

APPENDIX G – CLASSIFICATION OF WORK – GENERAL GUIDELINES

The following chart is provided as a reference for Routine Maintenance, Minor Work, and Major Work, as defined in the Cape Charles Zoning Ordinance, Article VIII. This chart does not exempt the homeowner from obtaining the required building permits. It is the homeowner's responsibility to confirm and obtain all necessary Zoning and Building permits.

Please call the Planning & Zoning Department with any questions.

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
1)	Painting or repainting of a non-masonry structure does not require approval.					
2)	Accessory Structures* or Buildings , Additions to existing that can be seen from the public right-of-way			X	X	Case-by-Case basis
	a) Repairs or Replacement to existing when there is no change in dimensions, design, materials, or general appearance.	X			Case-by-Case basis	
	b) Repairs or Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	c) Additions to existing that cannot be seen from the public right-of-way		X		X	
	d) Alterations to existing that can be seen from the public right-of-way			X	X	
	e) Additions or Alterations to existing, or New Construction that cannot be seen from the public right-of-way		X		X	
	f) Alterations to existing that cannot be seen from the public right-of-way		X		X	
	g) New Construction that can be seen from the public right-of-way			X	X	
	h) New Construction that cannot be seen from the public right-of-way		X		X	
	i) Additions or Alterations to existing, or New Construction that can be seen from the public right-of-way			X	X	
	Accessory Structures* or Buildings, Replacement of existing		X		X	
3)	Architectural Details Style (define architectural details) are the characteristics and features that make a building or other structure notable or historically identifiable.					Case-by-Case basis
	a) Repair/Replacement to existing when there is no change in dimension, design, materials, or appearance	X			Case-by-case basis	
	b) Repair/Replacement to existing when there is no change in dimensions, design or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	

	c) New/ Alteration/Addition/Removal of existing			X	X	
4)	Awnings and Canopies and Shutters					
	a) Repair/ Replacement when there is no change in dimensions, design, materials, or appearance	X			Case-by-case basis	Case-by-Case basis
	b) Installation of new/ Additions/Removal of Existing			X	X	X
	Alterations/Removal when there is no change in design or materials			X	X	
5)	Buildings, Relocation			X	X	X
6)	Carpports					
	Alteration/Addition/Removal			X	X	
	a) Repairs or Replacement to existing when there is no change in dimensions, design, materials, or general appearance	X				X
	b) Repair/ Replacement to existing /Alteration/Addition/Removal when there is no change in dimensions, design, or general appearance but a change in materials, using in-kind (like replaced with equivalent)			X	X	X
	c) New Construction that cannot be seen from the public right-of-way			X	X	X
	d) New Construction that can be seen from the public right-of-way			X	X	X
7)	Certificate of Appropriateness					
	a) Modification to previously approved CoA (could require HDRB approval)			X	Case-by-Case	
	b) Renewal of Expiring			X		
8)	Chimneys					
	a) Reflash existing caps, stucco, caulking when there is no change in dimensions, design, materials, or general appearance	X		X		
	b) Reflash existing caps, stucco, caulking where there is no change in dimensions, design, or general appearance but a change in materials, using in-kind (like replaced with equivalent)			X	X	
	c) New Construction/Alteration/Removal			X	X	X
9)	Decks					
	a) Repair/Replace of existing when there is no change in dimensions, design, materials, dimensions, general appearance	X		X	X	Case-by-Case basis
	b) Repair/Replacement to existing when there is no change in design or general appearance, but a change in materials, using in-kind (like replaced with equivalent)			X	X	Case-by-Case basis
	c) New Construction/Alteration/Addition/Removal			X	X	Case-by-Case basis
10)	Doors (Exterior)					
	a) Replacement – when there is no change in dimensions, design, materials, or general appearance	X				Case-by-Case basis

Staff Developed Proposed Guideline – BLACK FONT
Civic League Committee Amendments – GREEN FONT
& strikethroughs
HDRB & PC Work Session Changes – PURPLE FONT &
Strikethroughs

	b) Replacement – when there is no change in dimensions, design, or general appearance but a change in materials, using in-kind (like replaced with equivalent)		X			Case-by-Case basis
	c) Alterations/Addition/Removal – when there is change in style or opening size			X	X	X
	d) New Installation or New opening (example: window to door)			X	X	X
11)	Doors (Storm), Installation (Front of House only)					
	a) Repair/Replace of existing when there is no change in dimensions, design, materials, dimensions , general appearance	X				
	b) Repair/Replacement to existing when there is no change in dimensions, design or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	c) New Installation (front of house only)/Removal		X	X	X	
12)	Driveways					
	a) Alteration/Addition/Removal/ Repair/Replacement of existing when there is no change in dimensions, design, materials, or general appearance	X		X	X	
	b) New Construction/Alteration/Additional/Removal of existing when there is a change in dimensions, design, materials, or appearance			X	X	
13)	Features not specifically listed – some examples are arches, corbels, historic signage, vestibules etc. (For example: An architectural feature is a distinct, prominent element of a building that contributes to its overall design, function, or aesthetic appeal, whether functional or decorative. These elements which can include structural components like columns and arches or decorative features like molding and windows, help define a structure’s character, style, and purpose, often reflecting the cultural and technological context of their creation).)					
	a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X	X		Case-by-case basis	Case-by-case basis
	b) Repair/Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	Case-by-case basis
	c) New Construction/Addition/Alteration/Removal			X	X	Case-by-case basis
14)	Fences					
	a) Repair/Replacement with approved materials from guidelines and Zoning Approval in compliance with the Town Code	X	X		X	
	b) New Construction/Replacement/Alteration of Placement		X		X	
15)	Foundations					
	a) Repair of exposed existing when there is no change in dimensions, design, materials, or general appearance	X			X	Case-by-case basis
	b) Addition/Alteration/Replacement of exposed existing	X		X	X	Case-

