

APPENDIX G – CLASSIFICATION OF WORK – GENERAL GUIDELINES

The following chart is provided as a reference for Routine Maintenance, Minor Work, and Major Work, as defined in the Town Code §32.226, which is available below. This chart does not exempt the homeowner from obtaining the required Zoning and Building permits. It is the homeowner's responsibility to confirm and obtain all necessary Zoning and Building permits.

Town Code §32.226: Description of Proposed Work

Changes proposed to a property within the Historic District fall into one of the three categories, which can be found in the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) Appendix G: (1) Routine Maintenance, (2) Minor Work, and (3) Major Work, which are described as follows, including the level of Town review and approval required for each:

- A. ***Routine Maintenance** items are types of exterior work that keep the property in good condition. Such projects include any repair where no change is made to the appearance of the structure or site.

Routine Maintenance will not require the issuance of a Certificate of Appropriateness (CoA) or Zoning Clearance by staff or HDRB. It is the property owners' responsibility to ensure the proposed work qualifies as Routine Maintenance. If there is uncertainty by the property owner, we encourage them to contact Town Staff to review and confirm the category of work.

- B. ***Minor Work** projects do not substantially alter the visual character of the structure or site.

Minor Work projects require an application, including a Zoning Clearance and issuance of a CoA. They may be approved by the department if the proposed work is consistent with the CCHDODG. If the department does not approve the application or if the work is questionable as to whether it is consistent with the HDODG, an application for minor work may be forwarded to the HDRB.

- C. ***Major Work** projects that involve a change in the appearance of a building or site and are more substantial than routine maintenance or minor projects. They include changes from the original design or material, or replacement, alteration, or removal of an original feature.

Major Work projects require an application, including a Zoning Clearance and issuance of a CoA by the HDRB.

*The property owner must schedule an inspection if required in the CCHDODG Appendix G Classification of Work Chart.

Please call the Planning & Zoning Department with any questions.

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
1)	Painting or repainting of a non-masonry structure does not require approval.					
2)	Accessory Structures* or Buildings					
	a) Repair when there is no change in design, dimensions, materials, or general appearance.	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Additions or Alterations to existing, or New Construction that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	d) Additions or Alterations to existing, or New Construction that <u>can be seen</u> from the public right-of-way			✓	✓	✓
3)	Architectural Style is a set of characteristics and features that make a building or other structure notable or historically identifiable.					
	a) Repair when there is no change in design, dimension, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New			✓	✓	✓
4)	Awnings and Canopies					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Addition / Removal of existing or Installation of New			✓	✓	✓
5)	Buildings, Relocation			✓	✓	✓
6)	Carpports					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Addition / Alteration / Removal / Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) New Construction that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	d) New Construction that <u>can be seen</u> from the public right-of-way			✓	✓	✓
7)	Certificate of Appropriateness (CoA)					
	a) Modification to previously approved CoA (could require HDRB approval)		✓		Case-by-Case basis	
	b) Renewal of Expiring		✓			

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
8)	Chimneys					
	a) Reflash or Repair to the cap, caulk, or stucco when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement of the cap, caulk, flashing, or stucco where there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Alteration / New Construction / Removal			✓	✓	✓
9)	Decks					
	a) Repair when there is no change in dimensions, design, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / New Construction / Removal			✓	✓	✓
10)	Doors (Exterior)					
	a) Replacement when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓			✓
	c) Addition/Alterations/Removal when there is a change in style or opening size			✓	✓	✓
	d) New Installation or New opening (example: changing a window to a door)			✓	✓	✓
11)	Doors (Storm), Installation (Front of House only)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) New Installation		✓		✓	
12)	Driveways					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Addition / Alteration / Removal of existing or New Construction			✓	✓	
13)	Features not specifically listed – some examples are arches, corbels, historic signage, vestibules, etc.					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓			✓	✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New Construction				✓	✓

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
14)	Fences					
	a) Repair with approved materials from guidelines and Zoning Approval in compliance with the Town Code	✓				
	b) Alteration of Placement / Replacement / New Construction		✓		✓	
15)	Foundations					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Addition / Alteration of existing			✓	✓	✓
16)	Foundation Vents and Ventilators					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Alteration / Installation / Removal		✓		✓	
17)	Fuel Tanks Addition / Removal – Screening is required to limit visibility if placed in view of the public right-of-way	Not historic, but requires zoning administrator and building code approval				
18)	Gutters and Downspouts					
	a) Repair when there is no change in design, materials, or general appearance	✓				
	b) Addition / Change in Material / Installation / Removal		✓			
19)	Handrails/Porch Rails/Stair Rails					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Alteration / Removal of existing or New Construction			✓	✓	✓
20)	HVAC Equipment like air conditioners, heat pumps, mini splits	Not historic, but requires zoning administrator and building code approval				
21)	Lighting Fixtures (Exterior)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Alteration / Installation / Removal		✓			
22)	Main Building					
	a) Additions of Commercial or Residential that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	b) Additions of Commercial or Residential that <u>can be seen</u> from the public right-of-way			✓	✓	✓
	c) New Construction of Commercial or Residential			✓	✓	✓

