



Certificate of Appropriateness Application

New Construction

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

Revised 05/2023

Taxes	Paid
Violations	NA
Fee	\$500
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

A Certificate of Appropriateness (COA) is required for all applications for zoning clearances and permits involving any new construction, including accessory structures, within the Cape Charles Historic District Overlay. A pre-application meeting is available upon request prior to submitting this application. * *The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

The following documents must be submitted to the Town for review before this application can be reviewed. In addition to these documents, the COA application and requested supporting information must be deemed complete prior to being evaluated.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> A) Site Plan | <input checked="" type="checkbox"/> B) Elevations | <input checked="" type="checkbox"/> C) Zoning Clearance Application |
| <input checked="" type="checkbox"/> D) Photos of existing lot | <input checked="" type="checkbox"/> E) Renderings | <input checked="" type="checkbox"/> F) Photos of proposed materials |
| <input checked="" type="checkbox"/> G) Owner Permission Affidavit | <input type="checkbox"/> H) Payment of Fee | <input type="checkbox"/> I) Tree Permit Application |

Owner signature: _____

Date: _____

PART 2: PROPERTY INFORMATION

Property Address: 500 Bay Avenue

Tax Map #: 83A1-2-11-9

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: Francis Palya & Deborah F Palya

Mailing Address: _____

Phone Number: _____

Email: _____

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Shoreline Homes Inc.

Mailing Address: _____

Phone Number: _____

Email: _____

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):
New Single Family Residence

PART 6. NEW CONSTRUCTION			
See Section 5.13 & 6 of the Historic District Design Guidelines			
First Floor Building Area (sq. ft.): 1409.4sqft		Total Gross Floor Area (sq. ft.): 4045.5sqft	
Front Building Setback (ft.): 103.7'		Building width (ft.): 29'	
Building Height	Feet: 37.2'	Stories: 3 2-1/2 per MOU	Roof pitch: 6:12
A. Foundation	Material to be used: Concrete Footings, CMU, and 8"x8" beams.		
B. Roofing	Material to be used: 3 Tab Architectural Asphalt Shingles		
	Chimney? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Number _____ Materials: _____		
C. Siding	Material to be used: Hardie Plank Siding	Dimensions: 8.5" total, 7" reveal. Battens to be 3 1/2"	
D. Steps	Material to be used: Composite Trex Decking built square with white PVC Composite risers.		
E. Railing	Style and Material to be used: PVC Railing with square posts.		
F. Porch	Length: 10' Width: 25'		
	Material to be used: Floor: Composite PVC Material Skirting: Composite PVC Material		
	Columns? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Number 4 Style & Materials: White PVC wrapping		
G. Deck	Length: 10 Width: 25	Material to be used: Trex Composite Decking	
H. Doors	Width: 3' Height: 6'8		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) White Fiberglass exterior doors with glass pane and white sidelight to the right. Rear door 6 panel.		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: Double-hung 1/1		
	Material: Vinyl		
	Width: 3'	Height: 5'	Depth: 4 9/16
J. Trim	Material to be used: PVC Woodgrain White Trim Boards		
	Dimensions: 1x5.5x12		
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan.		
	Driveway: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – Materials: <u>Gravel with concrete aprons where necessary.</u>		
	Walkway: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – Materials: <u>Gravel</u>		
	Fence: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Materials: <u>n/a</u>		
	Patio: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Size: <u>n/a</u> Materials: <u>n/a</u>		
	Outdoor shower: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - <input checked="" type="checkbox"/> Not Enclosed <input type="checkbox"/> Enclosed – Materials <u>3'x3' Concrete pad</u>		
	Pool: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Requires a Conditional Use Permit		
	Accessory Structure: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Complete an additional COA application for the structure		

Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes).

The Proposed new construction is a non contributing structure, however will be similar in scale/size and color palette to the structures near it. It will be constructed with more modern materials.

