



Certificate of Appropriateness Application

New Construction

Planning & Zoning Department
Cape Charles, VA 23310

757-331-3259 xj6
planningtech@capecharles.org

Budget Code: HISTF 100-3100-1100

Revised 6/1/202c	
Taxes	PD
Violations	NA
Fee	NA
Decision	HDRB

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.

- | | | |
|--|---|--|
| ☒ A) Site Plan | ☒ B) Elevations | ☐ C) Zoning Clearance Application |
| ☐ D) Photos of existing lot | ☒ E) Renderings | ☐ F) Photos of proposed materials |
| ☐ G) Owner Permission Affidavit | ☐ H) Payment of Fee | ☐ I) Tree Permit Application |

Owner signature: _____

Date: _____

PART 2: PROPERTY INFORMATION

Property Address: _____

Tax Map #: 8344-1-1 →

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

Zoning District: C-2

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Town of Municipal Corporation of Cape Charles

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: _____

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 Municipal Building

PART 6. NEW CONSTRUCTION

See Section 5.13 of the Historic District Design Guidelines

First Floor Building Area (sq. ft.): 8886		Total Gross Floor Area (sq. ft.): 15176	
Front Building Setback (ft.): 54'		Building width (ft.): 138'	
Building Height	Feet: 33'	Stories: 2	Roof pitch: 6/12
A. Foundation	Material to be used: concrete w/ brick veneer		
B. Roofing	Material to be used: metal standing seam		
	Chimney? ☒ No ☐ Yes - Number _____ Materials:		
C. Siding	Material to be used: cementitious lap	Dimensions: 8.5", 7" reveal	
D. Steps	Material to be used: N/A		
E. Railing	Style and Material to be used: N/A		
F. Porch	Length: N/A Width:		
	Material to be used: Floor:		Skirting:
	Columns? ☐ No ☒ Yes - Number 4 Style & Materials: Square, PVC		
G. Deck	Length: N/A Width:	Material to be used:	
H. Doors	Width: 3' Height: 7' qty. 7 single Narrow-lite Metal		
	Width: 6' Height: 7' qty. 2 double Glass Prefinished Aluminum Storefront		
	Width: 10' Height: 12' qty. 2 garage 6-lite Steel		
I. Windows	Material: Aluminum 2/2		
	Width: 4'	Height: 5'4"	Depth: 4.5" 52
	Width: 4'	Height: 4'2"	Depth: 4.5" 4
	Width: 4'	Height: 2'0"	Depth: 4.5" 3

J. Trim	Material to be used: cementitious panel
	Dimensions: 5/4 x 8"
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan. Driveway: ☐ No ☒ Yes – Materials: __asphalt__ Walkway: ☐ No ☒ Yes – Materials: __concrete__ Fence: ☐ No ☒ Yes – Materials: _____ Patio: ☐ No ☐ Yes – Size: _____ Materials: _____ Outdoor shower: ☐ No ☐ Yes – ☐ Not Enclosed ☐ Enclosed – Materials _____ Pool: ☐ No ☐ Yes Accessory Structure: ☐ No ☐ 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 building site is near the eastern edge of the Historic District Overlay. The scale and mass of the building is consistent with the nearby buildings on the south side of Randolph Avenue, some of which are two stories, and that of the former grocery store to the east on the north side of Randolph Avenue. Parking in front of the building is consistent with the existing buildings on both the north and south sides of Randolph Avenue, as well as Chesapeake Properties and Rayfield's Pharmacy on Fig Street. Architectural features, such as metal standing seam roof on the main structure, parapet roof on the garage, and low roof overhanging the main entrance, garage entrance and walkways, are consistent with building features found in the neighborhood and throughout the Historic District Overlay, particularly in the C-1 and C-2 districts. This new construction design is sympathetic to the surrounding neighborhood.

