



Certificate of Appropriateness Application Renovation

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31
planningtech@capecharles.org

Revised 11/2025	
Taxes	Paid
Violations	NA
Fee	\$500
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: 2-1-2026

PART 2: PROPERTY INFORMATION

Property Address:	Tax Map #:
Is there an active Certificate of Appropriateness on this property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____ Date	Zoning District: CR

PART 3: PROPERTY OWNER INFORMATION

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.)

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

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

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): *on front facade over proposed porch*

Existing Roof	Proposed Roof
Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <i>add. 9'</i>
Existing Material: <i>Asphalt Architectural Shingles</i>	Proposed Material: <i>Asphalt Architectural Shingles</i>
Pitch: <i>same</i>	Pitch: <i>4/12 Shed roof</i>
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work: <i>add roof over new porch</i>
Proposed Material:	Proposed Material: <i>Asph. trim / asphalt architectural shingles</i>
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: *1*
 Removed: _____
 Relocate: *1*
 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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input checked="" type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Existing Material: <i>WOODS</i>	Proposed Material: <i>Vinyl 1 1/2" x 1 1/2"</i>
Dimensions: Width <i>12'</i> Height <i>12'</i>	Dimensions: Width <i>6'</i> Height <i>8'</i> 96
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <i>See photo - garage door</i>	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <i>no panes</i> Jam depth <i>4 1/2" to 8.56 inches</i>

Indicate the reason for change: *RV Door, doesn't lock or stay closed*

relocate 36" wide door x 6'8" along long part OF EAST side, see photo.

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: 2 1 Removed: - relocated 1

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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input checked="" type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced <u>Window 1</u>
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>Double Hung Sash 6/6</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>1/1 Transom on West Side</u>
Width: <u>3'</u> Height: <u>5'</u> Depth: <u>3 1/2"</u>	Width: <u>5'</u> Height: <u>12"</u> Depth: <u>3 1/2"</u>
Existing Material: <u>Vinyl</u>	Proposed Material: <u>Vinyl</u>
Sill: Length: _____ Thickness: <u>1 1/2"</u> Depth: <u>3"</u>	Sill: Length: _____ Thickness: _____ Depth: <u>1 1/2"</u>
Existing Material: <u>Vinyl</u>	Proposed Material: <u>Vinyl</u> <u>4 9/16"</u>
Casing / Trim: Width: <u>6"</u> Height: _____ Depth: <u>3 1/2"</u>	Casing / Trim: Width: _____ Height: _____ Depth: <u>3 1/2"</u> <u>3 1/2"</u>
Existing Material: <u>Vinyl</u>	Proposed Material: <u>Vinyl</u>
Shutters: Original: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material: _____	Proposed Material: _____
Indicate the reason for change: <u>Relocate window</u>	<u>Add Transom for light inside</u>

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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: <u>Doesn't exist</u>	Proposed Material: <u>parsed concrete w/ porcelain paver floor</u>
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: <u>16</u> Width: <u>10</u> Depth: <u>12" High</u>

CEILING

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: <u>Doesn't exist</u>	Proposed Material: <u>Ship lap Cedar</u>

COLUMNS

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design: _____	Proposed Material & Design: <u>Treated Lumber w/ AZEK</u>
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: <u>9'</u> Width: <u>6"</u> Diameter: <u>6"</u>

CONTINUE COMPLETING THIS SECTION ON PAGE 4

BALUSTRADE	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
SKIRTING	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> 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 <input type="checkbox"/> 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 2 ADDED	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: Doesn't Exist	Proposed Material: 5' wide Treated Lumber
Dimensions: Rise: Run: Tread Width:	Dimensions: Rise: 6" Run: 12" Tread Width: 5"
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Adding 2 STEPS b/c had to raise Floor inside 12" to accommodate plumbing	
Stoop to be: Repaired Replaced Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	
Existing Material: <i>Hardy Board</i>	Proposed Material: <i>Hardy Board to match</i>
Dimensions: Thickness: <i>5/16"</i> Width: <i>5" exposure</i>	Dimensions: Thickness: <i>5/16"</i> Width: <i>5" exposure</i>

