



Certificate of Appropriateness Application

Accessory Structure

Planning & Zoning Department
 412 Tazewell Avenue
 Cape Charles, VA 23310
 757-331-3259 x31

planningtech@capecharles.org

Budget Code: HISTF 100-3100-1100

Revised 11/2025	
Taxes	Paid
Violations	NA
Fee	HDRB
Decision	

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"/> Site Plan | <input type="checkbox"/> Elevations | <input checked="" type="checkbox"/> Zoning Clearance Application |
| <input checked="" type="checkbox"/> Photos of existing lot | <input checked="" type="checkbox"/> Renderings | <input checked="" type="checkbox"/> Photos of proposed materials |
| <input type="checkbox"/> Owner Permission Affidavit | <input type="checkbox"/> Payment of Fee | <input checked="" type="checkbox"/> Tree Permit Application |

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address:

Tax Map #: 563(Lot)

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

Zoning District: Historic

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Arnold Fuca / Maureen Welch

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:

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.):

gots cart rental,
 1) 8'x12' office/shed 960
 1) 16x24/garage for storage of carts 384

PART 6. ACCESSORY STRUCTURE

See Section 5.13 & 6 of the Historic District Design Guidelines
Cape Charles Zoning Ordinance Section 4.1 (E)

Main Dwelling First Floor Building Area (sq ft): <u>NA</u>		Height of Main Dwelling:	
Building Area (sq. ft.): <u>96</u>		Total Gross Floor Area (sq. ft.): <u>96</u>	
Distance from Main Structure (ft.):		Building width (ft.): <u>8</u>	
Building Height	Feet: <u>10'</u>	Stories: <u>1</u>	Roof pitch: <u>4/12</u>

A. Foundation Material to be used if applicable:

B. Roofing Material to be used: Asphalt

C. Siding Material to be used: wood Dimensions: 4x8 sheets

D. Doors Width: 36" Height: 8' x 80' / 10' garage door
Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)

E. Windows 4 over 4
3 windows
on 8' x 12'
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:
Material: wood
Width: Height: Depth:

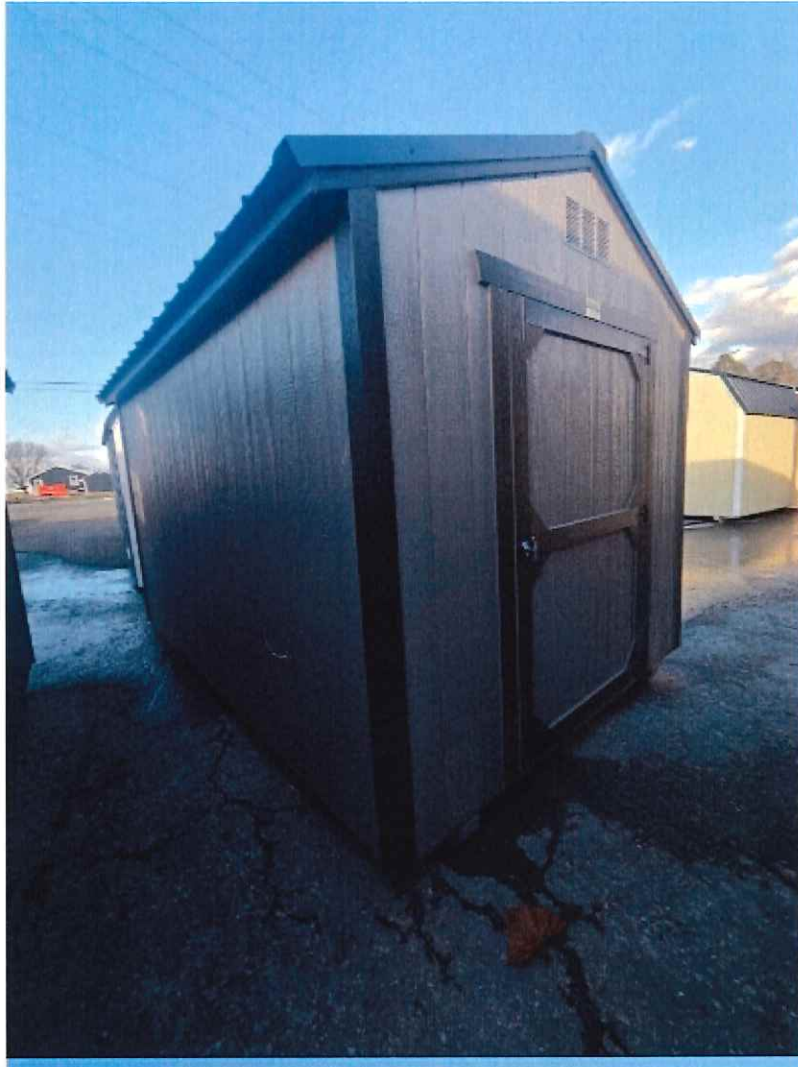
F. Trim Material to be used: wood
Dimensions:

Annie
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).
Standard Existing Buildings

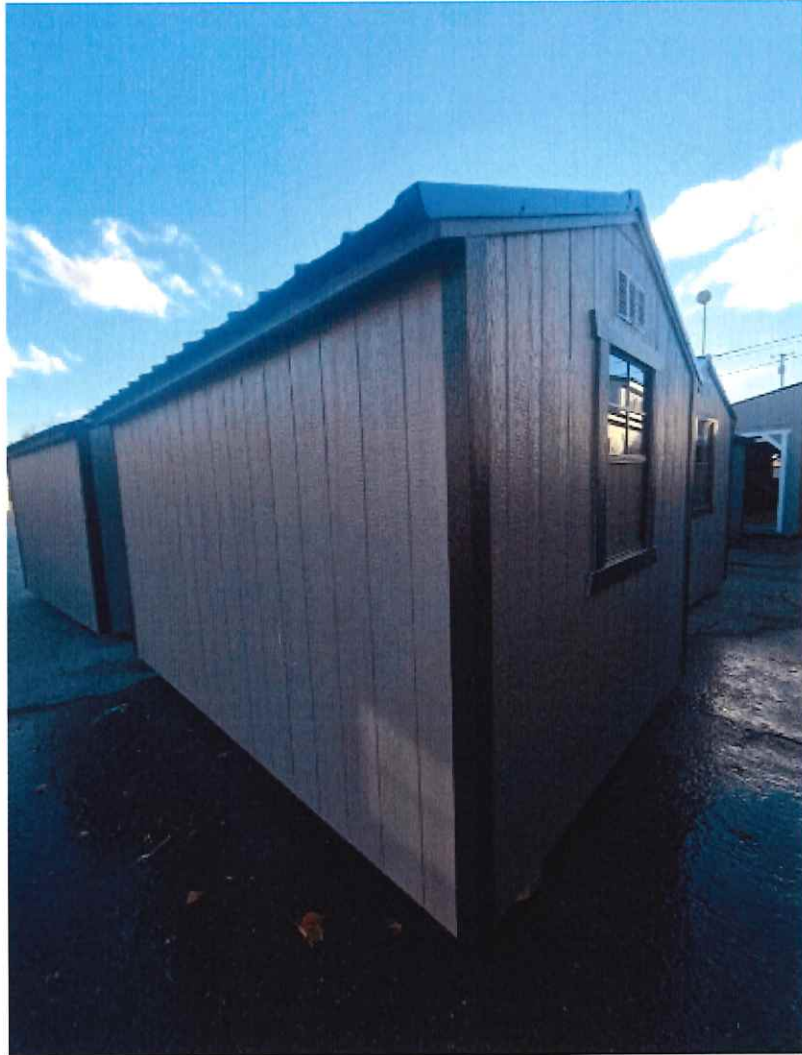
Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:

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: Annie C. Fung Date: March 18-2006
Zoning Administrator's signature: _____ Date: _____
Zoning Ordinance Article VIII Section: 32-226

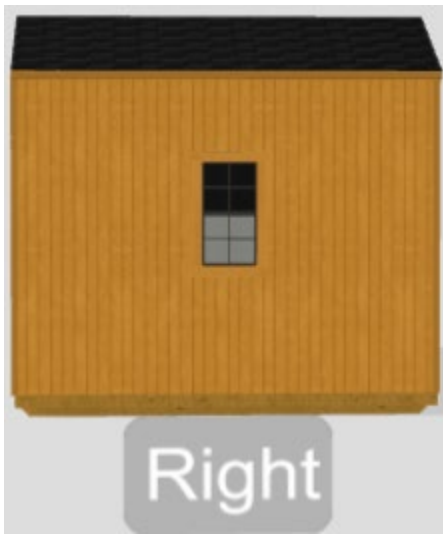


office



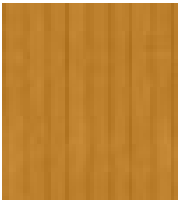
office

8' x 12' (96 sq. ft.) Accessory Structure (Office)