						by-case basis
16)	Foundation Vents and Ventilators					
	a) Repair/Replacement of existing when there is no change in dimensions , design, materials, or general appearance	X				Case-by-case basis
	b) Repair /Replacement to existing when there is no change in dimensions , design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	Case-by-case basis
	c) Alteration/Installation/Removal		X			Case-by-case basis
17)	Fuel Tanks Addition/Removal – Screening is required to limit visibility if placed in view of the public right-of-way				Not historic, but requires zoning administrator approval and building code review	X
18)	Gutters and Downspouts					
	a) Repair/Minor Replacement when there is no change in design, materials, or appearance	X				
	b) Change in Material/Replacement /Installation/Addition/Removal		X			
19)	Hand Rails/Stair Rails/Porch Rails					
	a) Repairs/Replacement – no change in dimensions , design, materials, or appearance	X				
	b) Repairs /Replacement – no change in dimensions , design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	c) Alterations/Removal/New Construction			X	X	X
20)	Lighting Fixtures (Exterior)					
	a) Repair/Replacement when there is no change in dimensions , design, materials, or appearance	X				
	b) Alteration/Installation/Removal		X		✗	
21)	Masonry					
	a) Repainting only when there is no change to the existing color or composition. only when using existing color. Painting to another color or treatment and (Painting of unpainted masonry not allowed.)	X	✗		✗	
	b) Repointing	X	✗			
	c) Alterations (Utility penetrations, hose bibs, vents)	X				Case-by-case basis
	d) Repairs/Replacement when the color and composition of the mortar match the original, and the new brick or stone matches the original	X				Case-by-case basis
	e) Alteration/Construction/Removal			X	X	X
22)	Outdoor Features: Outdoor kitchens, outdoor firepits, built-in BBQs, – Screening is required to limit visibility if placed in view of the public right-of-way saunas, hot tubs, etc. (Needs additional definition – exempt from HDRB)		X		Exempt from HDRB	Case-by-case

Staff Developed Proposed Guideline – BLACK FONT
Civic League Committee Amendments – GREEN FONT
& strikethroughs
HDRB & PC Work Session Changes – PURPLE FONT &
Strikethroughs

	*saunas, hot tubs, plunge or spa pools will be treated as swimming pools					basis
23)	Painting or repainting of a non-masonry structure does not require approval.	X				
24)	Patios – under 16” above grade					
	a) Repair/Replacement of existing when there is no change in dimensions, design (including dimensions), materials, or general appearance	X				
	b) Repair/Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	c) Alteration/Addition/Removal of existing		X		Case-by-case basis	
	d) New Construction		X		X	
25)	Porches					
	a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X				Case-by-case basis
	b) Repair/Replacement when there is no change in design or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	Case-by-case basis
	c) New Construction/Addition/Expansion/Removal of existing			X	X	Case-by-case basis
	Alteration of existing			X	X	
26)	Primary Buildings Main Building What is the definition of Primary Buildings? Zoning only mentions relative to solar panels					
	a) Repair/Replacement when there is no change in design, materials, or appearance	X				
	b) Repair/Replacement when there is no change in design or general appearance but a change in materials (like replaced with equivalent)		X		X	
	c) New Construction of Commercial or Residential			X	X	X
	d) Additions of Commercial or Residential that cannot be seen from the public right-of-way		X		X	X
	e) Additions of Commercial or Residential that can be seen from the public right-of-way			X	X	X
	Repainting non-masonry	X				
27)	Roof Forms & Covering					
	c) Alteration/Replacement of existing when there is a change in dimensions, design, materials, or general appearance			X	X	Case-by-case basis