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: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material: <i>Hardy Board / Azek</i>	Proposed Material: <i>Azek 3 3/4"</i>
Dimensions: Width: Height: Depth:	Dimensions: Width: Height: <i>96"</i> Depth: <i>4 1/2"</i>
Style / Design:	Style / Design:

Reason for repair or alteration (change of material or design):
Add slide door to replace EV garage door

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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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	<input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> 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):

<input type="checkbox"/> Driveway:	Length:	Width:	Materials:
<input type="checkbox"/> Walkway:	Length:	Width:	Materials:
<input type="checkbox"/> 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: ' DOESN'T EXIST	Proposed Material WOOD
Height: neighbors Have 6"	Height: 6' see photo
Describe the style: full wood fence	Describe the style: Cedar vertical vertical slats

L. DECKS & PATIOS Not applicable **SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach Site Plan/Survey & pictures): also under Section F. STOPS

<input type="checkbox"/> Deck: Length: 15' Width: 10' Materials: Concrete Foundation parged Floor - pavers
<input checked="" type="checkbox"/> Patio: Length: 15' Width: 10' 12" OFF Ground Materials: Columns 6x6 Treated Lumber wrapped in

M. APPURTENCES Not applicable **SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES** *Acck*

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: *[Signature]* Date: 11-30-2026

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:

Tax Map #:

PART 3: PROPERTY OWNER INFORMATION

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

PART 4: REPRESENTATIVE INFORMATION

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



Affidavit for Accessory Dwelling Unit Use

Planning & Zoning Department
 412 Tazewell Avenue
 Cape Charles, VA 23310
 757-331-3259 x24

planningtech@capecharles.org

Revised 11/2025	
Taxes	Paid
Violations	NA
Fee	
Decision	

Budget Code: MISPL-100-3100-1070

Violations Budget Code: PERMZ – 100-3100-1150

PART 1. APPLICATION NOTES

The Property Owner will submit an annual affidavit for Accessory Dwelling use attesting to their acknowledgement, adherence to the zoning code, and that the Accessory Dwelling Unit is in compliance with the Zoning Ordinance Requirements per Cape Charles Zoning Ordinance Article IV Section 4.1 (J).

The following criteria are required for one accessory dwelling to be maintained on a property in the R-1, R-2, R-3, and CR zoning districts, contingent upon approval as a conditional use in Section 4.1:

1. Is the accessory dwelling unit located in an accessory building? Yes No
2. Square footage of main building 1453 Square footage of accessory unit 613
 (Square footage of accessory unit /square footage of main building = Percentage of floor area)
3. Does the accessory dwelling floor area exceed forty-five percent (45%) of the floor area of the main building? Yes No
4. Does the accessory dwelling have no more than one kitchen, one bathroom, and a sleeping area? Yes No
5. Does the accessory building/dwelling differentiate from the single-family dwelling? Does it have the appearance of a single-family dwelling separate from the main dwelling? Yes No
6. Does the accessory dwelling have its own municipality issued trash receptacle? Yes No *2 on site now*

The following conditions must be maintained for an accessory dwelling unit on a property in the R-E, R-1, R-2, and CR zoning districts, contingent upon approval as a conditional use in accordance with Section 4.1:

1. Occupancy characteristics.
 - a. Length of stay – No accessory dwelling unit (ADU) shall be occupied by any person or persons, whether paying a fee for such occupancy or not, for a period less than thirty (30) consecutive calendar days. Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles the owner of the subject lot of record upon which the accessory dwelling unit sits shall provide occupancy documentation and/or information as requested, either verbally or in writing. Failure to do so may result in the revocation by the Cape Charles Town Council of the conditional use status for the accessory dwelling unit according to Section 4.2.G.
 - b. Annual Certifications to be submitted to the Town by March 15 of each year to the Building & Planning Depts.
 - i. An annual affidavit on Town Affidavit Form for Accessory Dwellings attesting to their acknowledgement and adherence to the Zoning Ordinance requirements for ADUs.
 - ii. An annual affidavit on Town Affidavit Form for Safety Compliance for ADUs.
 - iii. If the property owner changes between March 16 and December 31 of the calendar year, the new property owner will be required to submit new affidavits no later than 30 days from the property transfer.
2. Other requirements.
 - a. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
 - b. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.
 - ✓ c. Ensuring adherence to Section 4.5(B)(3)(A)(5) (Table of Parking Standards) using both on and off-street parking areas. Parking shall be considered - Square footage of the main building 1453 and Square footage of accessory unit 613
 - d. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic Overlay.

PART 2: PROPERTY INFORMATION

Property Address:



Tax Map #:



Zoning District:

R-1

R-2

R-3

CR

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: proof of officers for a company who can sign. Owner Affidavit to Represent Required.

Name and/or Company:



Applicant Title:



PART 4: CERTIFICATION OF APPLICANT

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 made. I am providing authorization to the town authorities to enter my properties to confirm the accuracy of the information contained in this application. I have read and agree to the regulations as stated in Zoning Ordinance Article IV Section 4.1 (J).

Zoning Administrator's signature: _____ Date: _____

APPROVED

DENIED - Reason

THIS SURVEY IS BASED ON A PLAT RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE NORTHAMPTON COUNTY, VIRGINIA IN DEED BOOK 41 AT PAGE 484.

THIS IS TO DECLARE THAT I, ON AUGUST 26, 2024, SURVEYED THE PROPERTY SHOWN HEREON. THIS SURVEY COMPLIES WITH THE MINIMUM STANDARDS AND PROCEDURES AS SET FORTH IN 18VAC10-20-380 CODE OF VIRGINIA.

THE BUILDING SHOWN HEREON APPEARS TO LIE WITHIN ZONE X [OTHER AREAS] ACCORDING TO THE FEMA - NFIP COMMUNITY PANEL NUMBER 51131C-0295F, DATED 03/02/2015. 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. CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL TO CONFIRM THE ABOVE INFORMATION. FLOOD ZONE INFORMATION WAS SCALED FROM F.E.M.A. FLOOD MAPS. ALPHATEC SURVEYORS, LTD. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON.

