



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 12/2024	
Taxes	✓ P&RS
Violations	NA
Fee	\$150
Decision	HDRB

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

## PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\*** is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work:** is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- A) Zoning Clearance Application     
  B) Photos of existing condition     
  C) Owner Permission Affidavit  
 D) Payment of COA Fee (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)  
 E) Site Plan/Survey     
  F) Material Specifications     
  G) Tree Permit Application

Owner signature: *Charlotte Whitney*

Date: August 4, 2025

## PART 2: PROPERTY INFORMATION

Property Address: 216 Washington Ave, Cape Charles, VA 23310

Tax Map #: 83A1-1-96

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

Zoning District: Historic District  
*R-1*

## PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Charlotte Whitney

Mailing Address: 216 Washington Ave, Cape Charles, VA 23310

Phone Number: 248-930-4455

Email: [c.wren.whitney@gmail.com](mailto:c.wren.whitney@gmail.com)

## PART 4: APPLICANT INFORMATION

Check here if the applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: Charlotte Whitney

Mailing Address: 216 Washington Ave, Cape Charles, VA 23310

Phone Number: 248-930-4455

Email: [c.wren.whitney@gmail.com](mailto:c.wren.whitney@gmail.com)

**PART 5: PROJECT INFORMATION – Describe in detail proposed work.**

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

Request approval to expand our current windows in our attic to 2 feet 8 inches by 4 feet 6 inches (2/8 x 4/6) as part of our interior/attic renovation project. This window size meets egress requirements, enhancing both safety and livability in the renovated attic space. The expanded window size will provide improved ventilation and emergency exit capability, aligning with code compliance. Thank you.

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

- Addition   
  Doors   
  Windows   
  Masonry   
  Porch   
  Roofs   
  Siding   
  Steps/Stoop & Railings  
 Trim Work   
  Fence or Wall   
  Partial demolition   
  Hardscaping   
  Appurtenances   
  Other:

**A. ADDITION  Not applicable      SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories:	Building height:	Footprint:	Gross square footage:
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Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF  Not applicable      SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:  New     Repair % of roof structure \_\_\_\_     Reroofing: In kind \_\_\_\_ Different in style or material \_\_\_\_  
 Add/Repair Gutters and downspouts     Solar Panels     Other Solar Installation

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work:
Existing Material:	Proposed Material:
Pitch:	Pitch:
<b>Gutters &amp; Downspouts:</b> (Pictures of Location & Material Specs)	<b>Solar:</b> (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes:	

**C. DOORS  Not applicable      SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_    Removed: \_\_\_\_  
 Repaired: \_\_\_\_    Replaced: In kind \_\_\_\_ Different in style or material \_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: Complete a separate Section C for each door being modified. Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material:	Proposed Material:
Dimensions: Width ____    Height ____	Dimensions: Width ____    Height ____
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

