



Certificate of Appropriateness Application Renovation

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x31
planningtech@capecharles.org

Revised 12/2024	
Taxes	✓ PDRS
Violations	NA
Fee	
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:

Martine Hoover

Date: 8/14/25

PART 2: PROPERTY INFORMATION

Property Address: 116 Pine St Cape Charles, VA 23310

Tax Map #: 83A3-13-B

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: Legacy Holds II LLC

Mailing Address: 5806 Grove Ave Ste 317 Richmond, VA 23226

Phone Number: 540-214-7583

Email: martine@hooverhomesllc.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: Legacy Holds II LLC

Mailing Address: 5806 Grove Ave Ste 317 Richmond, VA 23226

Phone Number: 540-214-7583

Email: martine@hooverhomesllc.com

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

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

Minor Exterior Work-repair, replacement of missing or broken windowpanes, roofing shingles, porch floors, posts, rails, and adding shutters. No substantial change to design or material is proposed. Taking enclosed porch and opening the porch up.

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:
----------	------------------	------------	-----------------------

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 checked="" type="checkbox"/> Not Sure	Proposed Work: replace
Existing Material: Shingles	Proposed Material: shingles
Pitch: 10/12	Pitch: 10/12
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work: replace	Proposed Work:
Proposed Material: aluminum	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: 2 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 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 checked="" type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material: wood	Proposed Material: wood
Dimensions: Width <u>20 in.</u> Height <u>80 in.</u>	Dimensions: Width <u>20 in</u> Height <u>80 in</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): glass panel	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): repairing existing glass panel

Indicate the reason for change: needs to be repaired

D. WINDOWS <input type="checkbox"/> Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: <u>17</u> Replaced: In kind _____ Different in style or material _____	
Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. 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 type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung sash	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung sash
Width: 30 in Height: 52 in Depth: 2 in	Width: 30 in Height: 52 in Depth: 2 in
Existing Material: WOOD	Proposed Material: WOOD
Sill: Length: 34 in Thickness: 4 in Depth: 2 in	Sill: Length: 34 in Thickness: 4 in Depth: 2 in
Existing Material: WOOD	Proposed Material: WOOD
Casing / Trim: Width: 34 in Height: 56 in Depth: 2 in	Casing / Trim: Width: 34 in Height: 56 in Depth: 2 in
Existing Material: WOOD	Proposed Material: hardie board
Shutters: Original: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input checked="" type="checkbox"/> New (Attach Location Picture)
Existing Material: N/A	Proposed Material: WOOD
Indicate the reason for change: Windows and trim need to be restored. Proposing shutters to only the front windows	
E. PORCHES <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
New materials should match the historic material, composition, shape, size, and other visual qualities.	
Work to be done: <input checked="" type="checkbox"/> Repair flooring <input checked="" type="checkbox"/> Repair ceiling <input checked="" 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 checked="" type="checkbox"/> Repair <input type="checkbox"/> Columns = <input type="checkbox"/> Alter <input type="checkbox"/> Replace <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Balustrade = <input type="checkbox"/> Alter <input checked="" type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Ceiling = <input checked="" 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):	
FLOORBOARDS: Number of boards to be: <u>All</u> Repaired _____ Replaced _____ Altered _____ Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.	
Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: WOOD	Proposed Material: WOOD
Dimensions: Length: 48 in Width: 4 in Depth: 2 in	Dimensions: Length: 48 in Width: 4 in Depth: 2 in
CEILING	
Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: WOOD	Proposed Material: WOOD
COLUMNS	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design: NA	Proposed Material & Design: WOOD
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: 8 ft Width: 5.25 <input checked="" type="checkbox"/> Diameter: 5.25 <input checked="" type="checkbox"/>
CONTINUE COMPLETING THIS SECTION ON PAGE 4	

BALUSTRADE	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: NA	Proposed Material: wood
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design: NA	Proposed Style / Design: straight rail kit with colonial spindle
SCREENING	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input checked="" type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material: asbestos siding	Proposed Material: NA
SKIRTING	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input checked="" type="checkbox"/> Repair
Existing Material: brick	Proposed Material: brick
If replacing any item above, indicate the reason for replacement: we are opening the porch and we need to make this porch look like the others in the neighborhood	
If altering any item above, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS <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 Steps to be: Repaired Replaced Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
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	Proposed
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 <u>2</u> Altered	
Location (Attach pictures; Survey may be requested): front porch	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: NA	Proposed Material: wood
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design: NA	Proposed Style / Design: 2 in Heigh 6ft width and 2 in dia.
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): We need to add a railing to open the front porch.	