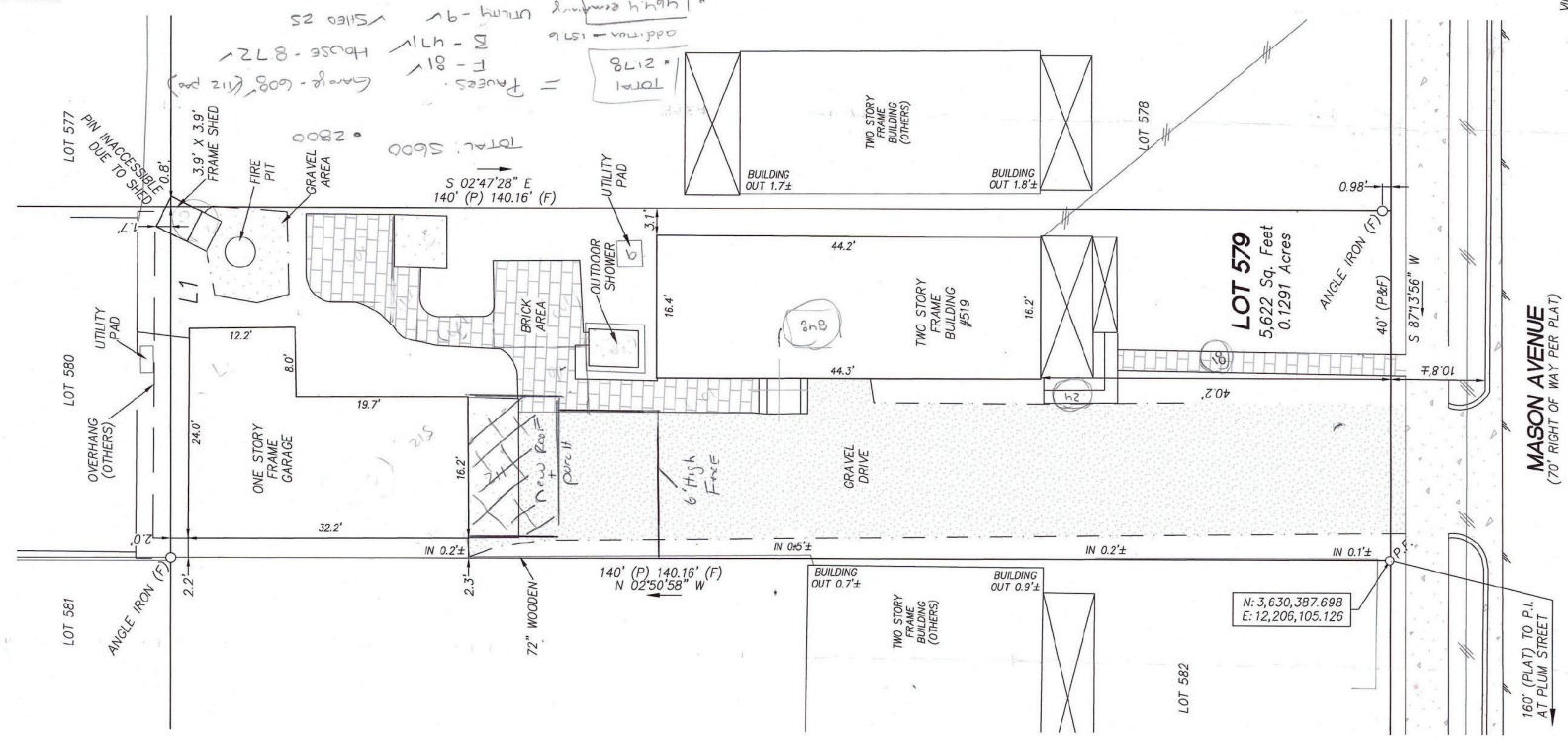
THE SURVEY OF THE PROPERTY SHOWN HEREON WAS PERFORMED WITHOUT BENEFIT OF A CURRENT TITLE REPORT, AND CONSEQUENTLY MAY NOT DEPICT ALL MATTERS AFFECTING THE PROPERTY SHOWN HEREON.

This document, together with the concepts and designs herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Alphatec Surveyors, Ltd. shall be without liability to Alphatec Surveyors, Ltd.

NOTES:

1. ALL BUILDING DIMENSION SHOWN HEREON ARE TO THE EXTERIOR FACE OF THE BUILDING UNLESS OTHERWISE NOTED.
2. ALL VISIBLE FRANCHISE UTILITY APPURTENANCE (I.E. TRANSFORMER, UTILITY BOX, PEDESTAL, ETC.) MAY BE EVIDENCE OF AN EASEMENT.
3. ALL FENCES SHOWN HEREON ARE 36" WOODEN UNLESS OTHERWISE NOTED.
4. ALL FENCE DIMENSION SHOWN HEREON ARE TO THE FACE OF THE FENCE UNLESS OTHERWISE NOTED.
5. RELATIONSHIPS BETWEEN FENCES AND PROPERTY LINES SHOWN HEREON ARE AT THOSE POINTS DEPICTED ONLY.
6. COORDINATES AND METES AND BOUNDS REFER TO THE VIRGINIA COORDINATE SYSTEM OF 1983 - SOUTH ZONE (1994 VIRGINIA HARN) DATUM. ALL DISTANCE SHOWN HEREON ARE GROUND DISTANCE.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 87°13'56" E	40' (P) 40.18' (F)



