



Certificate of Appropriateness Application

New Construction

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

Owner signature: Janeth Blackwell

Date:

PART 2: PROPERTY INFORMATION

Property Address: 509 Harbor Ave. : 331-2-10-6

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

: R-1

PART 3: PROPERTY OWNER INFORMATION

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.)

PART 5: PROJECT INFORMATION

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

Construct 6x22 front porch
Install fence in front yard

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 front porch will be similar to other homes in the historic district.

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

Framing/lumber
Azek tongue + groove porch flooring
Azek steps
Azek slats (as skirting)
GAF Architectural roof shingle
Vinyl fencing

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: Heather Behrens

Date: 2/3/26

Zoning Administrator's signature: _____

Date: _____



Owner Affidavit for Permission to Represent

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x24

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: **509 Harbor Ave.** Tax Map #: **83A1-2-10-6**

PART 3: PROPERTY OWNER INFORMATION
Name and/or Company: **LouEllen Blackwelder**

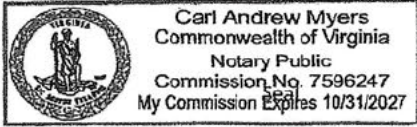
I hereby give authority to the following representative to act on my behalf on the following matter:

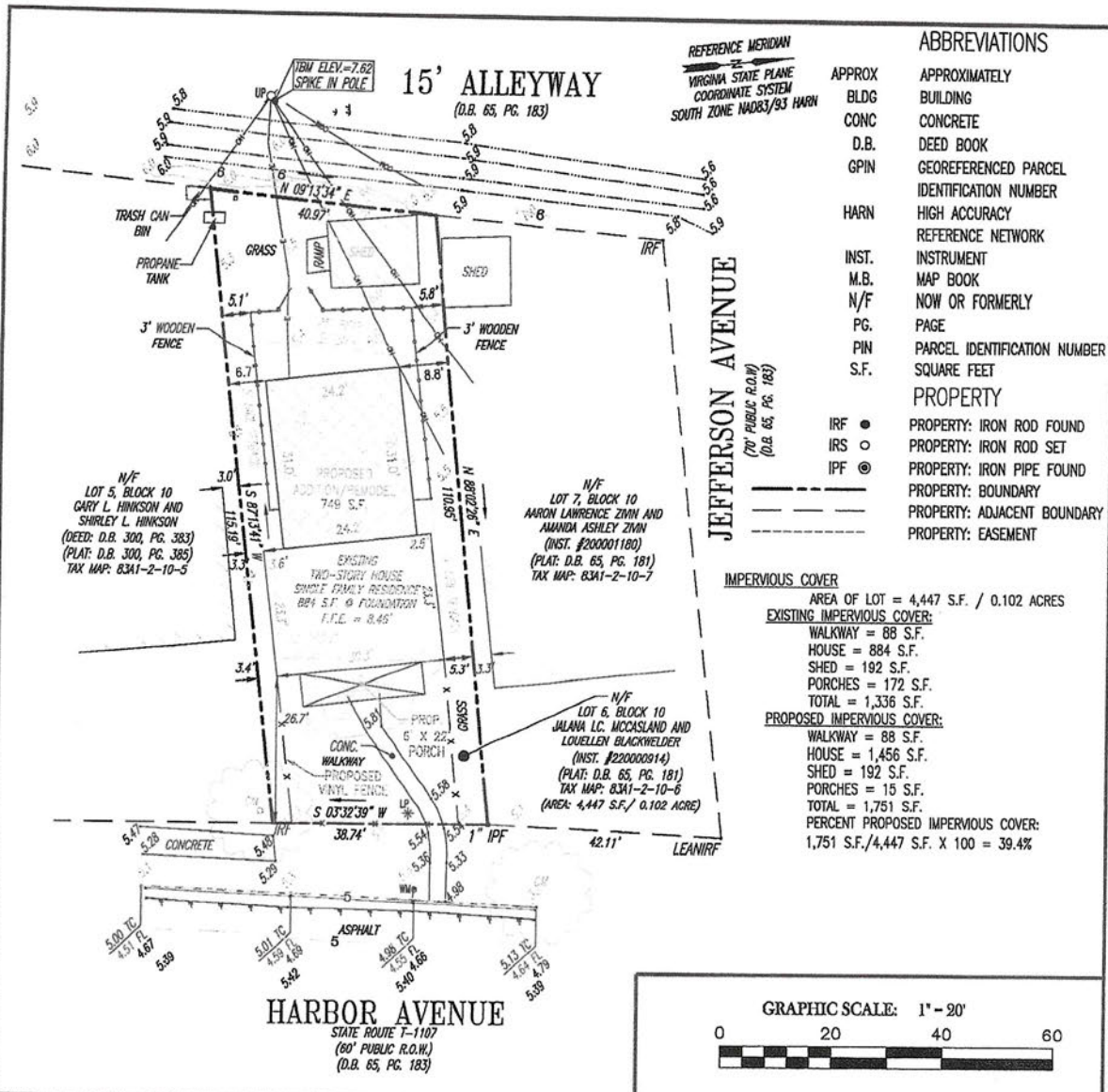
PART 4: REPRESENTATIVE INFORMATION
Name and/or Company: **QS LLC**