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:

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: *Bruce Smith*

Date: 1/29/20

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: <u>500 Bay Ave.; Cape Charles, VA 23310</u>	Tax Map #: <u>B3A1-2-11-9</u>
PART 3: PROPERTY OWNER INFORMATION	
Name and/or Company: <u>Francis Palva & Deborah F Palva</u>	
I hereby give authority to the following representative to act on my behalf on the following matter: <u>Shoreline Homes Inc.</u>	
PART 4: REPRESENTATIVE INFORMATION	
Name and/or Company: <u>Shoreline Homes Inc.</u>	
<input checked="" type="checkbox"/> to file documents on my behalf	<input checked="" type="checkbox"/> To represent me in meetings with Town officials
Name and/or Company:	
Mailing Address:	
Phone Number:	Email:
<input type="checkbox"/> to file documents on my behalf	<input type="checkbox"/> To represent me in meetings with Town officials

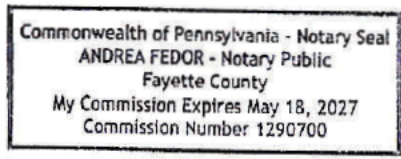
Signature of owner: Francis Palva & Deborah Palva Date: 1-31-2026

State of Pennsylvania, County of Fayette
31 day of Jan, 2026, by Francis Palva & Deborah F Palva (name of person acknowledged)
The foregoing instrument was acknowledged before me this

Signature of Notarial Officer: Andrea Fedor

Notary Registration number: 1290700

My commission expires: May 18 2027



Seal

SHORELINE

H O M E S

Memorandum of Understanding and Agreement

Project Palya – 500/Lot 19 Bay Avenue Cape Charles 23310

The purpose of this MOU is to clearly establish and confirm the mutual understanding of the builders, homeowners, and any future homeowners regarding the intended use and construction limitations of the ground floor of the residential structure to be constructed at 500 Bay Avenue Cape Charles VA 23310.

The homeowners expressly agree that the ground floor of the structure shall **not** be designed, constructed, modified, or finished for human occupancy at any time.

The Builder shall not construct, frame, install, rough-in, or otherwise prepare the ground floor for any interior living space. Specifically, but not limited to bedrooms, bathrooms, or any room that could be deemed as habitable living space. The ground floor shall remain non-habitable and non-conditioned space.

This MOU reflects the binding intent of the builder, homeowner, and any future homeowner that the ground floor shall **not** be converted into occupiable living space at any future date.

Owner
By Francis Palya 3/3/2026

By Shirley Palya 03/03/2026

Builder: Shoreline Homes
By Shirley Smith 3/3/26
Authorized Agent Date









LAYOUT PAGE TABLE

Label	Title
G.1	COVER SHEET
A.1	HOUSE LOCAT ON ON LOT
A.2	LOWER LEVEL GARAGE & 2ND LEVEL BEDROOM FLOOR PLAN
A.3	UPPER LEVEL MAINTENANCE AREA & FOOTING FOUND DETAIL
A.4	FRONT & REAR ELEVATIONS
A.5	RIGHT & LEFT ELEVATIONS

PALYA RESIDENCE



3D VIEWS ARE NOT TO SCALE AND MAY NOT REFLECT EXACTLY WHAT IS AVAILABLE FOR THE PROJECT. RENDERINGS ARE REPRESENTATIONS OF WHAT THE VIEWS COULD LOOK LIKE, NOT WHAT THEY WILL LOOK LIKE. 3D VIEWS ALWAYS SUPERSEDE 2D VIEWS.

Elite Home Design STUDIO, LLC
 610 Roslyn Rd., Newport News, VA, 23601-1810
 PHONE (757) 791-1143
 EMAIL Doug@EHDStudios.com

REMODELING PLANS FOR:
PALYA RESIDENCE
 500 Bay Ave.
 Cape3 Charles, Va, 23310

CLIENT: [REDACTED]
 ARCHITECT: [REDACTED]
 DATE: [REDACTED]

