



Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 02/2026

Taxes	Paid
Violations	NA
Fee	\$500 PD
Decision	

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.

- | | | |
|--|--|--|
| ☒ Site Plan | ☒ Elevations | ☒ Zoning Clearance Application |
| ☒ Photos of existing lot | ☒ Renderings | ☒ Photos of proposed materials |
| ☒ Owner Permission Affidavit | ☒ Payment of Fee | ☐ Tree Permit Application |

Owner signature: *[Signature]*

Date: 5-25-26

PART 2: PROPERTY INFORMATION

Property Address: 640 Washington Ave

Tax Map #: 83A1-1-1

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Michael May

Mailing Address: [Redacted]

Phone Number: [Redacted]

Email: [Redacted]

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: Village Builders on the Bay, Inc. / Bill Daugherty

Mailing Address: [Redacted]

Phone Number: [Redacted]

Email: [Redacted]

PART 5: PROJECT INFORMATION

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

Construct 1 1/2 story Garage 520 SF 1st Floor w/ Finished
Second Floor 460 SF

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): <u>1298 1st</u> <u>890 2nd</u>		Height of Main Dwelling: <u>34'3"</u>	
Building Area (sq. ft.): <u>520 SF</u>		Total Gross Floor Area (sq. ft.): <u>980</u>	
Distance from Main Structure (ft.):		Building width (ft.): <u>20'</u>	
Building Height	Feet: <u>19'8"</u>	Stories: <u>1 1/2</u>	Roof pitch: <u>12/12</u>
A. Foundation	Material to be used if applicable: <u>2 course block Foundation - Parged</u>		
B. Roofing	Material to be used: <u>30 yr. Architectural Shingles</u>		
C. Siding	Material to be used: <u>Certintec Mowgram Double 5" Clapboard</u>	Dimensions: <u>5" - .046 Thickness</u>	
D. Doors	Width: <u>36"</u> Height: <u>80"</u> - <u>Garage Doors - 9' wide x 8' Tall</u>		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) <u>3/0 Doors - Fiberglass painted, Garage Doors white painted metal</u>		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: <u>Double Hung 1/1</u>		
	Material: <u>Vinyl- white</u>		
	Width: <u>36"</u>	Height: <u>54"</u>	Depth: <u>6"</u>
F. Trim	Material to be used: <u>3 1/2" Trim on top and Sides of Windows w/ Thick Sill Nose</u>		
	Dimensions: <u>3 1/2</u>		

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 1 1/2 story garage will be harmonious w/ the neighborhood styles and characteristics of other houses/garages in the district.

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

* See Attached Spec Sheet.

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: [Signature]

Date: 5/25/26

Zoning Administrator's signature: _____

Date: _____

Town Code Chapter 32, Article VIII, Section: _____



Affidavit for Accessory Dwelling Unit Use

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x 31
planningtech@capecharles.org

Revised 02/2026

Taxes Paid

Violations NA

Fee Paid

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 complies with the Zoning Ordinance Requirements per Town Code Chapter 32, Article IV, Section 32-91 (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 in accordance with Town Code Chapter 32, Article IV Sections 32-91:

1. Is the accessory dwelling unit located in an accessory building? ☒ Yes ☐ No
2. Square footage of main building 2,188 Square footage of accessory unit 980
(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
7. Are you applying for the Accessory Dwelling Unit to have a Short-Term Rental Permit? ☐ Yes ☒ No

*If Yes, please provide an internal layout/site diagram of the ADU and clearly mark the minimum 70 sq. ft. that you will designate as the sleeping area.

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 Town Code Chapter 32, Article IV, Section 32-91:

1. Occupancy characteristics.
 - a. Length of stay - An Accessory Dwelling may either be rented as a short-term rental or long-term rental; by either paying a fee for such occupancy at his/her own expense or at the expense of another. 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 in writing. If an Accessory Dwelling Unit is going to be rented for less than thirty (30) days (Short-Term Rental), the Owner must comply with Town Code Chapter 32, Article IV, Section 32-104.
 - 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 Town Code Chapter 32, Article IV, Section 32-95 (b) (3) (a) (5) using both on and off-street parking areas. Parking shall be considered - Square footage of the main building 2188 and Square footage of accessory unit 980
 - d. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic Overlay.