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: LouEllen Blackwelder Digitally signed by LouEllen Blackwelder Date: 2025.02.03 11:28:18 -05'00' Date: 2/3/2026
State of VIRGINIA, County of NORFOLK The foregoing instrument was acknowledged before me this 3rd day of FEBRUARY, 2026, by CARL ANDREW MYERS (name of person acknowledged)
Signature of Notarial Office: Carl Andrew Myers
Notary Registration number: 7596247
My commission expires: 10/31/2027





ABBREVIATIONS

APPROX	APPROXIMATELY
BLDG	BUILDING
CONC	CONCRETE
D.B.	DEED BOOK
GPIN	GEOREFERENCED PARCEL IDENTIFICATION NUMBER
HARN	HIGH ACCURACY REFERENCE NETWORK
INST.	INSTRUMENT
M.B.	MAP BOOK
N/F	NOW OR FORMERLY
PG.	PAGE
PIN	PARCEL IDENTIFICATION NUMBER
S.F.	SQUARE FEET
PROPERTY	
IRF ●	PROPERTY: IRON ROD FOUND
IRS ○	PROPERTY: IRON ROD SET
IPF ⊙	PROPERTY: IRON PIPE FOUND
---	PROPERTY: BOUNDARY
- - - -	PROPERTY: ADJACENT BOUNDARY
- · - · -	PROPERTY: EASEMENT

IMPERVIOUS COVER

AREA OF LOT = 4,447 S.F. / 0.102 ACRES

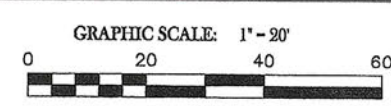
EXISTING IMPERVIOUS COVER:

WALKWAY = 88 S.F.
HOUSE = 884 S.F.
SHED = 192 S.F.
PORCHES = 172 S.F.
TOTAL = 1,336 S.F.

PROPOSED IMPERVIOUS COVER:

WALKWAY = 88 S.F.
HOUSE = 1,456 S.F.
SHED = 192 S.F.
PORCHES = 15 S.F.
TOTAL = 1,751 S.F.