PAGE TITLE:
COVER SHEET

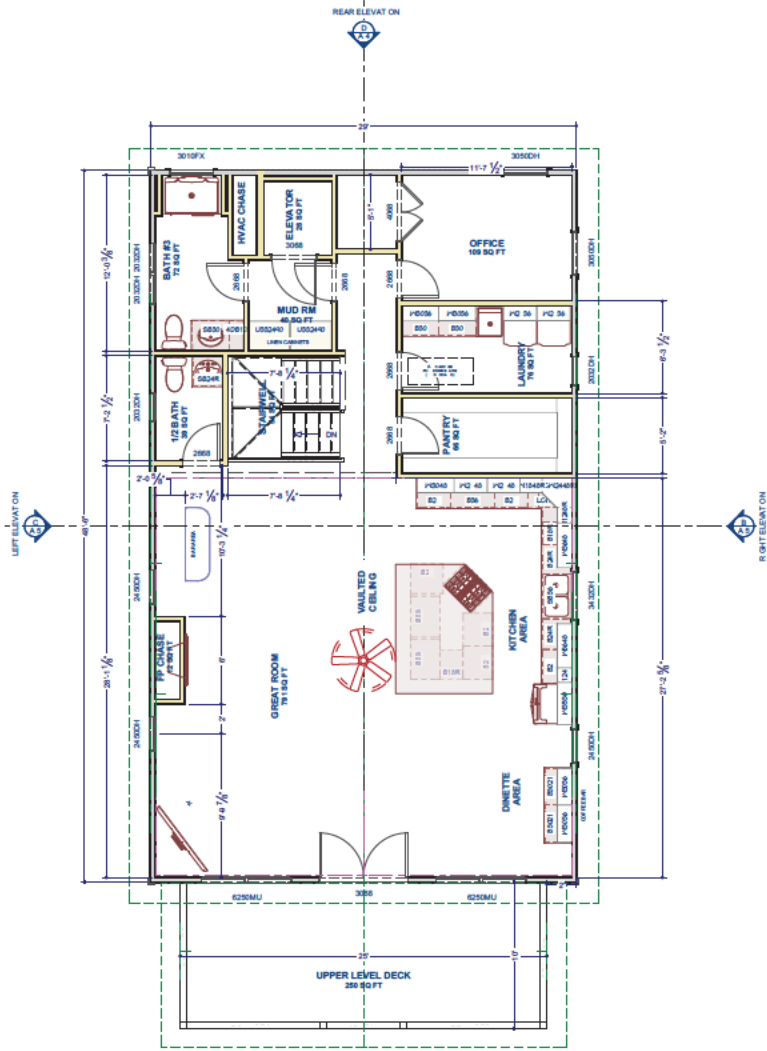
DRAWN BY:
D. Moore

DATE:
2/2/2026

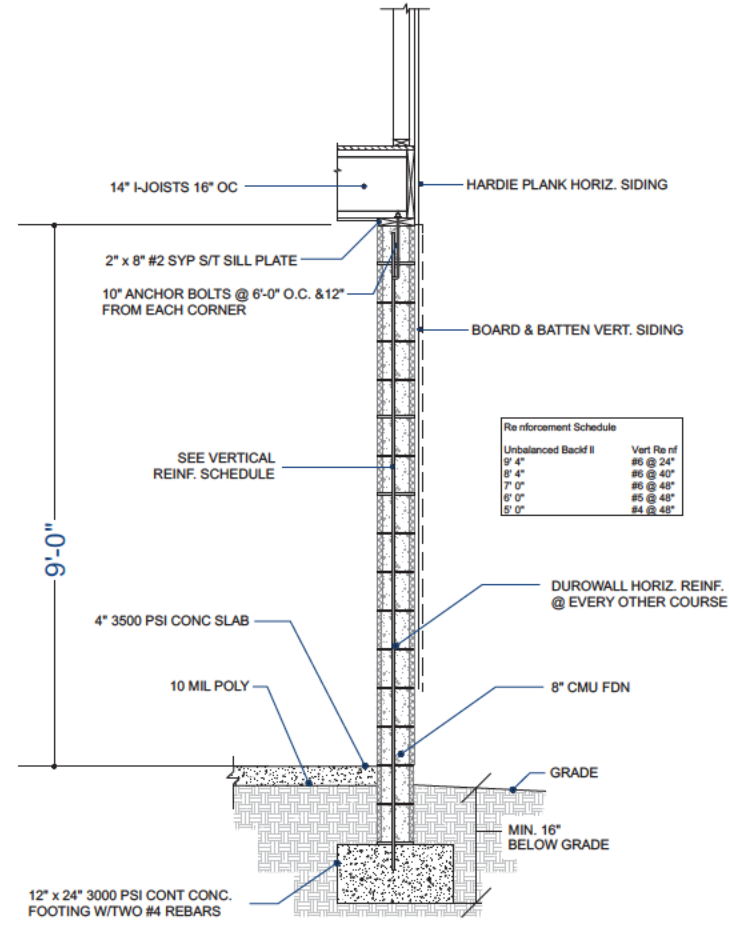
SCALE:
As-Noted

SHEET #:
G.1

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UPPER LEVEL - LIVING
1/4 in = 1 ft



Reinforcement Schedule

Unbalanced Backfill	Vert Reinf
9' 4"	#6 @ 24"
8' 4"	#6 @ 40"
7' 0"	#6 @ 48"
6' 0"	#6 @ 48"
5' 0"	#4 @ 48"