G. SIDING <input checked="" type="checkbox"/> Not applicable 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):			
Existing Siding		Proposed Siding	
Original to the home: <input checked="" 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:			
H. TRIM WORK <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: <input type="checkbox"/> Minor Repair <input checked="" type="checkbox"/> Alteration			
Location (Attach diagram & pictures): attached on material list. Trim of the house, around windows and doors			
Existing Trim		Proposed Trim	
Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material: wood		Proposed Material: hardie board	
Dimensions: Width: 3.5 in	Height: Depth: 1 in	Dimensions: Width: 3.5 in	Height: Depth: 1 in
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design): original trim needs to be replaced			
I. MASONRY <input checked="" type="checkbox"/> Not applicable 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):			
Existing Masonry		Proposed Masonry	
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.)			
Existing Chimney		Proposed Chimney	
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:			
J. HARDSCAPING <input checked="" type="checkbox"/> Not applicable 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:



Certificate of Appropriateness Application

Renovation - *New Deck*

Planning & Zoning Department
 2 Plum Street; Cape Charles, VA 23310
 757-331-3259 x31

planningtech@capecharles.org

Revised 12/2024

Taxes	✓ PD RS
Violations	NA
Fee	-
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: *Martine Hoover* Date: 8/14/25

PART 2: PROPERTY INFORMATION

Property Address: 116 Pine St Cape Charles, VA 23310	Tax Map #: 83A3-13-B
Is there an active Certificate of Appropriateness on this property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____ Date	Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Legacy Holds II LLC

Mailing Address: 5806 Grove Ave Ste 317 Richmond, VA 23226

Phone Number: 540-214-7583

Email: martine@hooverhomesllc.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: Legacy Holds II LLC

Mailing Address: 5806 Grove Ave Ste 317 Richmond, VA 23226

Phone Number: 540-214-7583

Email: martine@hooverhomesllc.com

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

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

Change rear first floor roof pitch to accomodate a 2nd story deck on top. Replace the two 2nd story back windows with doors that lead out to the deck.

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: _____

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 X
 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 checked="" type="checkbox"/> Not Sure	Proposed Work: replace and change pitch to 0
Existing Material: metal	Proposed Material: TPO
Pitch: 4/12	Pitch: 0
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes: We are changing the pitch on the rear roof so we can build a 2 story deck.	

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: 2 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 checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input checked="" type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material:	Proposed Material: fiberglass
Dimensions: Width _____ Height _____	Dimensions: Width <u>32 in</u> Height <u>80 in</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): We are replacing the 2 rear windows with doors that lead out to the deck

Indicate the reason for change: The deck needs to be accessed. It will be accessed from the 2 bedrooms upstairs

D. WINDOWS Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: _____ Removed: 2
 Repaired: _____ Replaced: In kind _____ Different in style or material _____

Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"

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

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. 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 checked="" 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 double hung sash	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: 30 in Height: 52 in Depth: 2 in	Width: _____ Height: _____ Depth: _____
Existing Material: wood	Proposed Material: _____
Sill: Length: 34 in Thickness: 4 in Depth: 2 in	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: wood	Proposed Material: _____
Casing / Trim: Width: 34 in Height: 56 in Depth: 2 in	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: wood	Proposed Material: _____
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: _____	Proposed Material: _____
Indicate the reason for change: Removing two 2nd story rear windows and replacing them with doors to access the deck.	

E. PORCHES Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

New materials should match the historic material, composition, shape, size, and other visual qualities.

Work to be done: Repair flooring Repair ceiling Repair columns Repair/Add Skirting Repair/Add Screening
 Flooring = Alter Replace Repair Columns = Alter Replace Repair
 Balustrade = Alter Replace Repair Ceiling = Replace Repair Skirting = New Replace Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced All Altered
Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: _____	Proposed Material: 5/4 in decking boards- wood
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: 8 ft Width: 5/4 in Depth: 6 in

CEILING

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: _____	Proposed Material: _____

COLUMNS

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design: _____	Proposed Material & Design: wood deck post
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: 54 in Width: 3.5 in Diameter: 3.5 in

CONTINUE COMPLETING THIS SECTION ON PAGE 4

BALUSTRADE	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: NA	Proposed Material: WOOD
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: 33 in Width: 6 ft Diameter:
Existing Style / Design: NA	Proposed Style / Design: WOOD deck rail kit
SCREENING	
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:
SKIRTING	
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 checked="" 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.): We are adding a deck to the rear of the house on the 2nd story.	
F. STEPS/STOOPS/RAILINGS <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 Steps to be: Repaired Replaced Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
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	Proposed
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): front porch	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
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.):	

G. SIDING **Not applicable** **SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: Minor Repair Full Re-Siding (same material) Full Re-Siding (Change of material)

Location (Attach diagram & pictures):

Existing Siding	Proposed Siding
Original to the home: <input checked="" 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:

H. TRIM WORK **Not applicable** **SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: Minor Repair Alteration

Location (Attach diagram & pictures):

Existing Trim	Proposed Trim
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):

I. MASONRY **Not applicable** **SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: New foundation Substantial Reconstruction Minor Repair Repointing

Location (Attach diagram & pictures):

Existing Masonry	Proposed Masonry
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.)