PERCENT PROPOSED IMPERVIOUS COVER:
1,751 S.F./4,447 S.F. X 100 = 39.4%



- GENERAL SURVEY NOTES:**
- THIS SURVEY WAS PRODUCED BY MID-ATLANTIC SURVEYING AND LAND DESIGN, INC. FOR QS LLC.
 - THIS SURVEY WAS PRODUCED WITHOUT BENEFIT OF A TITLE REPORT. ALL EASEMENTS, SERVITUDES AND RESTRICTIONS MAY NOT BE SHOWN.
 - THE PROPERTY LINES SHOWN HEREON ARE NOT BASED ON A CURRENT FIELD BOUNDARY SURVEY. PROPERTY LINES SHOWN HEREON ARE BASED ON COMPILATION OF DEEDS AND PLATS OF RECORD.
 - THIS SITE IS NOT LOCATED IN THE RPA, BUT IS LOCATED COMPLETELY IN THE RMA OF THE CHESAPEAKE BAY PRESERVATION AREA.
 - THIS PARCEL APPEARS TO LIE IN FLOOD ZONE X SHADED ACCORDING TO FEMA FLOOD ZONE PANEL 51131C0295F DATED 03/02/2015. FLOOD INFORMATION INDICATED HEREON SHOULD NOT BE CONSTRUED AS A DETERMINATION OF THE NEED OR LACK OF NEED FOR FLOOD INSURANCE. PROPERTY OWNERS SHOULD CONTACT A LOCAL FLOOD OFFICIAL FOR MORE INFORMATION.
 - THIS SITE IS LOCATED INSIDE OF THE TOWN OF CAPE CHARLES HISTORIC DISTRICT OVERLAY
 - TOWN OF CAPE CHARLES ZONING: R-1
FRONT SETBACK: 30' OR CONFORMING TO ADJACENT LOTS
SIDE SETBACK: 5'
REAR SETBACK: 25'

TOPOGRAPHIC SURVEY CERTIFICATION

THIS SURVEY

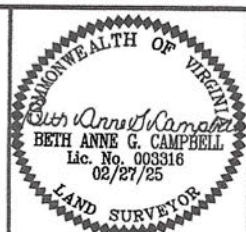
*SITE PLAN
OF
LOT 6, BLOCK 10 (D.B. 65, PG. 183)
FOR
QS LLC
CAPE CHARLES, VIRGINIA
02/27/2025*

WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF, BETH ANNE G. CAMPBELL FROM AN ACTUAL GROUND OR REMOTE-SENSING SURVEY MADE UNDER MY SUPERVISION; THAT THE IMAGERY AND/OR ORIGINAL DATA WAS OBTAINED ON 12-07-2022; AND THAT THIS PLAT, MAP, OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