	a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance (excluding color)	✗	X		✗	X
	b) Alteration Repair/Replacement when there is no change in dimensions, design, or general appearance (excluding color) but a change in materials, using in-kind (like replaced with equivalent)		✗	X	X	X
28)	Satellite Dishes and/or Television Antennas					
	a) Removal/Replacement of existing when there is no change in dimensions, design, materials, or general appearance	X				
	b) Removal/Replacement of existing when there is no change in design or materials, but a change in general appearance		X		Case-by-case basis	
	c) New Installation		X		Case-by-case basis	
29)	* Screening like (hedges, plants, or other visual buffers) is required to limit visibility if an appurtenance is placed in view of the public right-of-way that is utilized to mitigate the public viewpoint of an Accessory Structure. This may be a designated condition for an approved Certificate of Appropriateness (needs additional clarification)		X		X	
30)	Showers (Outdoor)					
	a. Repairs/Replacement – no change in dimensions, design, materials, or general appearance	X				
	b. Repairs/ Replacement – there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	c. Alterations/Removal/New Construction (Minor Work/Case by Case)		X		Case-by-case basis	X
31)	Shutters					
	a. Repairs/Replacement – no change in dimensions, design, materials, or general appearance	X				
	b. Repairs/ Replacement – there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	c. Alterations/Removal/New Construction			X	X	
32)	Siding					
	a. Repairs/Replacement – no change in design, materials, or general appearance	X				
	b. Repairs/ Replacement – there is no change in dimensions, design or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X			
	c. Alterations/Removal			X	X	
33)	Significant Features, Alteration/Removal (need additional clarification for the definition of significant features)			✗	✗	
34)	Signs					
	a. Repair/Replacement when there is no change in dimensions, design (including dimensions), materials, or general appearance	X				
	b. Alteration/Installation/Removal (must comply with Town Code Chapter 32 (Zoning), Article V (Signs) (Excludes historic markers and signs signed excluded by the sign ordinance))		X		X	
35)	Solar Panels					

Staff Developed Proposed Guideline – BLACK FONT
Civic League Committee Amendments – GREEN FONT
& strikethroughs
HDRB & PC Work Session Changes – PURPLE FONT &
Strikethroughs

	a. Repair/replacement when there is no change in dimensions, design, materials, or general appearance	X	✗		✗
	b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance		X		X
	c. Installation of new that cannot be seen from the public right-of-way		X		X
	d. Installation of new that can be seen from the public right-of-way			X	X
36.	Stairs and Steps (Exterior – Street View)				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			✗
	b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance		X		X
	Alteration/Addition/Removal			✗	✗
	c. New Construction/Alteration/Addition/ Removal			X	X
37)	Stairs and Steps (Exterior – Non-Street View)				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			
	b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance		X		X
	c. New Construction/Alteration/Addition/ Removal			X	Case-by-case basis
38)	Surfaces (Exterior) not specifically listed (define surfaces and provide examples)				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or appearance	X	✗		✗
	b. Repair/replacement when there is a change in design, materials or general appearance		X		X
	c. Addition/Alteration/Removal			X	X
39)	Structure, Demolition of Contributing in whole or part			X	X
40)	Structure, Demolition of Non-Contributing in whole or part		X		X
41)	Structure, Emergency Stabilization (not historic but requires zoning administrator approval and building code official review)		✗		✗
42)	Swimming Pools, Spa Pools, Saunas, Plunge Pool, Hot Tubs, etc.				
	a. Repairs to existing	X			
	b. Addition/Alteration/New Construction. A fence is required to be placed around the perimeter of the pool. A fence is required to be placed around the perimeter of the pool in compliance with the Virginia Building Code. Not historic but requires zoning administrator approval and building code official review.			✗	Case-by-case basis
	c. Removal Not historic but requires zoning administrator approval and building code official review.			✗	Case-by-case basis
43)	Temporary Features, Emergency Installation/Emergency Stabilization to protect a historic property that do not alter the resource Not historic but requires zoning administrator approval			✗	✗

	and building code official review.				
44)	Temporary Family Health Care Structures, Installation/Alteration/Removal that are necessary due to a medical condition per VA Code Sec. 15.2-2292.1. Not historic but requires zoning administrator approval and building code official review.		✗		Case-by-case basis
45)	Walkways				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			
	b. Repair/replacement when there is no change in design but a change in materials or general appearance		X		X
	c. New Construction/Addition/Alteration/Removal/Repair/Replacement		✗	✗	X
46)	Walls (for example: garden or retaining walls)				
	b. New Construction/Alteration of Placement		X		X
	a. Repair/Replacement of existing when there is no change in dimensions, design, or general appearance with approved materials from guidelines.	X	✗		✗
47)	Windows (includes casings and sills)				
	a. Caulking and weatherstripping when there is no change in dimensions, design, materials, or general appearance	X			
	b. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X	✗		✗
	c. Repair/replacement when there is no change in design but a change in materials or general appearance		X		X
	d) Installation of new/Alteration of Style or Opening Size/Removal of Existing			X	X
	Alteration/Removal of existing			✗	✗
48)	Windows (Storm)				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			
	b. Repair/replacement when there is no change in design but a change in materials or general appearance		X		X
	Installation/Alteration/Removal		X		Case-by-case basis

NOTES:

1. Although not all sections were reviewed, they have been updated to reflect the discussion on the consistency of wording.
2. The chart will be alphabetized and formatted as necessary once all edits have been made.