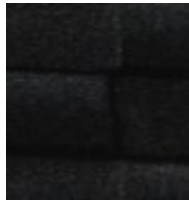


Material Specifications

Siding & Trim: T-111



Roof: Shingle



Windows: 4/4, 2' x 3' Wood



Door: 36" x 80" Wood Panel Door





Certificate of Appropriateness Application Accessory Structure

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412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31

planningtech@capecharles.org

Revised 02/2026

Taxes	✓ PD JO
Violations	NA
Fee	\$
HDRB Decision	

Budget Code: HISTF 100-3100-1100

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| <input type="checkbox"/> Owner Permission Affidavit | <input type="checkbox"/> Payment of Fee | <input type="checkbox"/> Tree Permit Application |

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address:

Mason Avenue

Tax Map #:

83A3-1-503A

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

Zoning District:

CR

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company:

Arnold Fuog / MAUREEN Welch

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:

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.):

golf cart rental Business
1) 16x24 shed for cart storage 384 #

16x24

PART 6. ACCESSORY STRUCTURE

See Section 5.13 & 6 of the Historic District Design Guidelines

Cape Charles Town Code Chapter 32, Article IV, Section 32-91 (e)

Main Dwelling First Floor Building Area (sq ft):		Height of Main Dwelling: 12'	
Building Area (sq. ft.):		Total Gross Floor Area (sq. ft.): 384	
Distance from Main Structure (ft.):		Building width (ft.): 16'	
Building Height	Feet: 12'	Stories: 1	Roof pitch: 4/12
A. Foundation	Material to be used if applicable: on skids		
B. Roofing	Material to be used: metal		
C. Siding	Material to be used: T-111	Dimensions:	
D. Doors	Width: 4 Height: 6' ramp door		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) see photos		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material: Vinyl 4/4		
	Width: 2.6 x 2.6	Height: 2.6	Depth: 4"
F. Trim	Material to be used: wood		
	Dimensions: 1x4"		

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).

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 Codes, including fire, sewer and water codes, 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: Arnold Fuog

Date: April 7-2026

Zoning Administrator's signature: _____

Date: _____

Town Code Chapter 32, Article VIII, Section: 32-226

2
 24
 16

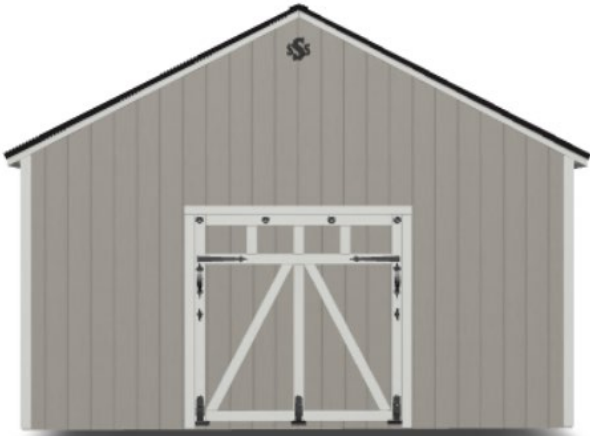
 144 384
 24



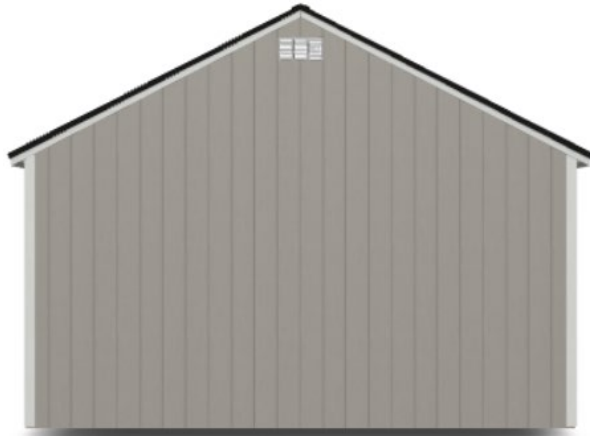
16' x 24'

16' x 24' (384 sq. ft.) Accessory Structure (Cottage Shed)

