



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	
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: _____

Date: _____

PART 2: PROPERTY INFORMATION

083A30100323

Property Address: 654 Monroe Ave., Cape Charles, VA 23310

Tax Map #: 83A3-1-323

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: Michael Ryan Donna Wilkins



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: _____

Mailing Address: _____

Phone Number: _____

Email: _____

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

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

Remove existing porch and bathroom 7 ft. x 24 ft.
 Replace with bedroom and bathroom 13 ft. x 24 ft.

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: 1 Building height: 18 ft. Footprint: 13 ft. x 24 ft. Gross square footage: 312 sq ft

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: <u>Remove, extend, replace</u>
Existing Material: <u>Asphalt Shingles</u>	Proposed Material: <u>Asphalt Shingles</u>
Pitch: <u>6-12</u>	Pitch: <u>6-12</u>
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs) <u>NA</u>
Proposed Work: <u>Remove, extend, replace</u>	Proposed Work: <u>Remove, extend, replace</u>
Proposed Material: <u>Asphalt Shingles</u>	Proposed Material: <u>Asphalt Shingles</u>
Other / Additional Notes: <u>Change from gable to hip.</u>	

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: 1 Removed: 2
 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 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
Existing Material: <u>Wood</u>	Proposed Material:
Dimensions: Width <u>36</u> Height <u>84</u>	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: Moved to a different location.

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: 2 Removed: 1
 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 checked="" type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., <u>double-hung sash, 2/2</u> , 6/1, 6/6, etc.): Include a picture	Configuration (i.e., <u>double-hung sash, 2/2</u> , 6/1, 6/6, etc.): Include a picture
Width: <u>36</u> Height: <u>84</u> Depth: <u>8</u>	Width: <u>28</u> Height: <u>57</u> Depth: <u>4</u>
Existing Material: <u>Woods/ Replacement</u>	Proposed Material: <u>Vinyl</u>
Sill: Length: <u>36</u> Thickness: <u>2</u> Depth: <u>6</u>	Sill: Length: <u>30</u> Thickness: <u>1</u> Depth: <u>4</u>
Existing Material: <u>wood</u>	Proposed Material: <u>Wood</u>
Casing / Trim: Width: <u>5</u> Height: <u>84</u> Depth: <u>1</u>	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: <u>wood</u>	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:
Changing window to a door.

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 10 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 type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: <u>Wood</u>	Proposed Material: <u>Wood</u>
Dimensions: Length: <u>24</u> Width: <u>7</u> Depth: <u>3/4</u>	Dimensions: Length: <u>6</u> Width: <u>6</u> Depth: <u>3/4</u>

CEILING

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

COLUMNS

Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design: <u>4x4 posts</u>	Proposed Material & Design: <u>4x4 post</u>
Existing Dimensions: Height: <u>8</u> Width: <u>4</u> Diameter: _____	Proposed Dimensions: Height: <u>8</u> Width: <u>4</u> Diameter: _____

CONTINUE COMPLETING THIS SECTION ON PAGE 4

BALUSTRADE	
Existing Condition: <input type="checkbox"/> Original <input 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:
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 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: <i>Vinyl</i>	Proposed Material: <i>Vinyl</i>
If replacing any item above, indicate the reason for replacement: <i>Central Access</i>	
If altering any item above, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS <input 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 <u>2</u> Altered	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: <i>Wood</i>	Proposed Material: <i>Wood</i>
Dimensions: Rise: <i>7</i> Run: <i>12</i> Tread Width: <i>36</i>	Dimensions: Rise: <i>7</i> Run: <i>12</i> Tread Width: <i>36</i>
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <i>Not to be replaced just to be moved</i>	
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):	
Existing Condition: <input type="checkbox"/> Original <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure	
Existing Material: <i>Some type of fiberboard.</i>	Proposed Material: <i>Same as existing.</i>
Dimensions: Thickness: <i>1/2</i> Width: <i>8"</i>	Dimensions: Thickness: <i>1/2</i> Width: <i>8</i>
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 checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material: <i>Vinyl, fiberboard, wood</i>	Proposed Material: <i>Similar to existing</i>
Dimensions: Width: Height: Depth:	Dimensions: Width: Height: Depth:
Style / Design:	Style / Design:
Reason for repair or alteration (change of material or design): <i>I'm going to reuse material on hand.</i>	

