



Tree Removal Permit Application

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

Revised 07/2023

Taxes	✓ PARS
Violations	NA
Permit Fee	6541.80.00
Decision	

Budget Code: MISPL 100-3100-1070

If the tree(s) is in the VDOT right-of-way, the grassy space between the sidewalk and the street, written permission from the VDOT District Engineer is required. Contact Dale.Pusey@vdot.virginia.gov and cc: planningtech@capecharles.org and planningadmin@capecharles.org

If the tree(s) is interfering with the power lines, contact ANEC Helpline 757-787-9750

PART 1: APPLICATION NOTES

This form is used to request the removal of trees located in the Cape Charles Historic District when **not** associated with a development plan or construction or modification to a Resource Protection Area.

Cape Charles has been recognized by the Arbor Day Foundation as a Tree City USA. This honor came about due to an ongoing commitment to the protection and preservation of our urban forest through ordinance and enforcement. Trees in our community help absorb the sounds of traffic by 40%; reduce temperatures in the summer by about 7 degrees; reduce energy costs up to 25% by shading buildings and protecting them from winter winds; and help mitigate the effects of climate change. Our Ordinance calls for a minimum of 20% tree canopy on residential lots and 10% on lots zoned for commercial or industrial use. **The tree removal fee is \$20/tree.** This Permit will be valid for 1 year to allow for replanting during the appropriate season.

In addition to the information required in this application, all items from this checklist must be submitted before it can be evaluated.

☒ Photos of existing tree

☒ Site Plan/Survey showing existing trees and proposed changes

Owner signature:

Robert Sumins

Date: 8/28/25

PART 2: PROPERTY INFORMATION

Property Address: 520 Strawberry St Cape Charles VA 23310

Tax Map #: 83A1-8-F

Zoning District: R-1

Current use: Empty lot

Proposed use: Build home

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

If owner is not the applicant, an Owner's Permission Affidavit must be attached. ✓

PART 4: APPLICANT INFORMATION

Name and/or Company: Coastal Craftsman Builders, LLC

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

Phone Number: _____ Email: Coastalcraftsmanbuilders@gmail.com

(1) VDOT tree (4) TCC trees **PART 5: PROJECT INFORMATION** (5) trees removed

Location ¹ :	Common name	# of trees to be removed	Diameter at 4.5 feet for each tree	Approximate height of each tree
Front Yard	(1) <u>Black Cherry</u>	(1)	<u>4'-5' +</u>	<u>60'</u>
Rear Yard	(3) <u>Mulberry</u>	(1)	<u>4'-5' +</u>	<u>60'</u>
	<u>Sugarberry</u>	(1)	<u>4' +</u>	<u>60'</u>
	<u>Chinese Privet</u>	(1)	<u>4' +</u>	<u>60'</u>
Left Side				
Right Side				

¹ Locations are as seen when looking at the front of lot (1) VDOT Tree to removed

Please check the box for the activity for which you are requesting approval:

- ☐ Removal of dead, diseased or dying trees or other woodlot management. This requires site inspection and/or potential confirmation by a professional arborist.
- ☐ Substantial trimming due to encroachment upon structures or neighboring property or general maintenance if more than 25% of the tree.
- ☒ Development – to provide space for an accessory structure, addition, deck, driveway, etc. on the lot.

Part 6: GENERAL NOTES

The following items are required for review of this application. Please submit your request directly to staff via email. If you do not have access to email, you may submit a hard copy to the Planning and Zoning Department. Statement of the reasons for seeking a modification of the lot, to include:

- If requesting to remove trees due to hazard reasons, provide the distance from the tree(s) to the structures.
- Color photos of each tree or vegetation stand requested for removal. The photos must: be clear and in focus; show tree tagged with a ribbon, show the canopy and trunk; if citing hazard reasons, show the tree in relation to the structures.

I/We, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents, and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete, and correct information available. I understand that any section not completed in its entirety may delay the processing of this application. I also understand that additional information may be required after the application is submitted.

Applicant's signature: Rolyn Sumner

Date: 8/28/25

Owner's signature: _____

Date: _____

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

Tree Removal

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.