<b>D. WINDOWS</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material <u>1</u> ( <b>Expanded</b> )	
<b>Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"</b>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
<b>Existing Windows</b>	<b>Proposed Windows</b>
Window 1: <b>Complete a separate Section D for each window being modified if it is a different size, configuration, etc.</b> Original to the home: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced (/Expanded)
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture 2/8 x 1/10	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture 2/8 x 4/6
Width: 2/8 Height: 1/10 Depth: 4"	Width: 2/8 Height: 4/6 Depth: 4"
Existing Material: Glass	Proposed Material: Glass
Sill: Length: 2/10 Thickness: 2.5" Depth: 3"	Sill: Length: 2/10 Thickness: 2.5" Depth: 3"
Existing Material: Vinyl	Proposed Material: Vinyl
Casing / Trim: Width: 2/10 Height: 2/1 Depth: 4"	Casing / Trim: Width: 2/10 Height: 4/9 Depth: 4"
Existing Material: Wood	Proposed Material: Wood
Shutters: Original: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material: N/A	Proposed Material: N/A
Indicate the reason for change: Request approval to expand attic windows to meet egress requirements for attic renovation project	
<b>E. PORCHES</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
<b>New materials should match the historic material, composition, shape, size, and other visual qualities.</b>	
Work to be done: <input type="checkbox"/> Repair flooring <input type="checkbox"/> Repair ceiling <input type="checkbox"/> Repair columns <input type="checkbox"/> Repair/Add Skirting <input type="checkbox"/> Repair/Add Screening <input type="checkbox"/> Flooring = <input type="checkbox"/> Alter <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Columns = <input type="checkbox"/> Alter <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Balustrade = <input type="checkbox"/> Alter <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Ceiling = <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Skirting = <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair	
Location (Attach pictures for all work including existing and proposed; Survey may be requested):	
<b>FLOORBOARDS:</b> Number of boards to be: _____ Repaired _____ Replaced _____ Altered	
<b>Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.</b>	
<b>Existing Condition:</b> <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
<b>CEILING</b>	
<b>Existing Condition:</b> <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
<b>COLUMNS</b>	
<b>Existing Condition:</b> <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____
<b>CONTINUE COMPLETING THIS SECTION ON PAGE 4</b>	

<b>BALUSTRADE</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
<b>SCREENING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
<b>SKIRTING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
<b>F. STEPS/STOOPS/RAILINGS</b> ■ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach pictures; Survey may be requested):	
Number of Steps to be:      ___ Repaired      ___ Replaced      ___ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Dimensions: Rise:      Run:      Tread Width:	Dimensions: Rise:      Run:      Tread Width:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Stoop to be:      ___ Repaired      ___ Replaced      ___ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be:      ___ Repaired      ___ Replaced      ___ Altered	
Location (Attach pictures; Survey may be requested):	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

<b>G. SIDING</b> <input checked="" type="checkbox"/> <b>Not applicable</b> SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
<b>Existing Siding</b>		<b>Proposed Siding</b>	
Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure			
Existing Material:		Proposed Material:	
Dimensions: Thickness:	Width:	Dimensions: Thickness:	Width:
Indicate the reason for change, e.g., underlying material condition, rot:			
<b>H. TRIM WORK</b> <input checked="" type="checkbox"/> <b>Not applicable</b> SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration			
Location (Attach diagram & pictures):			
<b>Existing Trim</b>		<b>Proposed Trim</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Material:	
Dimensions: Width:	Height:	Depth:	
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design):			
<b>I. MASONRY</b> <input checked="" type="checkbox"/> <b>Not applicable</b> SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing			
Location (Attach diagram & pictures):			
<b>Existing Masonry</b>		<b>Proposed Masonry</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)			
<b>Existing Chimney</b>		<b>Proposed Chimney</b>	
Show location and document conditions with photographs		<input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap	
Indicate the reason for change and materials:			
<b>J. HARDSCAPING</b> <input checked="" type="checkbox"/> <b>Not applicable</b> SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Location (Attach Site Plan/Survey & pictures):			
<input type="checkbox"/> Driveway:	Length:	Width:	Materials:
<input type="checkbox"/> Walkway:	Length:	Width:	Materials:
<input type="checkbox"/> Other Paving:	Length:	Width:	Materials:

**K. FENCE OR WALL**  **Not applicable** SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work:  New  Repair % of structure \_\_\_\_  Replace In kind \_\_\_\_  Different in style or material \_\_\_\_

Location (include survey showing location, setbacks, and height)

Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:

**L. DECKS & PATIOS**  **Not applicable** SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

Deck: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Materials: \_\_\_\_\_

Patio: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Materials: \_\_\_\_\_

**M. APPURTENCES**  **Not applicable** SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

New  Repair  Replacing  Other:

Outdoor Shower:  Enclosed Length: \_\_\_\_\_ Width: \_\_\_\_\_

Material:	Foot Pad Material:
Other, describe:	
Dimensions:	Material
Other:	
Dimensions:	Material