Front



Back



Right



Left



Material Specifications

Siding & Trim: T-111

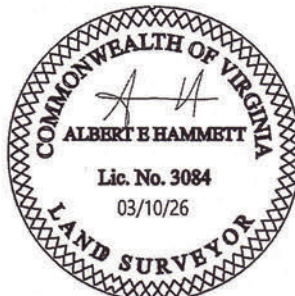
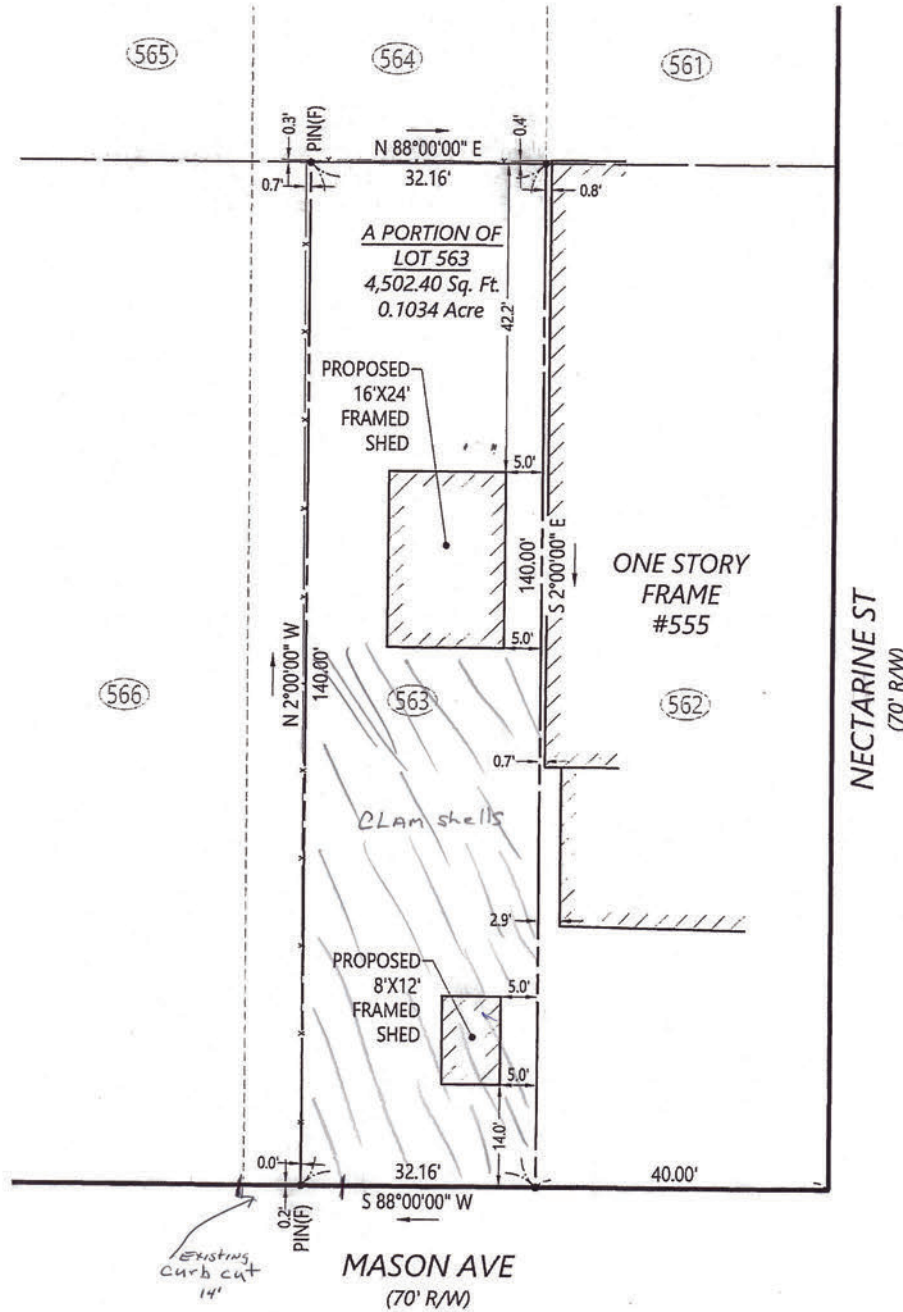
Roof: Metal



Windows: 4/4, 2' 6" x 2' 6" Vinyl; Shutters: Vinyl



Door: 4' x 6' Rampage Door Wood



BUILDING EXHIBIT
OF
A PORTION OF LOT 563
MAP
OF THE TOWN OF "CAPE CHARLES"
CAPE CHARLES, VIRGINIA
Deed Book 41 / Page 484
FOR
ARNOLD FUGG & MAUREEN WELCH