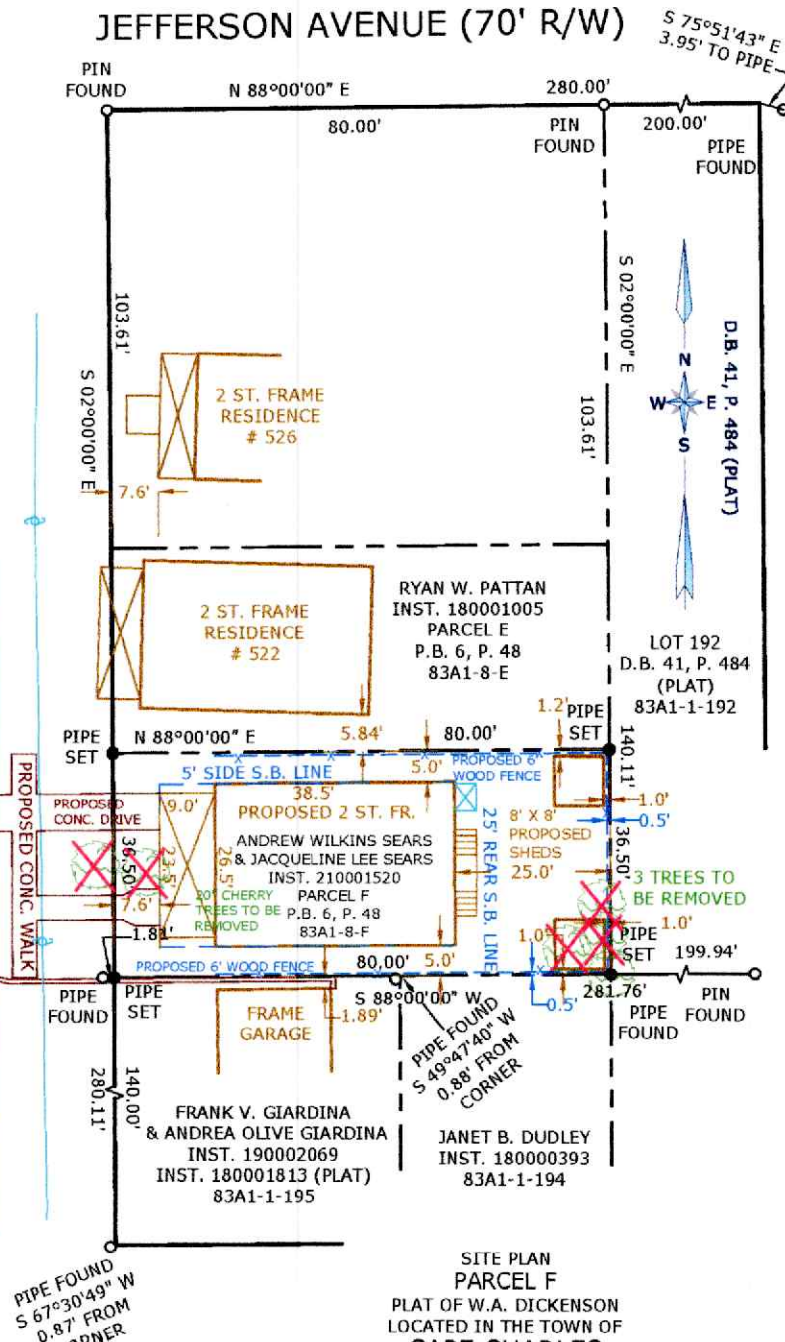


GENERAL NOTES:

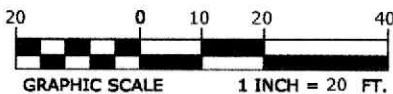
- OWNERS:
ANDREW WILKINS SEARS
& JACQUELINE LEE SEARS
- TAXPARCEL:
83A1-8-F
- SOURCE OF TITLE:
INST. 210001520
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2021 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND 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.
- 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.
- PLAT REFERENCE:
D.B. 41, P. 484 (PLAT)
P.B. 6, P. 48
INST. 180001813 (PLAT)
- AREA: 2,920 SQ. FT.
(0.067 AC.)

(5) Trees to be removed
(1) VDOT

STRAWBERRY STREET (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, (757) 709-3008
Onley, VA. 23418 pointnorthsurveying@gmail.com
DRAWN BY: CROCKETT FIELD BOOK: FILE COPY
BACK TRAY: CROCKETT PROJ. NO: 21107A

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.