PART 2: PROPERTY INFORMATIONProperty Address: 640 Washington AveTax Map #: 83A1-1-1**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: Michael MayApplicant Title: Owner

Mailing Address:

Phone Number:

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 Town Code Chapter 32, Article IV, Section 32-91 (j)

I am aware the use of an Accessory Dwelling Structure at 640 Washington Ave is an authorized use and by signing below I agree to remain in compliance with all applicable regulations.

I have read and agree to the regulations as stated in Zoning Ordinance Article IV Section 4.1 (J).

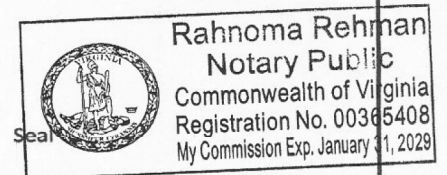
Signature of owner:

Date:

State of Virginia, County of Arlington the foregoing instrument was acknowledged

before me this 26 day of May, 2026, by Michael May (name of person acknowledged).

Signature of Notarial Officer:

Notary Registration number: 00365408My commission expires: January 31, 2029

Zoning Administrator's signature: _____ Date: _____

☐ APPROVED☐ DENIED - Reason



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 11/2025

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: 640 Washington Ave

Tax Map #: 83A1-1-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Michael May

Mailing Address:

Phone Number:

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

COA Application - Garage 640 Washington Ave

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Village Builders on the Bay, Inc. / Bill Daugherty

Mailing Address:

Phone Number:

☒ 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: 5/26/24

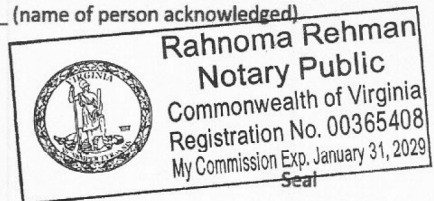
State of Virginia, County of Accomack
26 day of May, 2024 by Michael May

The foregoing instrument was acknowledged before me this
(name of person acknowledged)

Signature of Notarial Officer:

Notary Registration number: 00365408

My commission expires: January 31, 2029





Front Elevation 640 Washington Ave



Rear Elevation 640 Washington Ave



Garage Next Door to 640 Washington w/ Similar Elevation of Proposed Garage

GENERAL NOTES:

1. OWNER: MICHAEL C. MAY & KAREN L. MAY
2. SOURCE OF TITLE: INST. 260000645
3. TAX PARCEL: 83A1-1-1 & 83A1-1-2A
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN MAY 2026 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)

8. AREA: 5,920 SQ. FT. (0.136 AC.)

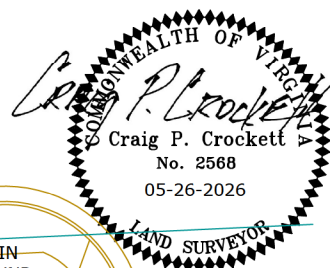
ZONING NOTES:

1. THIS PROPERTY IS ZONED SINGLE FAMILY RESIDENTIAL R1
2. MINIMUM BUILDING SETBACKS:
A. FRONT: 30'
B. SIDE: 5'
C. REAR: 25'
3. THE ENTIRETY OF NORTHAMPTON COUNTY IS RECOGNIZED AS EITHER A RESOURCE PROTECTION AREA OR RESOURCE MANAGEMENT AREA (RMA)