DATE: 02-27-2025

Beth Anne G. Campbell
BETH ANNE G. CAMPBELL, VA L.S. #003316

SITE PLAN
OF
LOT 6, BLOCK 10
(D.B. 65, PG. 183)
FOR
QS LLC
CAPE CHARLES, VIRGINIA
02/27/2025
REVISED: 02/03/2026



PROJECT #22256.1
FIELD BY: LMD/BAC
FIELD DATES: 12/07/2022
DRAWN BY: ETR
SHEET 1 OF 1

MAS-LD
MidAtlantic Surveying and Land Design

5257 Cleveland Street, Suite 109
Virginia Beach, VA 23462
757-557-0888
WWW.MAS-LD.COM
ADMIN@MAS-LD.COM

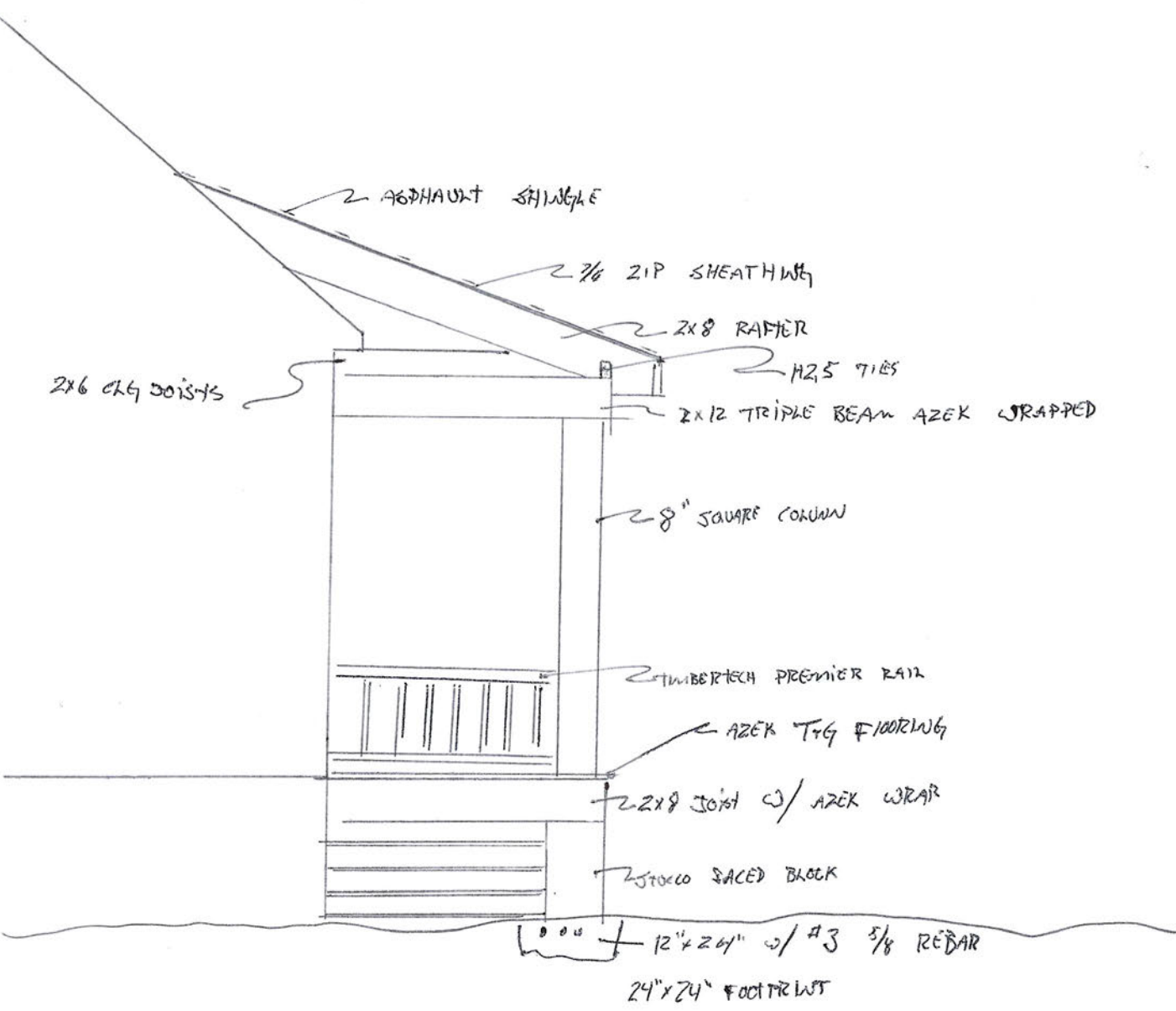
202503 12:11 PM
JOCELYN REGER 263626 1:40 PMLAST SAVED
D:\MS\1416\202502\02_28\22851 501 HARBOR AVE QS LLC - CC - TRSP16 - DRAWINGS\02_02_28\22851 501 HARBOR AVE QS LLC - CC - TRSP16

