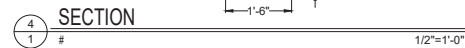
5032 Rouse Drive, Suite 200 Virginia Beach, VA 23462-3764 757-490-9264 | www.msaonline.com

- NOTES:
1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.
 2. THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE X AS SHOWN ON PANEL 0285F OF THE FLOOD INSURANCE RATE MAPS FOR THE TOWN OF CAPE CHARLES, COMMUNITY NO.: 51131G, DATED MARCH 2, 2015. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY/COUNTY INDICATED. MSA, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.
 3. CURRENT OWNER PER NORTHAMPTON COUNTY TAX ASSESSOR IS JOHN D. JR. & CLELIA C. SHEPPARD, SOURCE OF TITLE: (INST. NO. LR17 1829)
 4. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES OR ANY UNDERGROUND STRUCTURE NOT OBSERVED DURING THE COURSE OF THE SURVEY.

DWN BY: CJS FB: 723, PG 19

JOB# 21252 SCALE: 1" = 20'

GOVERNING CODE: VARC 2021
BUILDING RISK CATEGORY: I
LIVE LOADS (PSF):
20 ROOF
SNOW LOADS:
Pg 30 Pg: GROUND SNOW LOAD (PSF)
WIND LOAD:
V 130 : BASIC WIND SPEED
IEposure C WIND EXPOSURE



7-14-25
 GEORGE N. ALLMAN III
 Lic. No. 0402046757
 George N. Allman
 PROFESSIONAL ENGINEER
 COMMONWEALTH OF VIRGINIA

SHEET:
1 OF 2

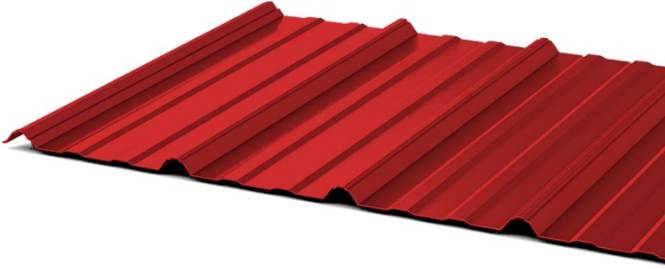
114 Fig Street Existing Conditions





114 Fig Street Materials List

Roof: MasterRib 28 ga. Metal Panel – 45-year warranty



Columns: 4x4 Douglas Fir Timber – S4S (3-1/2" x 3-1/2" x 4')



Ceiling: 7-1/4" x 8' Pine Tongue and Groove Wall Plank



Door: Solid Pine 32" x 80" Fiberglass Screen



Screening: Aluminum