D1 FOOTING/FOUND. DETAIL
1/2 in = 1 ft

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PHONE (757) 879-1143
EMAIL Doug@EHDStudios.com

REMODELING PLANS FOR:
PALYA RESIDENCE
500 Bay Ave.
Cape Charles, Va, 23310

PAGE TITLE:
UPPER LEVEL - MAIN LIVING AREA & FOOTING/FOUND. DETAIL

DRAWN BY:
D. Moore

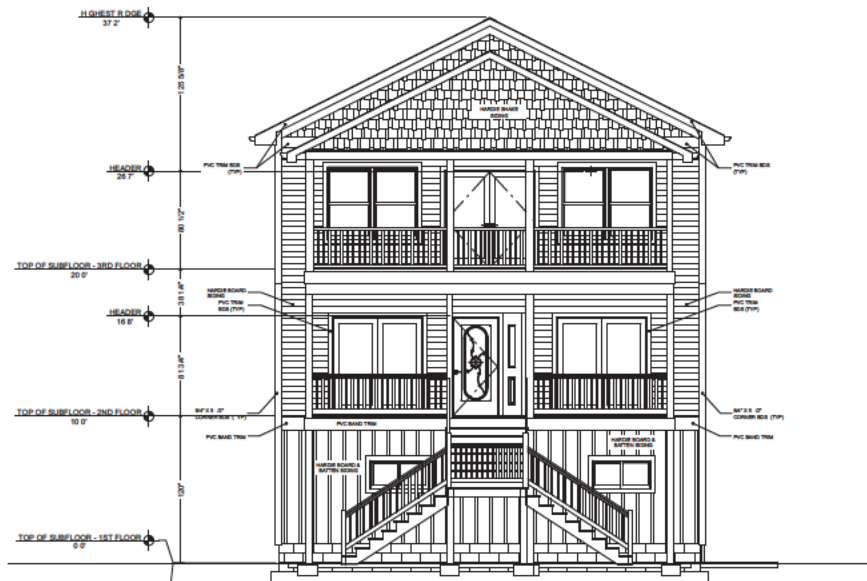
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2/2/2026