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 Zoning Ordinances, 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: Ruth Kangle

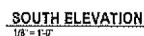
Date: 8/5/2024

Zoning Administrator's signature: _____

Date: _____



- Metal Standing Seam Roof – Sentriclad Charcoal
- Cementitious Lap Siding – Benjamin Moore AF-705 Cinder
- Cementitious Trim – Benjamin Moore OC-151 White
- Brick Veneer – Triangle Brick Southampton



ITEM	COLOR
BRICK COLOR	VIA/GLE BRICK SOUTHAMPTON
KORTIAN AT BRICK	TBD
ARCHITECTURAL CAST STONE	TBD
PAIN AT LAP JOINTS	BEHMAN'S MOORE AFTER CENTER
PAIN AT TRIM	BEHMAN'S MOORE OC-151 WHITE
METAL STANDING SEAM ROOF	CENTRAL/AD CHARCOAL
TRAIL GUTTERS, DOWNSPOUTS	TBD
STOREFRONT FRAMING	TBD
STOREFRONT DOORS	TBD
GLAZING	TBD
HOLLOW METAL DOORS	TBD
OVERHEAD DOORS	TBD
BOLLARDS	TBD

EXTERIOR ELEVATIONS

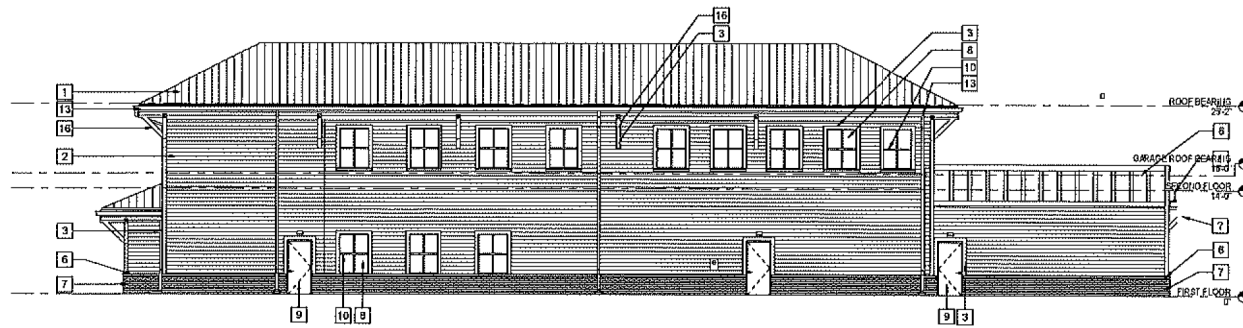
BID / CONSTRUCTION SET 04/10/2026

21074

A201

THE FOLLOWING FIVE WERE IN CONTACT WITH MORTIMER WEINSTEIN INC., A BOSTON FIRM, DURING 1981: ROBERT A. DE WILDE, THE PRESIDENT; JEFFREY A. DE WILDE, VICE PRESIDENT; JAMES J. DE WILDE, SENIOR VICE PRESIDENT; JAMES J. DE WILDE, JR., SENIOR VICE PRESIDENT; JAMES J. DE WILDE, JR., SENIOR VICE PRESIDENT.

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NORTH ELEVATION
1/8" = 1'-0"



EAST ELEVATION
1/8" = 1'-0"

ELEVATION NOTES

- 1 METAL STANDING SEAM ROOF
- 2 CEMENTITIOUS LAP SIDING
- 3 CEMENTITIOUS TRIM
- 6 CEMENTITIOUS PANEL SIDING WITH CEMENTITIOUS BATTENS
- 7 BRICK VENEER
- 8 INSULATING GLASS
- 9 HOLLOW METAL DOOR AND FRAME
- 10 PREFINISHED ALUMINUM STOREFRONT WINDOW
- 11 PREFINISHED ALUMINUM STOREFRONT DOOR
- 12 STEEL SECTIONAL OVERHEAD DOOR
- 13 PREFINISHED ALUMINUM GUTTER/DOWNSPOUT
- 15 PAINTED STEEL BRACKET
- 16 PVC BRACKET
- 17 EXTRUDED ALUMINUM LETTERS



BID / CONSTRUCTION SET

TOWN OF CAPE CHARLES
 MUNICIPAL OFFICE BUILDING
 CAPE CHARLES, VIRGINIA
 EXTERIOR ELEVATIONS

BID / CONSTRUCTION SET	DATE/2008

21074

A202

EXISTING NEIGHBORING PROPERTIES

745 Randolph Avenue



710 & 712 Randolph Avenue



7 Fig Street



1 Fig Street



2 Fig Street