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: Charlotte Whitey Date: 5/AUG/25

Zoning Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Ordinance Article VIII Section: 8.16

Front of house : 216 Washington Ave, Cape Charles

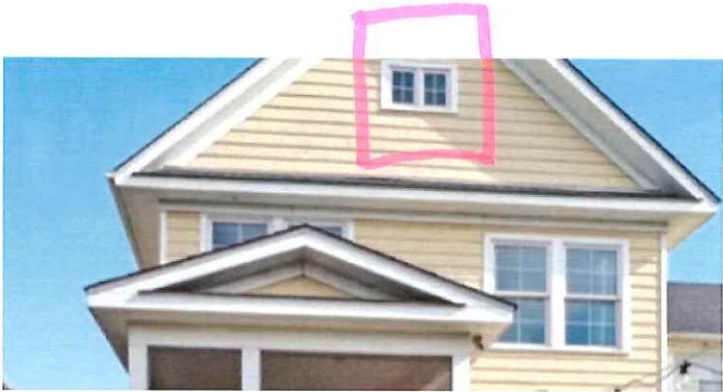


**Before**  
*(2/8 x 1/10 attic window)*



**After**  
*(2/8 x 4/6 attic window)*

Back of house



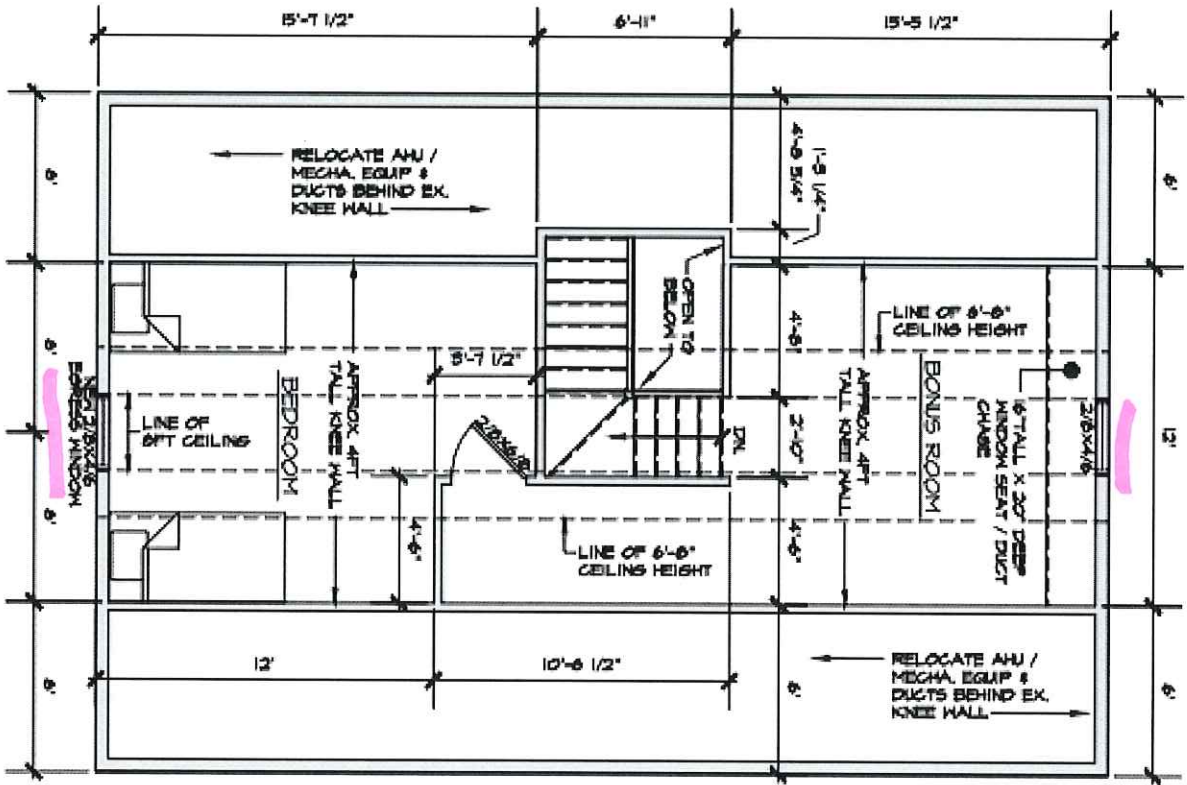
**Before**  
*(2/8 x 1/10 attic window)*



