

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

Violations

Fee

Decision

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: 9/21/2025

PART 2: PROPERTY INFORMATION

Property Address: 600 Monroe Ave Cape Charles, VA 23310

Tax Map #: 83A3-1-350

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: Marc Callington + Sofia Shea

Mailing Address: 2001 Castlebridge Rd Midlothian, VA 23113

Phone Number: (703) 868 6810

Email: sofiashea@hotmail.com

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: Philpot Construction LLC Jesse Philpot

Mailing Address: PO Box 21 Eastville, VA 23347

Phone Number: (757) 678 2887

Email: jessephilpot@gmail.com

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

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

Enclose back porch by constructing 2 walls approx 8' long. One wall will have a vinyl casement window to match existing. The other wall will have a prehung exterior door. The siding will be 5" reveal lap siding.

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:

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:
Existing Material:	Proposed Material:
Pitch:	Pitch:
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes: Repair missing shingles	

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: ☒ Removed: _____
Repaired: _____ Replaced: In kind _____ Different in style or material _____

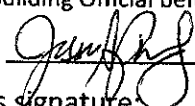
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

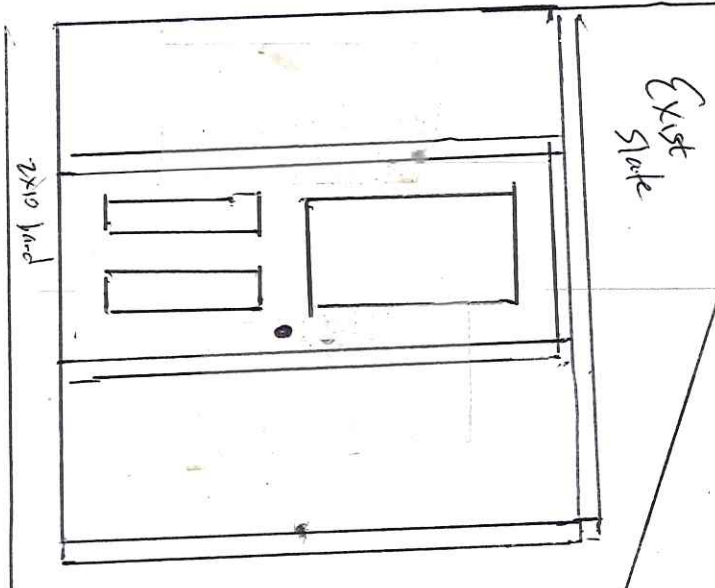
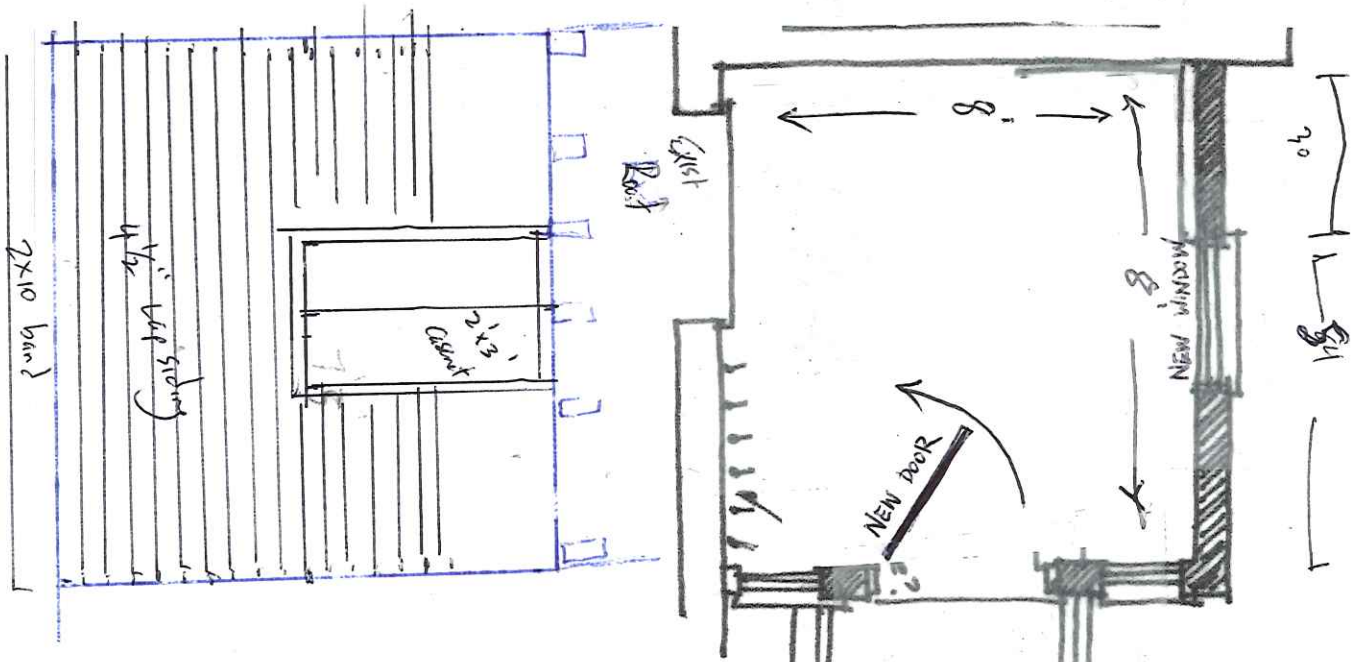
Existing Door	Proposed Door
Door 1: Complete a separate Section C for each door being modified. Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material:	Proposed Material: Fiberglass painted
Dimensions: Width _____ Height _____	Dimensions: Width 32 Height 80
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): 1/2 lite with 2 panel below
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: <u>1</u> 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 <u>Casement - Single sash</u>
Width: _____ Height: _____ Depth: _____	Width: <u>24</u> Height: <u>36</u> Depth: <u>2</u>
Existing Material: _____	Proposed Material: <u>Vinyl</u>
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: <u>31</u> Thickness: <u>1 1/2</u> Depth: <u>1 1/2</u>
Existing Material: _____	Proposed Material: <u>PVC</u>
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: <u>3 1/2"</u> Height: _____ Depth: <u>1"</u>
Existing Material: _____	Proposed Material: <u>PVC</u>
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: _____
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design: _____	Proposed Material & Design: _____
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____
CONTINUE COMPLETING THIS SECTION ON PAGE 4	