Existing Chimney	Proposed Chimney
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:

J. HARDCAPING **Not applicable** **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:







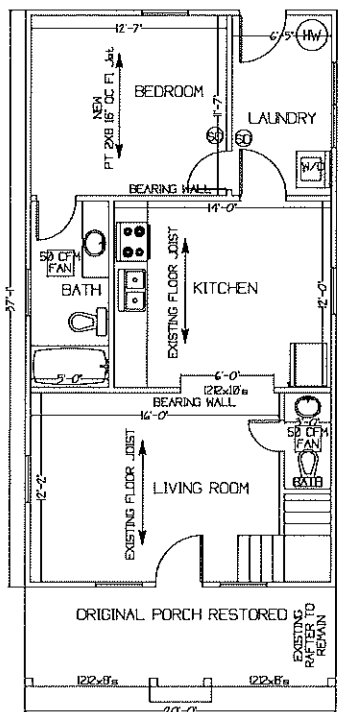






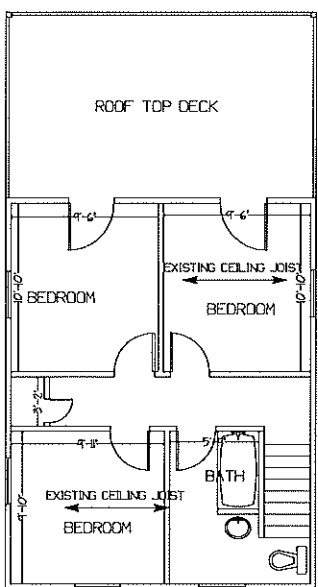






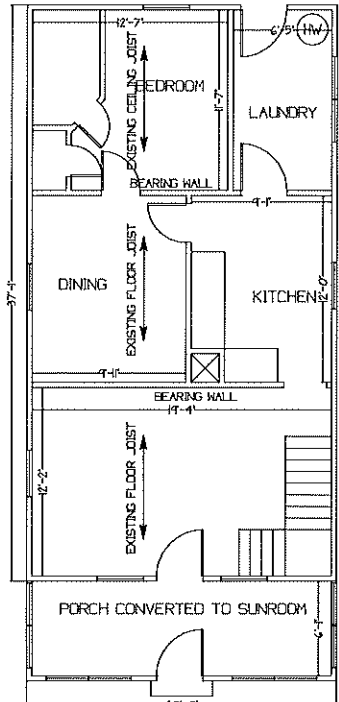
116 PINE ST
CAPE CHARLES, VA
FIRST FLOOR / PROPOSED
SCALE 1/4"=1'

NOTE: FINISHED AREA
R-60 ATTIC INSULATION
R-15 SIDEWALL INSULATION
R-15 FLOOR INSULATION
ICE AND WATER SHIELD @ EAVES

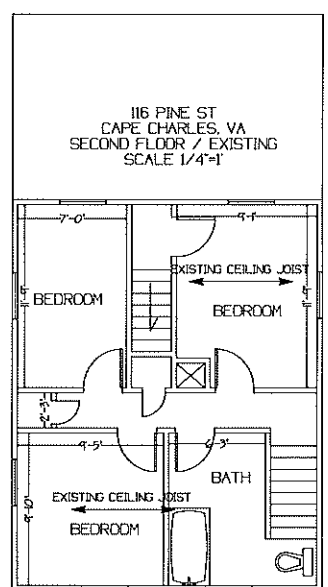


116 PINE ST
CAPE CHARLES, VA
SECOND FLOOR / PROPOSED
SCALE 1/4"=1'

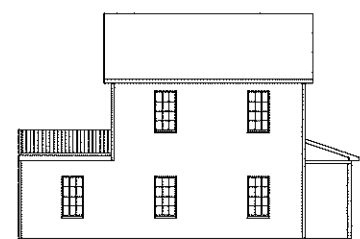
THIS PLAN IS DRAWN TO MEET
IRC 2021 & VRC 2021
BRACED WALL LINES USING
NOT APPLICABLE