**After**  
*(2/8 x 4/6 attic window)*

THIRD FLOOR PLAN

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



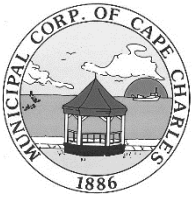
WHITNEY RESIDENCE  
 216 WASHINGTON AVENUE  
 CAPE CHARLES VIRGINIA 23301



PLAN REFERENCE NORTH



DESIGN DEVELOPMENT  
 DRAFTING & DESIGN SERVICES  
 1087 BELVOIR LN.  
 VIRGINIA BEACH VA 23464  
 757-704-8701  
 designdevelopment@lhrs.com



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Budget Code: HISTF 100-3100-1100

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**Minor Exterior Work\*** is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

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*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- A) Zoning Clearance Application     
  B) Photos of existing condition     
  C) Owner Permission Affidavit  
 D) Payment of COA Fee (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)  
 E) Site Plan/Survey     
  F) Material Specifications     
  G) Tree Permit Application

Owner signature: *Charlotte Whitney* Date: 4/SEP/25  
(revision of 5/AUG/25 application)

## PART 2: PROPERTY INFORMATION

Property Address: 216 Washington Ave, Cape Charles, VA 23310	Tax Map #: 83A-1-96
Is there an active Certificate of Appropriateness on this property? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ Date	Zoning District: Historic

## PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Charlotte Whitney

Mailing Address: 216 Washington Ave, Cape Charles, VA 23310

Phone Number: 248-930-4455

Email: c.wren.whitney@gmail.com

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Check here if the applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: Charlotte Whitney

Mailing Address: 216 Washington Ave, Cape Charles, VA 23310

Phone Number: 248-930-4455

Email: c.wren.whitney@gmail.com

**PART 5: PROJECT INFORMATION – Describe in detail proposed work.**

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

10' wide concrete golf cart drive way cut from curb to side of residence at 216 Washington Ave.

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

- Addition     Doors     Windows     Masonry     Porch     Roofs     Siding     Steps/Stoop & Railings  
 Trim Work     Fence or Wall     Partial demolition     Hardscaping     Appurtenances     Other:

**A. ADDITION  Not applicable      SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories:	Building height:	Footprint:	Gross square footage:
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Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF  Not applicable      SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:  New     Repair % of roof structure \_\_\_\_     Reroofing: In kind \_\_\_\_ Different in style or material \_\_\_\_  
 Add/Repair Gutters and downspouts     Solar Panels     Other Solar Installation

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work:
Existing Material:	Proposed Material:
Pitch:	Pitch:
<b>Gutters &amp; Downspouts:</b> (Pictures of Location & Material Specs)	<b>Solar:</b> (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes:	

**C. DOORS  Not applicable      SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_    Removed: \_\_\_\_  
 Repaired: \_\_\_\_    Replaced: In kind \_\_\_\_ Different in style or material \_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: <b>Complete a separate Section C for each door being modified.</b> Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material:	Proposed Material:
Dimensions: Width ____ Height ____	Dimensions: Width ____ Height ____
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