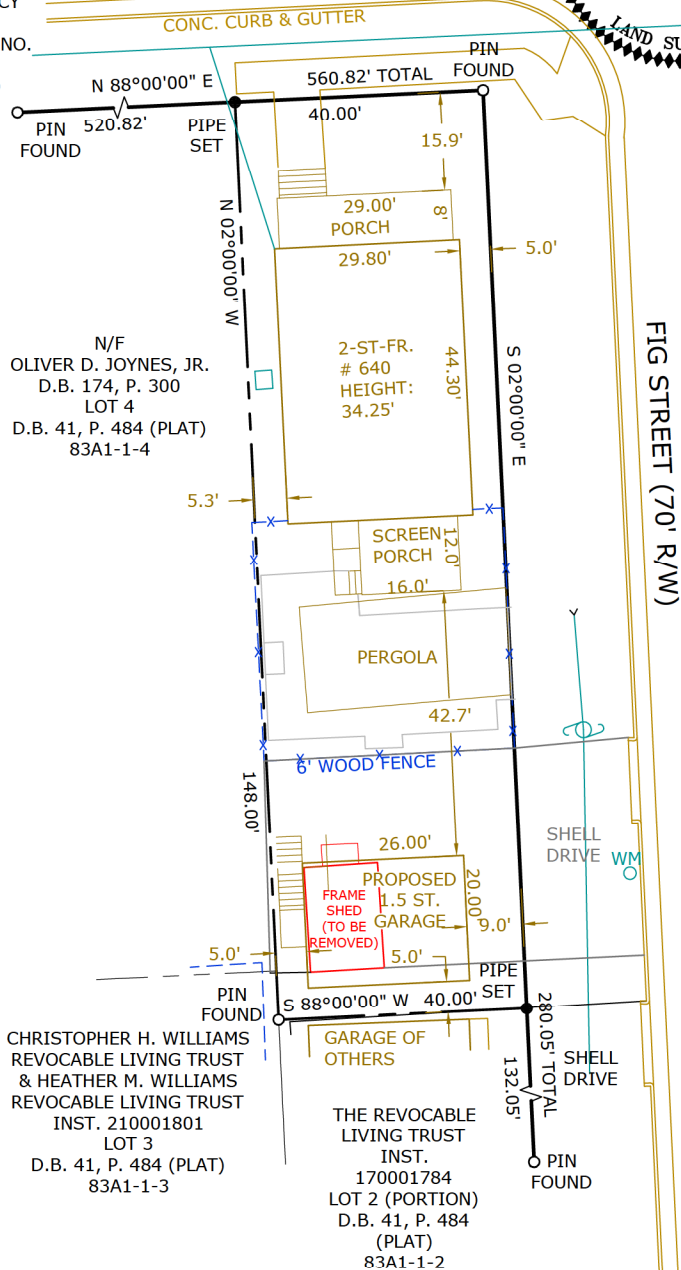
THIS PROPERTY IS NOT SUBJECT TO THE CHESAPEAKE BAY PRESERVATION ACT RESOURCE PROTECTION AREA.

SURVEYORS CERTIFICATION

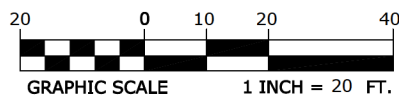
I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS 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.



WASHINGTON AVENUE (70' R/W)



SITE PLAN
LOT 1 & THE NORTHERN 8' OF LOT 2
MAP OF THE TOWN ON
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR
MICHAEL C. & KAREN L. MAY
SCALE: 1" = 20' MAY 26, 2026



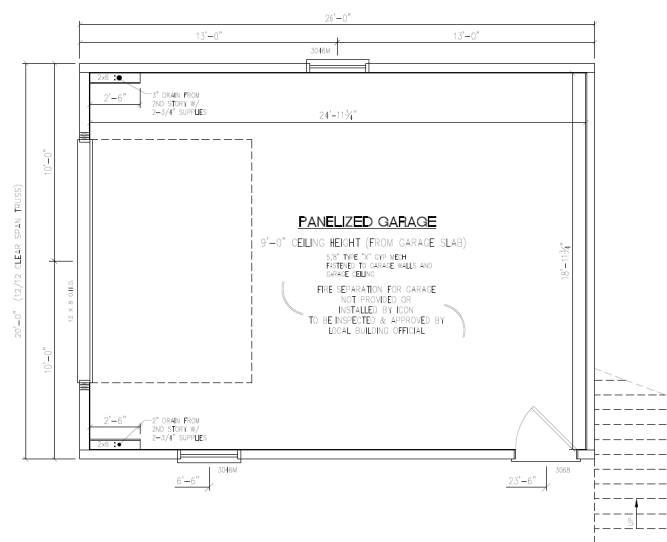
POINT NORTH

POINT NORTH SURVEYING LLC

P.O. Box 701, (757) 709-3008
Onley, VA. 23418 pointnorthsurveying@gmail.com

DRAWN BY: PARKER FIELD BOOK: FILE COPY
BACK TRAV: PARKER PROJ. NO: 26052

- WINDOWS + DOORS REQUIRED TO MEET A DP +/- 34 RATING (ZONE 5 - EDGE)
WINDOWS + DOORS REQUIRED TO MEET A DP +/- 28 RATING (ZONE 4 - FIELD)