- LEGEND**
- EDGE OF PAVEMENT
 - CONCRETE CURB AND GUTTER
 - PROPERTY LINE (P)
 - FENCE LINE
 - P.F. PIN FOUND
 - P.I.C. PIN FOUND IN CONCRETE
 - P.F.B. PIN FOUND BENT
 - P.F. PIPE FOUND
 - P.S. PIN SET
 - P.I. POINT OF INTERSECTION
 - CONCRETE
 - UTILITY POLE WITH OVERHEAD WIRES



REVISED: DECEMBER 31, 2025 - REVISED SCALE PER CLIENT'S REQUEST

SHEET 1 OF 1

PHYSICAL SURVEY OF
LOT 579
MAP OF THE TOWN OF "CAPE CHARLES"
 CAPE CHARLES, NORTHAMPTON COUNTY VIRGINIA
 AUGUST 26, 2024 SCALE: 1"=10'
 EXCLUSIVELY FOR



ALPHATEC
 SURVEYORS LTD.
 530 WOODLAKE CIRCLE, SUITE 200, CHESAPEAKE, VA 23320
 TEL.: (757) 963-5261 FAX: (757) 963-5262

DRAWN BY :	JRP	PROJECT NO. :	25728
CHKD. BY :	ALP/JFH	DWG. NO. :	35828

Historical Review

Town of Cape Charles, Virginia

Project Description

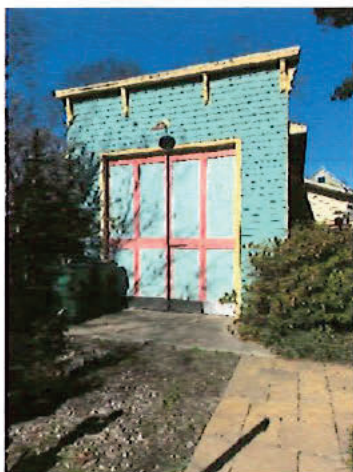


The applicant proposes to convert an existing accessory building into an accessible mother-in-law suite. The renovated structure will include one bedroom, one bathroom, a kitchen, and a living area. All improvements will be within the existing footprint but adding a covered porch on the front façade. Exterior colors, materials, and architectural elements will match the existing accessory building and the primary residence.

Existing Conditions

The accessory building currently has 12ft RV doors that is not suitable for residential use. The structure is located adjacent to existing landscaping and fencing, with neighboring properties to the east and west.

Front Façade



East side



North Side, back of AD no change



West side of house

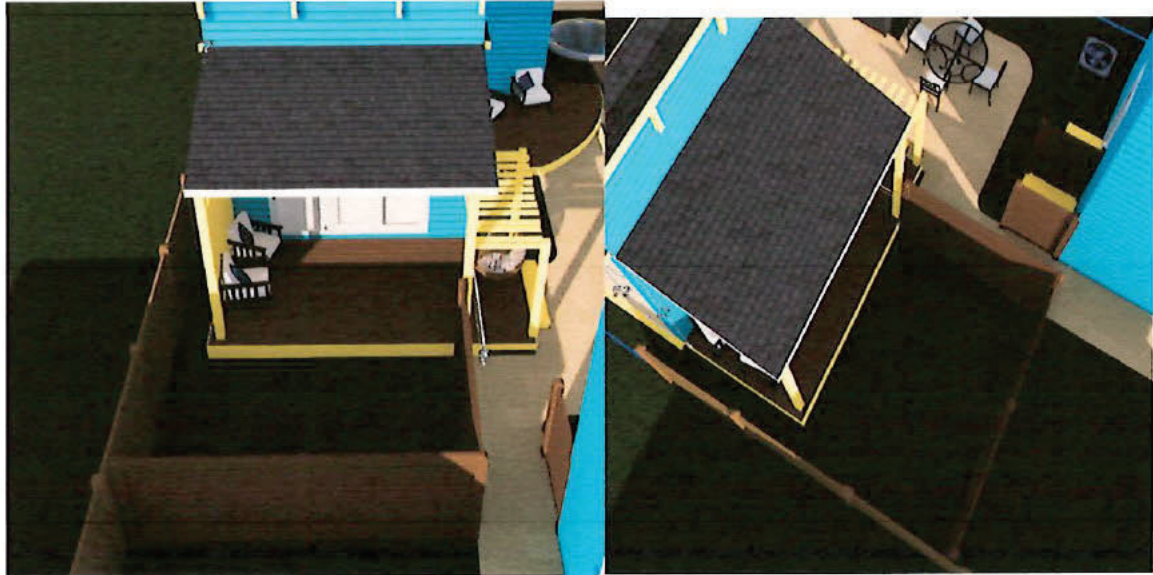


Proposed Improvements

- Remove existing garage doors and replace them with 8ft sliding door with an additional 4ft stationary window so along the front will be 3 panels of grid free glass standard door height. (Current door cannot be securely locked due to a cut-out panel).
- Keep or relocate the existing double hung white vinyl windows. East side currently has 2 36-inch wide double hung window which will remain and a 36-inch double hung window which will remain and a door which will be moved over to the long side of the East facade. West side, 2 36-inch double hung window will remain and the existing 36" double hung window will move to the East side. All existing windows will be reused.
- Replace or match existing front façade siding with same Concrete lap siding consistent in color and material with the current structure. Siding on East, West and North side no change
- Add 1 Transom window 1/1 5ft wide x 12 inches tall on the west side
- Add a 6 ft tall wood privacy fence to run parallel to the AD building starting at back left corner of the Main building.



Add 8ft slide door with double glass and an additional 4ft stationary panel. Add a 10ft deep covered porch with shed roof with Architectural shingles. All materials will match existing structure. Columns will be 6x6 treated lumber wrapped with Azek. The porch will have parged concrete foundation with Dimensions porcelain paver field on the patio. The 2 steps will be 5ft across and made of wood with a 12inch run and 6-inch rise. Fence will be made of cedar lumber with boards running vertically.



Location of fence



Proposed West side. Relocate 36-inch window to the East side. Add 5ft transom for light. The double hung window will remain as is. Wood Fence Neighbor exists.



View from backyard no change

East side: Add on left relocated from west side the 36-inch standard double hung window. Relocate the standard 36-inch door and add a rain protection roof with architectural shingles. Window on right exists and remains.



Proposed view of final project from Street, with landscaping.



Visual and Neighborhood Compatibility

The proposed improvements are designed to maintain compatibility with the surrounding neighborhood. Architectural elements, materials, and colors will match the existing structures. Landscaping, fencing, and arbor elements will further reduce visual impact and maintain neighborhood character.



Materials

6x6 Columns made of pressure treated and wrapped in PVC and painted to match that on main house.



Existing siding. 5 inch wide Concrete Hardy Board.

Seen is the main house will match the siding and column details

Roof Style for porch. With asphalt architectural shingles, parged concrete foundation.

Belgard Porcelain pavers. 12x12 paver size

Floor of the proposed new covered porch



Windows :

Window 1: Transom



About this product

Overall Size 61-1/2 X 13-1/2"

Rough Opening 60" X 12"



Lowe's Glass Type Standard Glass



Dynamic 50

Pressure

Rating

Design 50

Heritage Transom Window White
60-in x 12-in Double Pane G7 DP
Rating 50 W1H1 Standard Glas...

Pressure (DP)

Rating

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Door



Specifications

Dimensions

Door Height (in.)	96 in
Door Thickness (in.)	8.5625 in
Door Width (in.)	141 in
Nominal Door Height (in.)	96 in
Nominal Door Thickness (in.)	9 in
Nominal Door Width (in.)	141 in
Rough Opening Height (in.)	96 in
Rough Opening Width (in.)	141 in

Details

Bore Type	No Bore
Color Family	White
Color/Finish	White
Core Type	Solid Core
Door Configuration	3 Panel
Door Handing	Right-Hand/Slide
Door Type	Multi-Slide Patio Door



Fence: Cedar wood with vertical boards and top and bottom horizontal boards