<b>D. WINDOWS ■ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
<b>Minimum Guidelines: Window Sill – thickness of 1-1/2” and Window Casing or Trim – thickness of 3-1/2”</b>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
<b>Existing Windows</b>	<b>Proposed Windows</b>
Window 1: <b>Complete a separate Section D for each window being modified if it is a different size, configuration, etc.</b> Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material:	Proposed Material:
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change:	
<b>E. PORCHES ■ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
<b>New materials should match the historic material, composition, shape, size, and other visual qualities.</b>	
Work to be done: <input type="checkbox"/> Repair flooring <input type="checkbox"/> Repair ceiling <input type="checkbox"/> Repair columns <input type="checkbox"/> Repair/Add Skirting <input type="checkbox"/> Repair/Add Screening <input type="checkbox"/> Flooring = <input type="checkbox"/> Alter <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Columns = <input type="checkbox"/> Alter <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Balustrade = <input type="checkbox"/> Alter <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Ceiling = <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Skirting = <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair	
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<b>FLOORBOARDS:</b> Number of boards to be: _____ Repaired _____ Replaced _____ Altered	
<b>Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.</b>	
<b>Existing Condition:</b> <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
<b>CEILING</b>	
<b>Existing Condition:</b> <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
<b>COLUMNS</b>	
<b>Existing Condition:</b> <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____
<b>CONTINUE COMPLETING THIS SECTION ON PAGE 4</b>	

<b>BALUSTRADE</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
<b>SCREENING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
<b>SKIRTING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
<b>F. STEPS/STOOPS/RAILINGS</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach pictures; Survey may be requested):	
Number of <b>Steps</b> to be:      ___ Repaired      ___ Replaced      ___ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Dimensions: Rise:      Run:      Tread Width:	Dimensions: Rise:      Run:      Tread Width:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
<b>Stoop</b> to be:      ___ Repaired      ___ Replaced      ___ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of <b>Railings</b> to be:      ___ Repaired      ___ Replaced      ___ Altered	
Location (Attach pictures; Survey may be requested):	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

<b>G. SIDING</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)	
Location (Attach diagram & pictures):	
<b>Existing Siding</b>	<b>Proposed Siding</b>
Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	
Existing Material:	Proposed Material:
Dimensions:    Thickness:                      Width:	Dimensions:    Thickness:                      Width:
Indicate the reason for change, e.g., underlying material condition, rot:	
<b>H. TRIM WORK</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration	
Location (Attach diagram & pictures):	
<b>Existing Trim</b>	<b>Proposed Trim</b>
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material:	Proposed Material:
Dimensions:    Width:                      Height:                      Depth:	Dimensions:    Width:                      Height:                      Depth:
Style / Design:	Style / Design:
Reason for repair or alteration (change of material or design):	
<b>I. MASONRY</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
Type of work: <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing	
Location (Attach diagram & pictures):	
<b>Existing Masonry</b>	<b>Proposed Masonry</b>
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material:	Proposed Materials:
Existing mortar:                                      Joints:	Mortar to be used:                                      Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)	
<b>Existing Chimney</b>	<b>Proposed Chimney</b>
Show location and document conditions with photographs	<input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap
Indicate the reason for change and materials:	
<b>J. HARDSCAPING</b> <input type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
Location (Attach Site Plan/Survey & pictures): From curb to side of house at 216 Washington Ave, Cape Charles VA	
<input checked="" type="checkbox"/> Driveway:	Length: 52' 6"    Width: 10'    Materials: Concrete
<input type="checkbox"/> Walkway:	Length:                      Width:                      Materials:
<input type="checkbox"/> Other Paving:	Length:                      Width:                      Materials:

**K. FENCE OR WALL**  **Not applicable** SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work:  New  Repair % of structure \_\_\_\_  Replace In kind \_\_\_\_  Different in style or material \_\_\_\_

Location (include survey showing location, setbacks, and height)

Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:

**L. DECKS & PATIOS**  **Not applicable** SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

<input type="checkbox"/> Deck: Length: _____ Width: _____ Materials: _____
<input type="checkbox"/> Patio: Length: _____ Width: _____ Materials: _____

**M. APPURTENCES**  **Not applicable** SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

New  Repair  Replacing  Other:

Outdoor Shower:  Enclosed Length: \_\_\_\_\_ Width: \_\_\_\_\_

Material:	Foot Pad Material:
Other, describe:	
Dimensions:	Material
Other:	
Dimensions:	Material

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: Charlotte Whiting Date: 4/SEP/25  
(revision of 5/AUG/25 application)

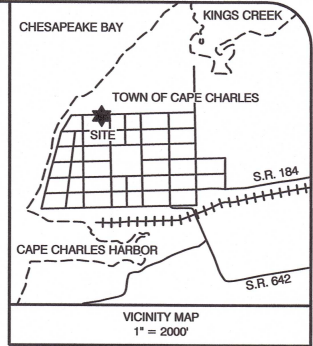
Zoning Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Zoning Ordinance** Article VIII Section: \_\_\_\_\_

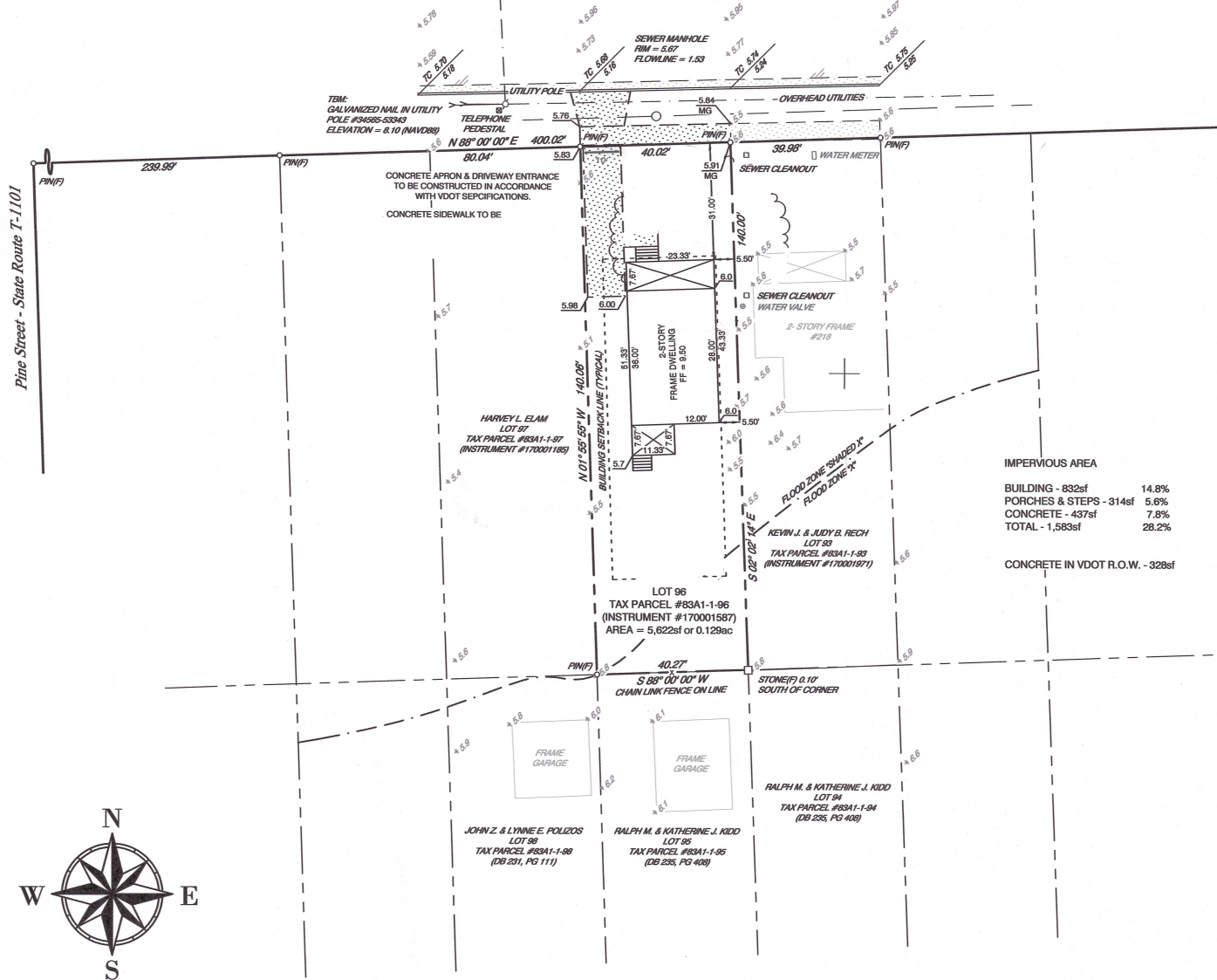
**216 Washington Avenue Existing Conditions**