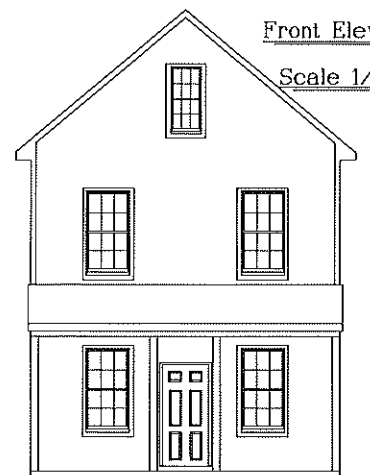
116 PINE ST
CAPE CHARLES, VA
FIRST FLOOR / EXISTING
SCALE 1/4"=1'



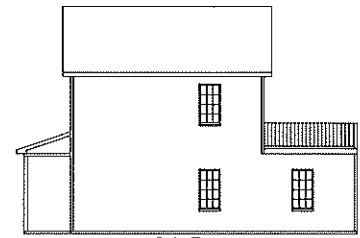
116 PINE ST
CAPE CHARLES, VA
SECOND FLOOR / EXISTING
SCALE 1/4"=1'



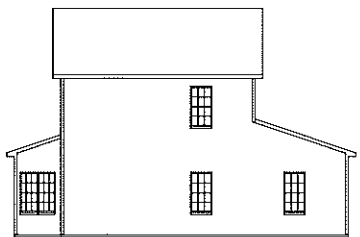
Left Elevation
Scale 1/8"=1'



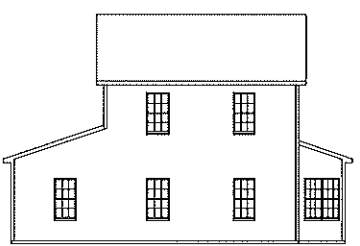
Front Elevation
Scale 1/4"=1'



Right Elevation
Scale 1/8"=1'



Existing Right Elevation
Scale 1/8"=1'



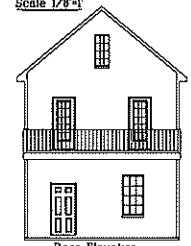
Existing Left Elevation
Scale 1/8"=1'



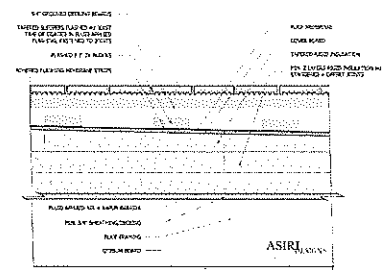
Existing Front Elevation
Scale 1/8"=1'



Existing Rear Elevation
Scale 1/8"=1'



Rear Elevation
Scale 1/8"=1'



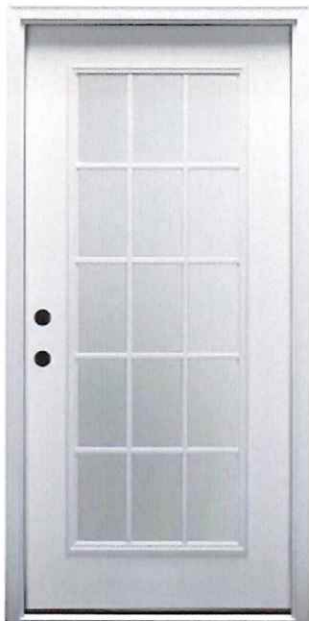
THIS PLAN WAS DESIGNED FOR		THIS PLAN DESIGNED BY		RENOVATION PLANS	DATE OF PLANS 8/1/25 PLANS DRAWN BY BRAD PRICE	1 OF 1
116 PINE ST CAPE CHARLES		NetCadDrafting				

804-440-0781
www.netcad-drafting.com

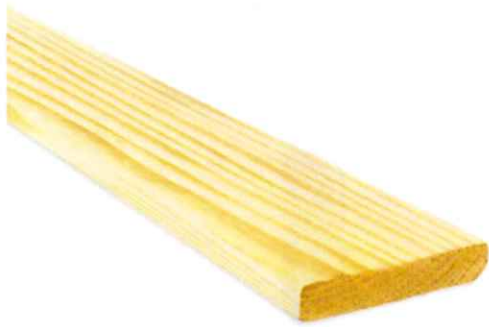
Proposed Material
Deck Post 3.5 in by 54 in. WoodPro



Proposed Rear doors (Leading to the deck)- fiberglass 32in x 80 in



Proposed Decking boards- wood 8 ft x 5/4 in x 6 in



Proposed decking rail kit (balustrade)- 33 in x 6 ft