BALUSTRADE N/A	
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 N/A	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
SKIRTING - NO CHANGE	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material: <u>treated wood</u>	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): <u>NO CHANGE TO STEPS</u>	
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 NO CHANGE TO STOOP	
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 <u>1</u> Replaced Altered	
Location (Attach pictures; Survey may be requested): <u>Side of steps</u>	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Proposed
Existing Material: <u>Treated 2x4 wood</u>	Proposed Material: <u>SAME - TREATED WOOD</u>
Existing Dimensions: Height: <u>30"</u> Width: <u>4"</u> Diameter: <u>2x4</u>	Proposed Dimensions: Height: <u>36"</u> Width: <u>4</u> Diameter: <u>2x4</u>
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
<u>Existing railing too short - Replace with same material, Add spindles, Add railing on other side of steps</u>	

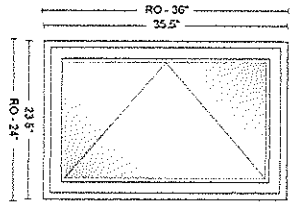
G. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☒ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures): <u>2 walls</u>			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☒ No ☐ Not sure			
Existing Material: <u>5" wood lap siding</u>		Proposed Material: <u>5" wood lap siding</u>	
Dimensions: Thickness: <u>1/2"</u> Width: <u>5</u>		Dimensions: Thickness: <u>1/2"</u> Width: <u>5"</u>	
Indicate the reason for change, e.g., underlying material condition, rot: <u>Changing/Replacing because of new framing underneath, new siding will cover floor to ceiling</u>			
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): <u>2 walls</u>			
Existing Trim		Proposed Trim	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure			
Existing Material: <u>1x4 wood painted + unpainted</u>		Proposed Material: <u>PVC Painted white</u>	
Dimensions: Width: <u>4</u> Height: <u>4</u> Depth: <u>1</u>		Dimensions: Width: Height: <u>10"</u> Depth: <u>1</u>	
Style / Design: <u>square trim</u>		Style / Design: <u>square trim</u>	
Reason for repair or alteration (change of material or design): <u>Replacing existing so that new trim can cover all framing</u>			
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: <u></u>	Date: <u>9/24/2025</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



Add rails to code
both ends of steps

7'2"



<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>	<u>Unit Price</u>	<u>Ext. Price</u>
400	1	Left	None Assigned	\$484.51	\$484.51
RO Size: 24" x 36"					
Unit Size: 23 1/2" x 35 1/2"					

100CS2030, Unit, 100 Series Single Casement-CW, Enhanced Performance, 1 3/8" Setback, White Exterior Frame, White Exterior Sash/Panel, w/White Interior Frame, w/White Interior Sash/Panel, Left, Hinge with Wash Mode, Dual Pane Low-E Standard Argon Fill Stainless Glass / Grille Spacer, Folding, 1 Sash Locks White, Corrosion Resistant Hardware, White, Full Screen, Fiberglass

Insect Screen 1: 100 Series Single Casement-CW, 100CS2030 Full Screen Fiberglass White							
Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.28	0.28	NO	A1	11.3970	29.8060	2.35900

SUB-TOTAL:	\$2,197.42
FREIGHT:	\$0.00
LABOR:	\$0.00
TAX:	\$138.44
TOTAL:	\$2,335.86

CUSTOMER SIGNATURE _____ DATE _____

* All graphics as viewed from the exterior. ** Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

Thank you for choosing Andersen Windows & Doors

Quote Form



ONANCOCK BLDG SUPPLY - EASTVILLE
5254 NEWMAN LANE
EASTVILLE VA 23347
767-678-5335



Project Information (ID #9646954 Revision #14103414)

[Hide](#)

Project Name: Quick Quote
Customer: Jesse Philpot
Contact Name: Jesse Philpot
Phone (Main):
Phone (Cell): 757-678-2887
Customer Type:
Terms:

Quote Date: 9/24/2025
Submitted Date:
PO#: QQ000
Sales Rep Name: Andrew Greene
Salesperson:

Delivery Information

[Hide](#)

Shipping Contact: Jesse Philpot
Shipping Address:
City:
State:
Zip:

Comments:

Unit Detail

[Hide All Configuration Options](#)

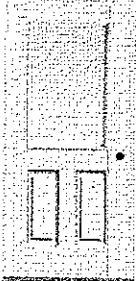
Item: 0001: Ext 32" x 80" S206-LE LHI 4 9/16" Ultra Jamb

Location:

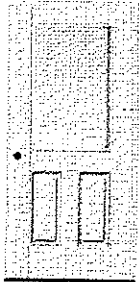
Quantity: 1

Smooth Star 32"x80" Single Door

709.03



Exterior View



Interior View

Configuration Options [Hide](#)

- **Product Category:** Exterior Doors
- **Manufacturer:** Reeb - Smooth Star
- **Product Material:** Smooth Star Fiberglass
- **Material Type:** Smooth Star
- **Product Type:** Entry
- **Brand:** Therma-Tru
- **Configuration (Units viewed from Exterior):** Single Door
- **Reeb Finish:** No
- **Slab Width:** 32"
- **Slab Height:** 80"
- **Product Style:** 1/2 Lite
- **Glass Type:** Clear
- **Glass Style:** Clear