I, HEREBY CERTIFY THAT THIS PLAT IS BASED ON A CURRENT FIELD SURVEY, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS.



Washington Avenue - State Route T-1106  
(70' Right-of-Way)  
(Deed Book 41, Page 484)



THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.

FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM F.E.M.A. FLOOD MAPS. SHORELINE SURVEYORS IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

THIS PROPERTY APPEARS TO FALL IN:  
FLOOD ZONES: X & SHADED X  
COMMUNITY NO.: 510106  
PANEL: 0285F DATED: MARCH 2, 2015

FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.

THE NORTH MERIDIAN OF THIS PLAT IS BASED ON A SURVEY RECORDED IN DEED BOOK 41 AT PAGE 483.

BUILDING DATA SHOWN HEREON IS BASED ON PLANS BY DESIGN DEVELOPMENT DRAFTING & DESIGN SERVICES DATED MARCH 27, 2018. CONTRACTOR SHALL VERIFY ALL BUILDING DIMENSIONS PRIOR TO CONSTRUCTION.

AS PER THE TOWN OF CAPE CHARLES ZONING MAP DATED FEBRUARY 10, 2014, THIS LOT IS ZONED "SINGLE FAMILY RESIDENTIAL (R-1)" AND ITS RESTRICTIONS ARE AS FOLLOWS:

- HEIGHT - 2 1/2 STORY AND 40'
- FRONT YARD SETBACK - 30' OR PREVAILING
- SIDE YARD SETBACK - 5'
- REAR YARD SETBACK - 25'

IMPERVIOUS AREA	
BUILDING - 832sf	14.8%
PORCHES & STEPS - 314sf	5.6%
CONCRETE - 437sf	7.8%
TOTAL - 1,583sf	28.2%

CONTRACTOR SHALL ENSURE THAT THE LOT IS GRADED FOR STORMWATER TO FLOW AWAY FROM HOUSE.

CONTRACTOR SHALL COORDINATE WITH THE TOWN OF CAPE CHARLES AND OTHER PUBLIC UTILITIES FOR UTILITY HOOK-UPS.

CONCRETE IN VDOT R.O.W. - 328sf

SITE PLAN  
OF  
**Lot 98**  
Town of Cape Charles  
(DEED BOOK 41, PAGE 484)  
TAX PARCEL #83A1-1-98  
TOWN OF CAPE CHARLES  
NORTHAMPTON COUNTY, VIRGINIA  
FOR  
**Jeff & Beth Howard**  
FEBRUARY 24, 2019

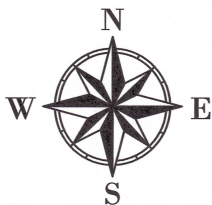
Shoreline Surveyors

23314 Courthouse Avenue - P.O. Box 735  
Accomac, Virginia 23301  
PHONE (757) 789-3960 FAX (757) 789-3962



GRAPHIC SCALE

SCALE: 1" = 20'  
DRAWN: MAS  
FIELD BOOK: 44, PAGE 27  
JOB #19005  
SHEET 1 OF 1





10 feet