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 checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material: <i>Brick columns</i>	Proposed Materials: <i>Concrete footing, block wall.</i>
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:

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: SAME WOOD PICKETS Proposed Material SAME

Height: 40 IN Height: 40 IN

Describe the style: white picket fence Describe the style: white picket fence

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: Dawn Wilkins Dawn Wilkins Date: 11/10/2025

Zoning Administrator's signature: _____ Date: _____

Zoning Ordinance Article VIII Section: _____

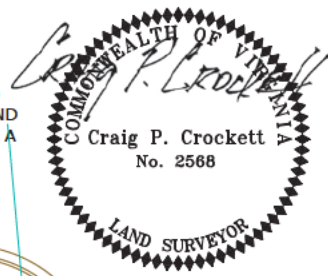






SURVEYORS CERTIFICATION

I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



GENERAL NOTES:

1. OWNERS: MICHAEL RYAN & DONNA WILKINS
2. SOURCE OF TITLE: INST. 200002400
3. TAX PARCEL: 83A3-1-323
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN NOVEMBER 2025 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.
7. PLAT REFERENCE: D.B. 41, P.B. 484(PLAT)
8. AREA: 5,600 SQ. FT. (0.129 AC.)

EXISTING IMPERVIOUS AREAS:

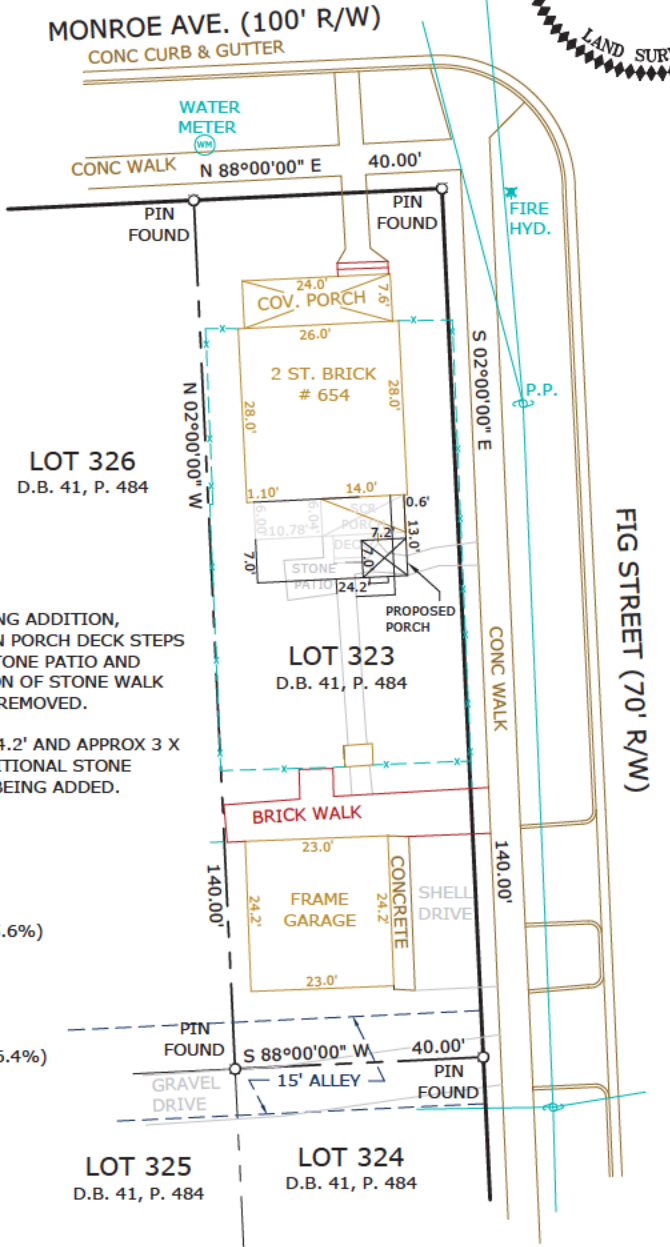
HOUSE, WALK, PORCH, DECK: 1,148 SQ. FT.
 GARAGE, STONE, CONC, BRICK: 1,152 SQ. FT.
 SHELL DRIVE: 257 SQ. FT.
 TOTAL EXISTING IMPERVIOUS: 2,557 SQ. FT. (45.6%)