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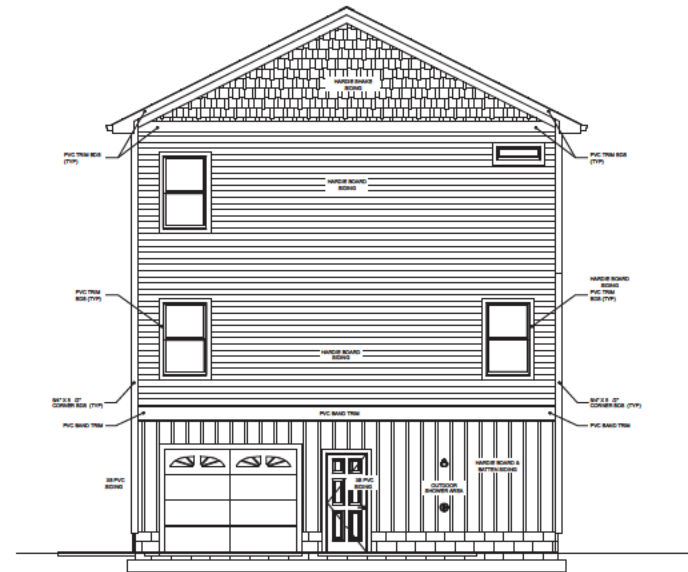
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FRONT ELEVATION
1/4 in = 1 ft



REAR ELEVATION
1/4 in = 1 ft

Elite Home Design
STUDIO, LLC
610 Roslyn Rd.,
Newport News, VA, 23601-1810
PHONE (757) 879-1143
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REMODELING PLANS FOR:
PALYA RESIDENCE
500 Bay Ave.
Cape3 Charles, Va, 23310

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FRONT & REAR ELEVATIONS

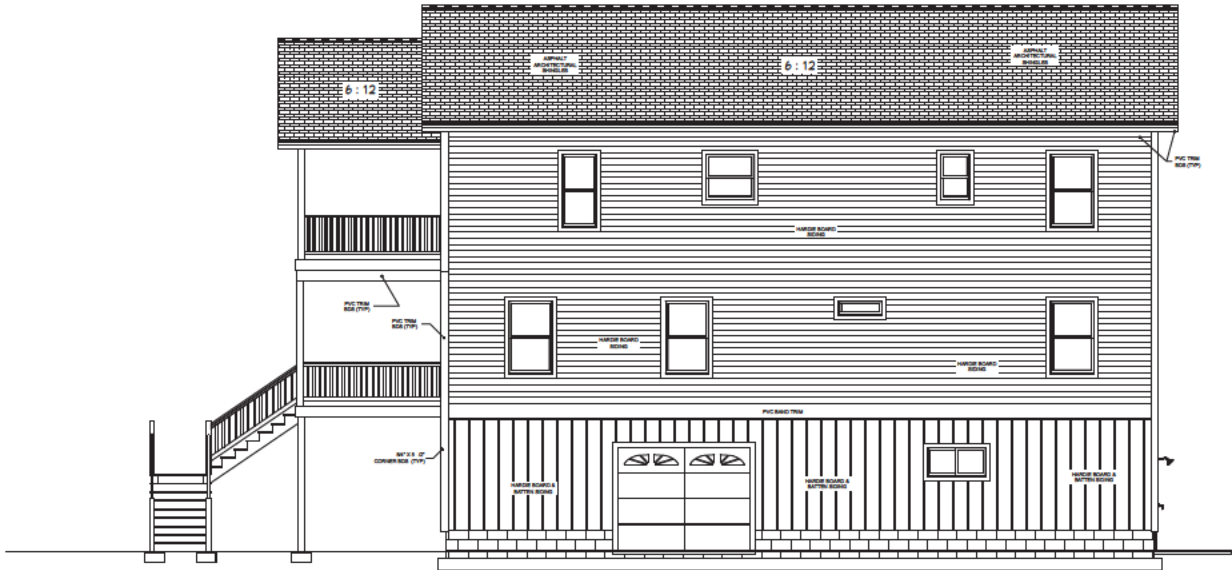
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D. Moore

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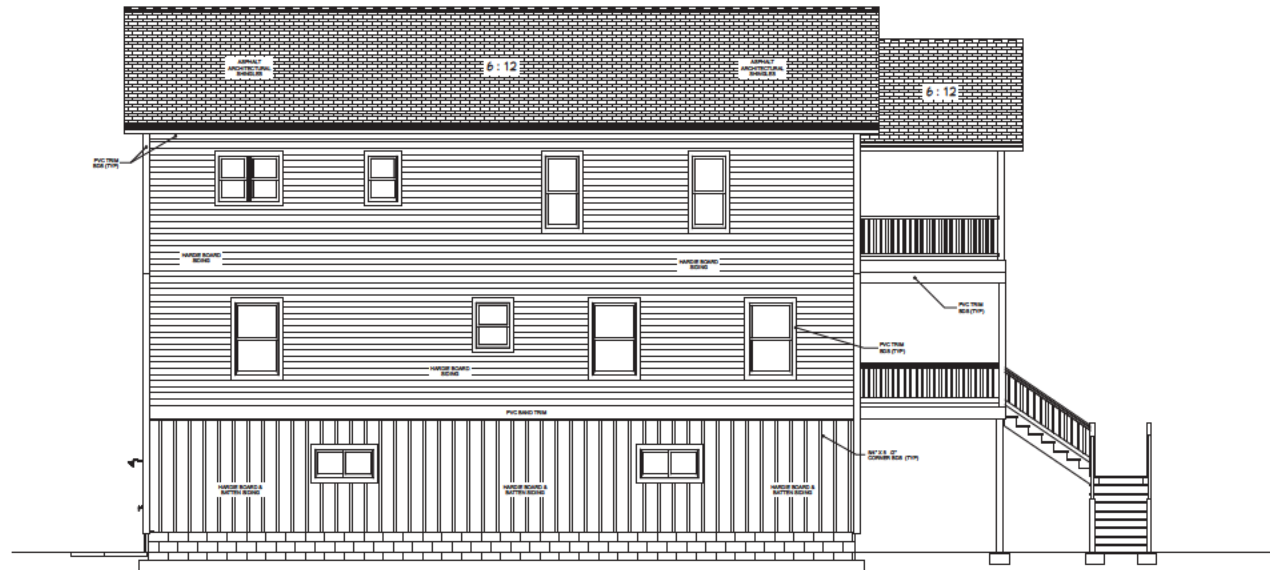
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RIGHT ELEVATION
1/4 in = 1 ft



LEFT ELEVATION
1/4 in = 1 ft

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REMODELING PLANS FOR:
PALYA RESIDENCE
500 Bay Ave.
Cape3 Charles, Va, 23310

PAGE TITLE:
RIGHT & LEFT ELEVATIONS

DRAWN BY:
D. Moore

DATE:
2/2/2026

SCALE:
As-Noted

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A.5

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500 Bay Avenue Proposed Material List:

Roofing/Shingles:

Brand/Type: GAF Timberline HDZ series Charcoal color 3-tab shingles.

Location: All Roofs on new home and porches.

Reference Image:



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Siding:

Brand/Type: James Hardie or cement board in Blue Note or Robins Egg color fiber cement board, with pvc trim 5/4 trim board and siding.

Location: All siding surfaces on the home on first and second floor, excluding ground floor. Ground Floor to be board and batten.

Hardie Plank Reference Image:



Dimensions			
Actual Length (Inches)	154	Actual Width (Inches)	8.25
Actual Thickness (Inches)	0.312	Coverage Area (Sq. Feet)	8.25

Board and Batten Reference Image:



Batten Specifications: 3 1/2" wide by 12' tall

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Doors:

Brand/Type: Therma true Fiberglass exterior Doors

Location: On front first floor entrance to be glass designed and on ground floor to be standard six panel. Front door will be a 3/4" frosted front door. French Door to be on third floor as no grid pattern to match window pattern.

Reference Image:

Front Door with 2 panel sidelight



Back Door



Top Floor Door



Actual Depth (Inches)	4.5625	Common Width (Inches)	36
Actual Height (Inches)	81.5	Jamb Width (Inches)	4.5625

Garage Door:

Type: Steel 7'x9' Steel Garage Door with arched windows on top.



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Patio Doors:

Brand/Type: Therma true Fiberglass exterior patio doors

Location: On front first floor entrance to both sides of the front door. Both are 6'x6'8".