STATE/TIA APPROVAL STAMP

R.A. OR P.E. STAMP

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



CITY	STATE	ZIP
CAPE CHARLES	VA	23310
THAMPTON	SOUTH CAROLINA	(PH)
THAMPTON	TN	120 (VLT)
CEHL NO	FILE	
NAME		

1ST STORY FLOOR PLAN

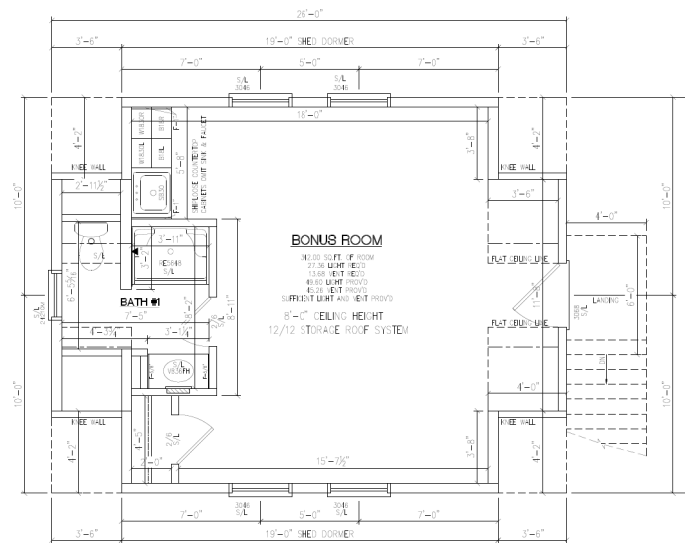
THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVA
JLA

SCALE: 1/4" = 1'-0"

○#13193

PAGE #

FP1



STATE/TPIA APPROVAL STAMP

	R.A. OR P.E. STAMP
--	--------------------

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM

The logo for Icon Legacy, featuring a stylized bird icon above the text "ICON" and "LEGACY" stacked vertically.

DATE	REVISION	BY
------	----------	----

REVISION

BY _____

BY _____

DATE	5/15/2026
------	-----------

REVISION

BY _____

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY INC.

CITY	CAPE CHARLES	STATE	VA
COUNTY	NORTHAMPTON	SNOW LOAD (LBS)	0

Michael May Detached Garage Specifications

640 Washington Avenue

Proposed 1 ½ Story Detached Garage (980 Total Square Feet)

520 SF 1st Floor Unfinished Space, 460 SF 2nd Floor Finished Space

2nd Floor with Bonus Room and Full Bathroom

Foundation:

2 Course 8-inch Allied Lightweight Concrete Block Foundation

Exterior Walls of Block Foundation Parged

12/12 Roof Pitch (Gable End Wall Facing Fig Street)

(2) 3/12 Pitch Shed Dormers (Facing North and South)

Roof Covering:

30 Year Lifetime Architectural Shingles (Certainteed Landmark) (*See Style Below) (Color Not for Reference)



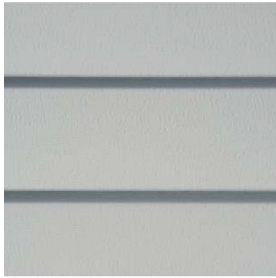
Exterior Wall Covering:

Certainteed Monogram Double 5" Clapboard Siding (.046 Thickness) (*See Picture)

(Color Not for Reference)

4" Outside Corners

Exterior Trim Triple 4" White Soffit w/ White 6" Fascia

Garage:**Windows:**

Ply Gem Pro Series Double Hung Vinyl Windows (*See Picture Below)

3 ½" Integrated Flat Wide Trim (Top and Sides of Windows) w/ Thick Sill Nose

(One over One No SDL's)



Exterior Doors:

Therma Tru Fiberglass Exterior Front Door w/ Rot Free Jambs and Azek Brickmold

First Floor Door (Side Entry Door) – 3068 Two Panel Half Glass (No SDL)

Second Floor Entry Door – 3068 Full Glass Door (No SDL)

Garage Door- Raised Panel (White) w/ Glass Top Panel (One Single 12' Door)

(*See Picture for Reference Style)

Side Entry Door: