



Certificate of Appropriateness Application Renovation

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

planningtech@capecharles.org

RECEIVED
1/25

Revised 12/2024

Taxes	✓ Pd RS
Violations	NA
pdcc 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: *Richard M. Burger*

Date: *8/26/25*

PART 2: PROPERTY INFORMATION

Property Address: *550 Madison Avenue, Cape Charles, VA*

Tax Map #: *83A3-1-256*

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

Zoning District: *R1*

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *Richard & Susan Burger*

Mailing Address: *550 Madison Ave. Cape Charles, VA 23310*

Phone Number: *410 371 0468*

Email: *richburger530@gmail.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:

Mailing Address:

Phone Number:

Email:

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

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

Replacement of rotting wooden front porch posts & vinyl railings. Posts will be replaced with squared, not tooled, wood posts. Vinyl railings will be replaced with squared, not tooled, vinyl balustrades. Photos attached of matching porch designs on nearby homes.

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:	

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:
Dimensions: Width ____ Height ____	Dimensions: Width ____ Height ____
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

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:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design: <i>Wood - Tooled</i>	Proposed Material & Design: <i>Wood - Square</i>
Existing Dimensions: Height: <i>8'11"</i> Width: <i>5.5"</i> Diameter: <i>16 Tooled 22 square</i>	Proposed Dimensions: Height: <i>8'11"</i> Width: <i>5.5"</i> Diameter: <i>22 square</i>
CONTINUE COMPLETING THIS SECTION ON PAGE 4	

BALUSTRADEExisting Condition: ☐ Original ☒ Not Original ☐ Not Sure

Proposed

Existing Material: *Vinyl*Proposed Material: *Vinyl*Existing Dimensions: Height: *39"* Width: *3 1/2"* Diameter: *X*Proposed Dimensions: Height: *39"* Width: *3 1/2"* Diameter: *X*Existing Style / Design: *Tooled*Proposed Style / Design: *Squared***SCREENING**Existing Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material:

SKIRTINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material:

If replacing any item above, indicate the reason for replacement:

Rotting Columns, weathered railings/balustrade/spindles

If altering any item above, describe any proposed change (material, size, etc.):

*Material remains the same. Columns, balustrade/railings squared to conform with neighboring homes***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: *Vinyl*Proposed Material: *Vinyl*Existing Dimensions: Height: *39"* Width: *3 1/2"* Diameter: *X*Proposed Dimensions: Height: *39"* Width: *3 1/2"* Diameter: *X*Existing Style / Design: *Tooled*Proposed Style / Design: *Squared*

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

To match railing/balustrade/spindles on deck - see above 64" length on each side of steps

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:
Depth:		Depth:	
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:

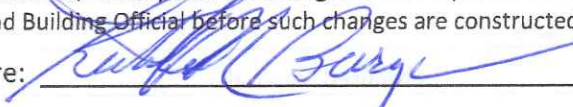
K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure _____ ☐ Replace In kind _____ ☐ Different in style or material _____	
Location (include survey showing location, setbacks, and height)	
Existing Material:	Proposed 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: <u></u>	Date: <u>8/26/25</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	

Photo Documentation for Repairs/Replacement of Front Porch Columns and Railings at 550 Madison Avenue

550 Madison, Front View



Rotting Porch Columns: Left, Left Center, Right Center



554 and 546 Madison. Please note square columns and square railing/balustrade posts. *+ spindles*



548 Madison. Tooled support columns, but squared railings/balustrade posts. *+ spindles*



W & K Construction, LLC.
Wayne Reed
3191 Main Street - P.O. BOX 1335
Exmore, VA 23350

W & K INVOICE

Invoice#

Bill To:
RICHARD
550 MADISON AVE
CAPE CHARLES, VA 23310

Invoice Date: 9/5/2025
Due Date: 9/5/2025

#	Description	Qty	Price	Amount
1	STEP1- REMOVE EXISTING POSTS AND HANDRAILS ON FRONT PORCH BY HEADING OFF CORNERS AND JACKING THEM UP TO REMOVE THE OLD POSTS	1	1666.66	1666.66
2	STEP2- ONCE POSTS ARE OUT THE WAY AND HANDRAILS WE WILL INSTALL 6X6 PRESSURE TREATED POSTS IN PLACE THEN LOWER THE ROOF LINE BACK DOWN TO SIT ON THEM PROPERLY	1	1666.66	1666.66
	STEP3- ONCE POSTS ARE IN WE WILL WRAP THEM WITH A PREPARED DRIED KILNED BOARDS TO A FINISH AND ONCE THATS DONE WE WILL INSTALL NEW PVC HAND RAIL SYSTEM	1	1666.66	1666.66
	LABOR AND MATERIALS INCLUDED	1	0	0.00
			Sub Total	4999.98
			Total	\$4999.9

Contact Information

Cell Phone: (757) 678-2185 E-mail: Waynereed46@gmail.com

THANK YOU FOR YOUR BUSINESS!

& Conditions

Checks payable to W & K Construction, LLC

Call A
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