1. OWNERS:
ANDREW WILKINS SEARS
& JACQUELINE LEE SEARS

3. SOURCE OF TITLE:
INST. 210001520

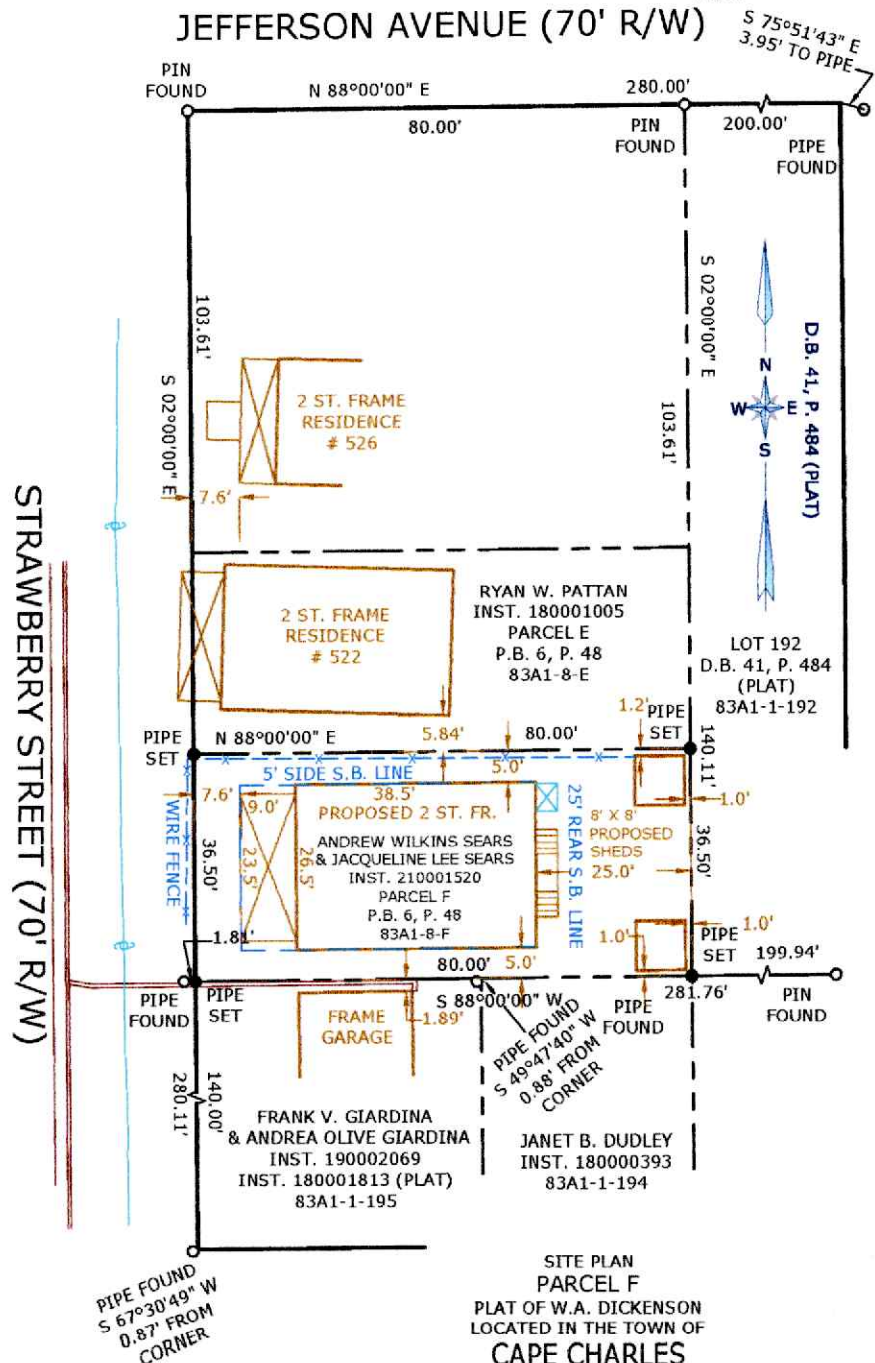
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2021 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

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.

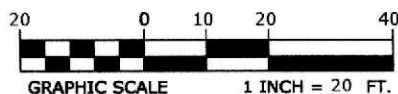
6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15 , THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.

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.)