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
23)	Masonry					
	a) Repainting only when there is no change to the existing color or composition. Painting of unpainted masonry is not allowed.	✓				
	b) Repair when the color and composition of the mortar match the original, and the new brick or stone matches the original	✓				✓
	c) Repointing	✓				✓
	d) Installation of utility penetrations, hose bibs, or vents	✓				
	e) Alteration / Removal of existing or New Construction			✓	✓	✓
24)	Outdoor Features like kitchens, firepits, built-in BBQs – Screening is required to limit visibility if placed in view of the public right-of-way *saunas, hot tubs, plunge or spa pools will be treated as swimming pools		✓			✓
25)	Painting or repainting of a <u>non-masonry structure</u> does not require approval.	✓				
26)	Patios – under 16” above grade					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Addition / Alteration / Removal of existing		✓		✓	
	d) New Construction		✓		✓	
27)	Porches					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New Construction			✓	✓	✓
28)	Roof Forms & Covering					
	a) Repair when there is no change in design, dimensions, materials, or general appearance (excluding color). A building permit is required for repairs of more than 100 sq. ft. of the roof.	✓				✓
	b) Replacement when there is no change in design, dimensions, materials, or general appearance (excluding color)		✓		✓	✓
	c) Replacement when there is a change in design, dimensions, materials, or general appearance. A			✓	✓	✓

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
	building permit is required if altering or replacing more than 100 sq. ft. of the roof.					
	d) Replacement when there is no change in design, dimensions, or general appearance (excluding color), but a change in materials, using in-kind			✓	✓	✓
29)	Satellite Dishes and/or Television Antennas					
	a) Removal when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design or materials, but a change in general appearance		✓		✓	
	c) New Installation		✓		✓	
30)	Showers (Outdoor)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Alterations / Removal / New Construction		✓		✓	✓
31)	Shutters					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind, and conform to the Guidelines §5.5.1 Windows – Shutters		✓		✓	
	c) Alterations / Removal / New Construction			✓	✓	
32)	Siding					
	a) Repair when there is no change in design, dimensions, materials, or general appearance. A building permit is required if altering or replacing more than 100 sq. ft. of the siding.	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind. A building permit is required if altering or replacing more than 100 sq. ft. of the siding.		✓			✓
	c) Removal			✓	✓	✓
33)	Signs					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Alteration / Installation / Removal (must comply with Town Code Chapter 32 (Zoning), Article V		✓		✓	

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
	(Signs) (Excludes historic markers and signs excluded by the Town Code)					
34)	Solar Panels					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is a change in design, dimensions, materials, general appearance, or placement on the lot or structure		✓		✓	✓
	c) Installation of new that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	d) Installation of new that <u>can be seen</u> from the public right-of-way			✓	✓	✓
35)	Stairs and Steps (Exterior – Street View)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓			✓	✓
	b) Replacement when there is a change in design, dimensions, materials, or general appearance			✓	✓	✓
	c) Addition / Alteration / Removal of existing or New Construction			✓	✓	✓
36)	Stairs and Steps (Exterior – Non-Street View)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is a change in design, dimensions, materials, or general appearance		✓		✓	
	c) Addition / Alteration / Removal of existing or New Construction			✓	✓	
37)	Structure, Demolition of Contributing in whole or part per Town Code §32-99 – Demolition Policy Guidelines			✓	✓	✓
38)	Structure, Demolition of Non-Contributing in whole or part per Town Code §32-99 – Demolition Policy Guidelines		✓		✓	✓
39)	Structure, Emergency Stabilization , to protect a historic property that does not alter the resource.	Exempted from Historic Review, but requires zoning administrator and building code approval				
40)	Swimming Pools, Spa Pools, Saunas, Plunge Pools, Hot Tubs, etc. per Town Code §32-97	Not historic, but requires zoning administrator and building code approval				
	a) Repairs to existing					
	b) Addition / Alteration / New Construction. A fence is required to be placed around the perimeter of the pool in compliance with the Virginia Building Code and per Town Code Chapter 32, Article IV, Sec. 32-97 (e).					
	c) Removal					
41)	Temporary Family Health Care Structures for use by caregivers assisting mentally or physically impaired residents, per VA Code §15.2-2292.1 and Town Code §32-91 (e) (11).	Exempted from Historic Review, but requires zoning administrator and building code approval				
42)	Temporary Features, Accommodations relative to the	Exempted from Historic Review, but requires zoning				

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
	Americans with Disabilities Act (ADA) and the Fair Housing Act per Town Code §32-91 (i).	administrator and building code approval				
43)	Walkways					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, but a change in materials or general appearance		✓		✓	
	c) Addition / Alteration / Removal of existing or New Construction		✓		✓	
44)	Walls (for example: garden or retaining walls)					
	a) Repair when there is no change in design, dimensions, or general appearance with approved materials from guidelines.	✓				
	b) Alteration of Placement / Replacement / New Construction		✓		✓	
45)	Windows (includes casings and sills)					
	a) Caulking and weatherstripping when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	c) Replacement when there is no change in design, but a change in materials or general appearance		✓		✓	
	d) Alteration of Style or Opening Size / Removal of Existing / Installation of New			✓	✓	✓
46)	Windows (Storm)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, but a change in materials or general appearance		✓		✓	
	c) Alteration or Removal of existing / New Installation		✓		✓	