509 Harbor Ave.



Porch similar to what we are proposing





2 ASPHALT SHINGLE

2 3/4 ZIP SHEATHING

2x8 RAFTER

2x6 CEG JOISTS

M25 TIES

2x12 TRIPLE BEAM AZEK WRAPPED

2 8" SQUARE COLUMN

2 TIMBERTECH PREMIER RAIL

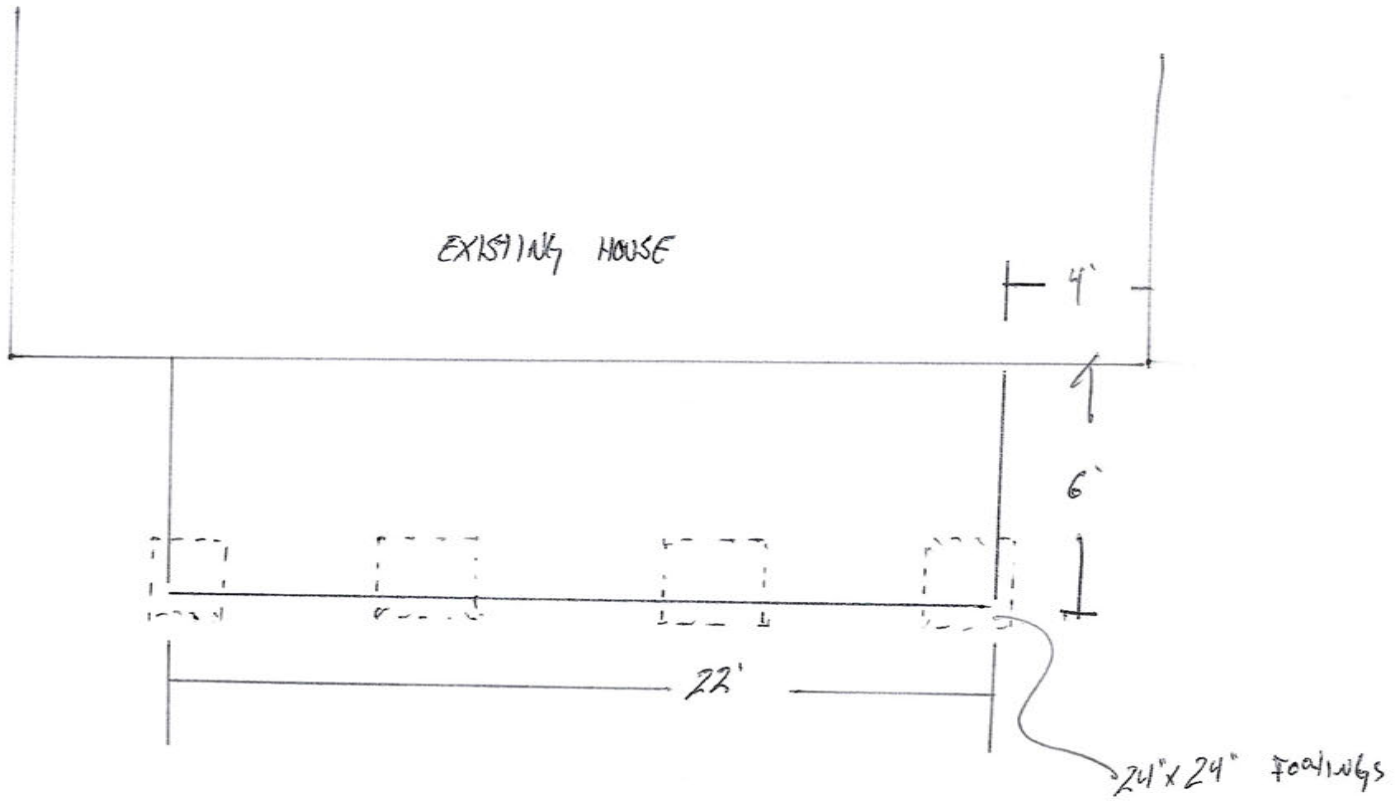
AZEK T&G FLOORING

2 2x8 JOIST w/ AZEK WRAP

2 STUCCO FACED BLOCK

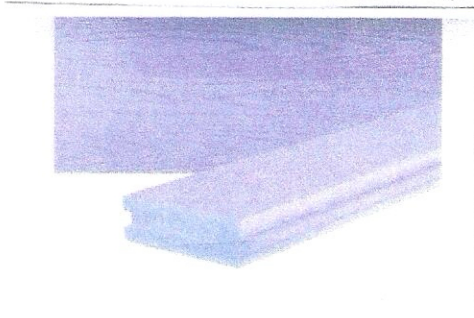
12" x 24" w/ #3 5/8 REBAR

24" x 24" FOOTING



Azek slat lattice

Timbertech
Azek tongue + groove
porch
flooring



GAF
Architectural shingle

8" Fibercast
column



Azek Premier handrail

top -



4" X 4" Cap

post
caps



Composite Balusters

4x4
posts between
rail sections

8' sections on front 36" height
6' sections on sides

Cart

an or pinch to expan