Reference:



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Windows:

Brand/Type: Anderson 100 series Vinyl Double Hung Windows, with 1x4 trim and 1 3/4" sills.

Location: On all windows on exterior of home.

Function: Double Hung, no grids

Sizes: Varies on opening per plan for new home, but sizes can be up to 4-feet wide and 7.6-feet high with custom sizes available in 1/8" increments so you can fill almost any space with fresh air and natural light. Check out The Essentials under the Tech Specs tab for sizing document links.

Double Hung, Fixed, and Left-Sliding Reference Image:



Window Type & Size Scheduling:

Total Double Hung 1/1 Vinyl No-Mullion Windows: 21

3050DH(36"x60"): 10

2432DH(24"x38"): 1

2450DH(28"x60"): 3

2032DH(24"x38"): 4

3442DH(40"x38"): 1

6250MU(2 double hung mullion'd together)(74"x60"): 2

Total Fixed 1/1 Vinyl No Mullion Windows: 2

3018FX(36"x20"): 1

3010FX(36"x12"): 1

Total Left Sliding 1/1 Vinyl No Mullion Windows: 5

4020LS(48"x24"): 5

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Deck Boards:

Brand/Type: Trex Enhance Saddle Decking

Location: On all deck surfaces on the front and rear of the home.

Reference Image:



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H O M E S



Dimensions			
Actual Length (Feet)	8	Common Length Measurement	8-ft
Actual Thickness (Inches)	0.94	Common Measurement (T x W)	1-in x 6-in
Actual Width (Inches)	5.5	Square Footage Per Piece (Sq. Feet)	3.66

Stairs – Exterior:

Brand/Type: Trex Enhance Saddle Decking Composite Treads Squared and picture framed off with White PVC smooth board risers.

Location: On all stairways around the exterior of the home.

Reference Image:



SHORELINE

H O M E S



Fascia and Soffit:

Brand/Type: Versatek or equivalent PVC vented soffit and fascia boards.

Location: On all fascia and soffit areas around the exterior of the home.

Dimensions:

Fascia: 1"x6"x12"

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H O M E S

Soffit: 1"x12"x12"
Reference Image:



Railing – Exterior:

Brand/Style:

Posts: Generic P.T. 6x6 Posts with square finish, wrapped in pvc wraps.



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Material/Finish: PVC/Composite.

Railing: Composite Railing

Material/Finish: Composite Railing

Balusters: To be composite balusters within composite railing

Material/Finish: Composite

Location: On porch areas in front and side of home.

Reference Image:



Exterior Lighting:

Brand/Style: Dark sky program friendly recessed lights within the porch and deck area, and exterior wall sconces that are dark sky program friendly, namely Kichler's Prin exterior sconces or the pellinord exterior wall lights.

Reference Image:



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H O M E S



Foundation Skirt/Brick:

Brand/Style: Generic grey smooth Concrete Parge across top of CMU blocking.

Location: Throughout the skirt of the foundation of the home. Ground floor to be white hardee cement board.

Reference Image:



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H O M E S



Trim – Exterior:

Brand/Style: 5/4 White Woodgrain PVC 6” Trim boards and PVC boards for soffit and fascia.

Location: On exterior Trim throughout home.

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H O M E S

Reference Image:



Dimensions			
Actual Length (Feet)	10	Actual Width (Inches)	5.5
Actual Thickness (Inches)	1	Common Measurement (T x W)	5/4-in x 6-in



Porch Ceiling

Brand/Style: Reliabuilt 1x6x8 Tongue and Groove Vinyl Beadboard.

Location: On exterior porch ceilings throughout the home.

Reference Image:



SHORELINE

H O M E S



 Dimensions

Actual Length (Feet)	8	Actual Width Measurement	5-1/2-in
Actual Length Measurement	8-ft	Coverage Area (Sq. Feet)	3.67
Actual Thickness (Inches)	0.50	Variable Length	No
Actual Thickness Measurement	1/2-in	Variable Thickness	No
Actual Width (Inches)	5.50		