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, (757) 709-3008

Onley, VA. 23418 pointnorthsurveying@gmail.com

DRAWN BY: CROCKETT	FIELD BOOK: FILE C
BACK TRAV: CROCKETT	PROJ. NO: 21107A

BACK TRAV: CROCKETT	PROJ NO: 21107A
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(1) front view
Black Cherry
approx. diameter & height:
W: 4-5' +
H: 60' H



45' W
60' H

Black Cherry back view
approx. diameter & height:

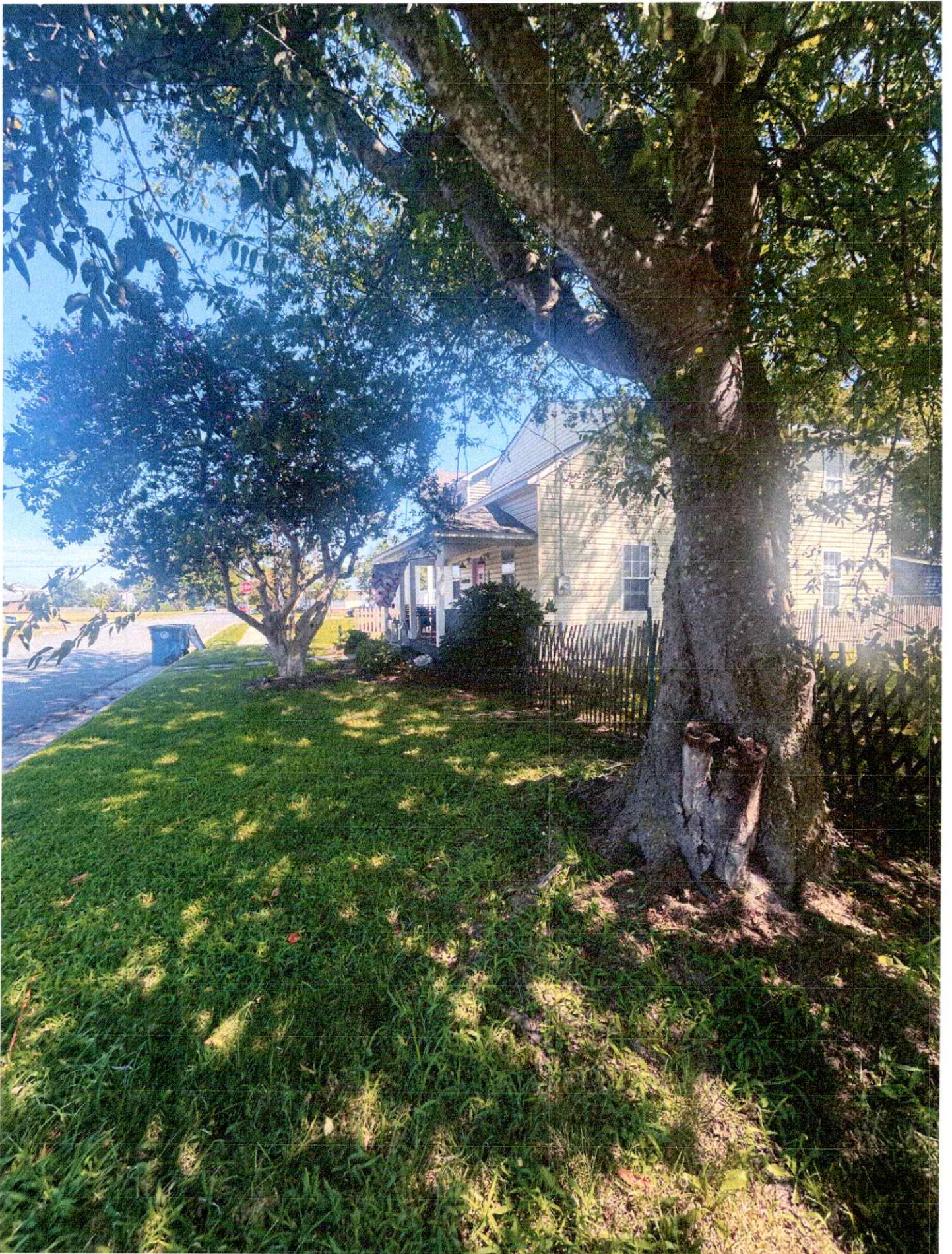
3 trees to be removed

(1) Mulberry

(1) Sugarberry

(1) Chinese Privet





VDOT tree to be
removed