PROPOSED FINISHED IMPERVIOUS AREAS:

HOUSE, WALK, PORCH: 1,287 SQ. FT.
 GARAGE, STONE, CONC, BRICK: 1,056 SQ. FT.
 SHELL DRIVE: 257 SQ. FT.
 TOTAL PROPOSED IMPERVIOUS: 2,600 SQ. FT. (46.4%)

EXISTING ADDITION, SCREEN PORCH DECK STEPS AND STONE PATIO AND PORTION OF STONE WALK BEING REMOVED.

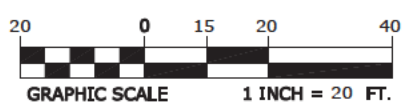
13' X 24.2' AND APPROX 3 X 6' ADDITIONAL STONE WALK BEING ADDED.



INST. 230000239(PLAT)

SITE PLAN LOT 323

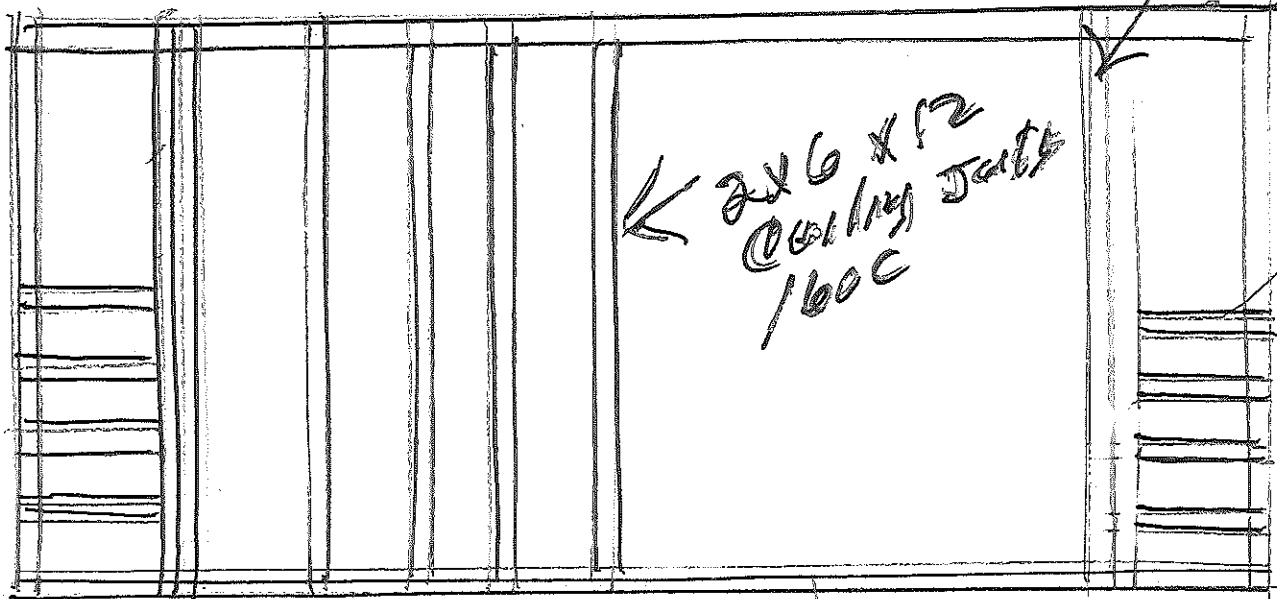
PLAT OF THE TOWN OF CAPE CHARLES
 CAPEVILLE DISTRICT
 NORTHAMPTON COUNTY, VIRGINIA
 MADE FOR MICHAEL RYAN & DONNA WILKINS
 SCALE: 1" = 20' NOVEMBER 24, 2025



POINT NORTH SURVEYING LLC
 P.O. Box 701, Onley, VA. 23418
 (757) 709-3008
 pointnorthsurveying@gmail.com
 DRAWN BY: PARKER FIELD BOOK: FILE COPY
 BACK TRAV: PARKER PROJ. NO: 25085