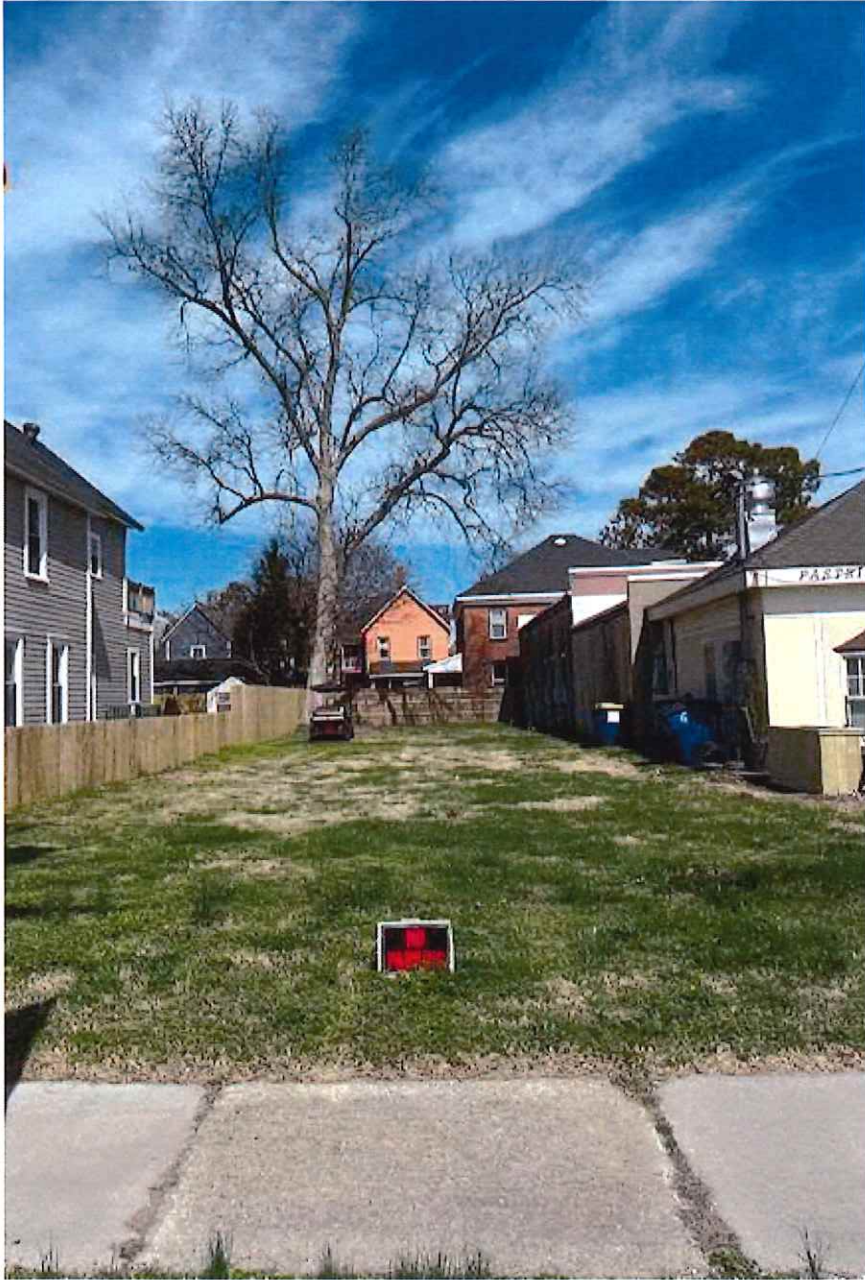
CivilTek
LAND SURVEYING AND ENGINEERING SERVICES
1208 W26th St
Norfolk, VA 23508

DRAWN BY: AH
CHECKED BY: QH
DATE: 03/10/26
SCALE: 1"=20'

FB: 012/50
JOB #26026
REVISED: N/A
SHEET 1 of 1









Municipal Corporation of Cape Charles

December 8th, 2025

Maureen Welch and Arnold Fuog
[REDACTED]

RE: Tree Permit Request

Dear Maureen Welch and Arnold Fuog,

On December 1st, 2025, you applied to remove 1 Tree located in the rear yard of Tax Map #83A3-1-563A, for the following reasons: (1) the tree appears to be diseased; (2) limbs overhang other properties in all directions, and (3) the trunk is entangling the trunk of a historic pecan tree. Due to these reasons, I have approved the removal of 1 Tree located on Tax Map #83A3-1-563A.

You have the right to appeal this decision by submitting an application to the Cape Charles Board of Zoning Appeals within 30 days of the date of this letter, as specified in Cape Charles Zoning Ordinance Section 2.6.4. The attached forms must be completed, and a filing fee of \$500 must be included. You will also be responsible for paying the actual advertising and mailing costs for notifications to neighboring property owners, which the Town will handle and send you a bill for.

ALL PAYMENTS are to be made out to the Town of Cape Charles.

Please contact our office if you have any questions.

Respectfully,

Katie Nunez

Director of Planning, Zoning Administrator & Subdivision Agent