



Application for Zoning Clearance

Planning & Zoning Department
 412 Tazewell Avenue
 Cape Charles, VA 23310
 757-331-3259 x31

planningtech@capecharles.org

Revised 011/2025	
Taxes	✓ up to date
Violations	_____
Fee	_____
Decision	Approved Rk 6/8/2026

Fee \$150 unless a residential building permit

Budget Code: MISPL 100-3100-1070

Budget Code for VIOLATIONS: PERMZ 100-3100-1370

PART 1. APPLICATION NOTES			
Use this form to request zoning clearance for all new construction, alteration of existing structures, additions, or demolitions within the Town of Cape Charles * <i>The applicant is responsible for confirming and obtaining all necessary building permits after approvals.</i>			
<u>In addition to the information required in this application, all items from this checklist must be submitted before it can be evaluated.</u>			
<input type="checkbox"/> Photos of existing area <input checked="" type="checkbox"/> Site Plan <input type="checkbox"/> Owner Affidavit			
Owner/Applicant signature:		Date: 6/5/26	
PART 2: PROPERTY INFORMATION			
Property Address: 1500 Old Cape Charles Rd			Tax Map #: 083 A3 A14D
Zoning District if not located in Bay Creek:			
<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> CR
<input type="checkbox"/> M-2	<input type="checkbox"/> HARB-C	<input type="checkbox"/> HARB-LI	<input checked="" type="checkbox"/> C-1
			<input type="checkbox"/> C-2 <input type="checkbox"/> C-3
Zoning District if located in Bay Creek: <input type="checkbox"/> Located on Bay Creek property, but not in a current subdivision			
Subdivision Name	Zoning Designation	Subdivision Name	Zoning Designation
<input type="checkbox"/> Bayside Village	PUD Village	<input type="checkbox"/> Muirfield Village	PUD Village
<input type="checkbox"/> Bay Vista	PUD R-3	<input type="checkbox"/> New Quarter	PUD R-2
<input type="checkbox"/> Fairways	PUD R-3	<input type="checkbox"/> Plantation Pointe	PUD R-1
<input type="checkbox"/> Heron Pointe	PUD R-2	<input type="checkbox"/> The Colony	PUD R-3
<input type="checkbox"/> Kings Bay	PUD R-2	<input type="checkbox"/> The Hollies	PUD R-2
<input type="checkbox"/> Marina Resort	PUD R-2	<input type="checkbox"/> The Signature	PUD R-2
<input type="checkbox"/> Marina Village East	PUD R-2	<input type="checkbox"/> The Villas at Magnolia Park	PUD Village

PART 3: PROPERTY OWNER INFORMATION



PART 4: APPLICANT INFORMATION

Check here if the applicant is the 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 – DESCRIBE PROPOSED WORK IN DETAIL

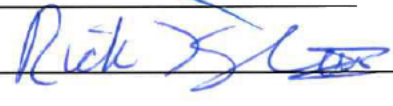
See attached Comprehensive Sign Plan and Conditional use permit with attached map and graphics.

PART 6: ADDITIONAL INFORMATION

Category of work	<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
Type of work	<input type="checkbox"/> New (landscape plan needed)	<input type="checkbox"/> Renovations	<input type="checkbox"/> Repairs
(Check all that apply)	<input type="checkbox"/> Demolition _____ Full _____ Partial _____ ft ²		
	<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory structure _____ ft ²	
	<input type="checkbox"/> Fence	<input type="checkbox"/> Pool	
	<input type="checkbox"/> Roof	<input type="checkbox"/> Solar Panels	
	<input type="checkbox"/> Elevator		
	<input checked="" type="checkbox"/> Other (specify) Adding signage above limit of 1		

Are trees going to be removed? No Yes If yes, please complete a Tree Permit Application.

Applicant's signature:  Date: 6/5/20

Zoning Administrator's signature:  Date: 6/8/20