← Double 2x6x12

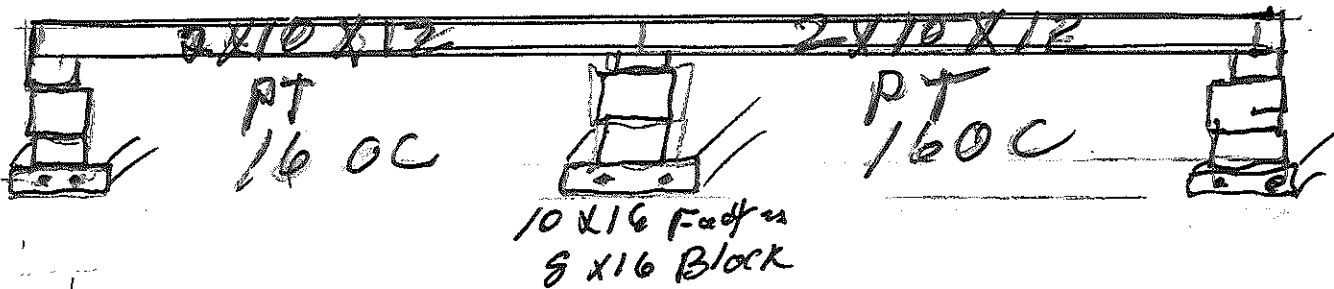
Double 2x6x12



← 2x6x12
Ceiling Joists
160C

2x6
160C

← 2x4 Double of P-plate



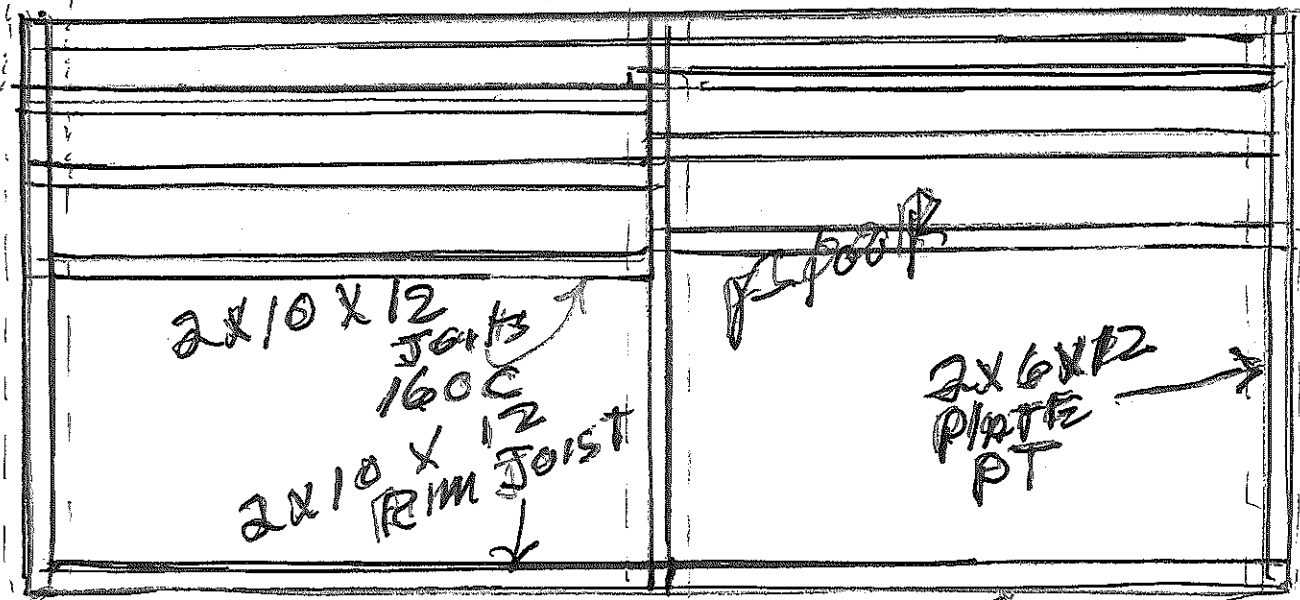
2x10x12

2x10x12

PT
160C

PT
160C

10x16 Fudus
8x16 Block

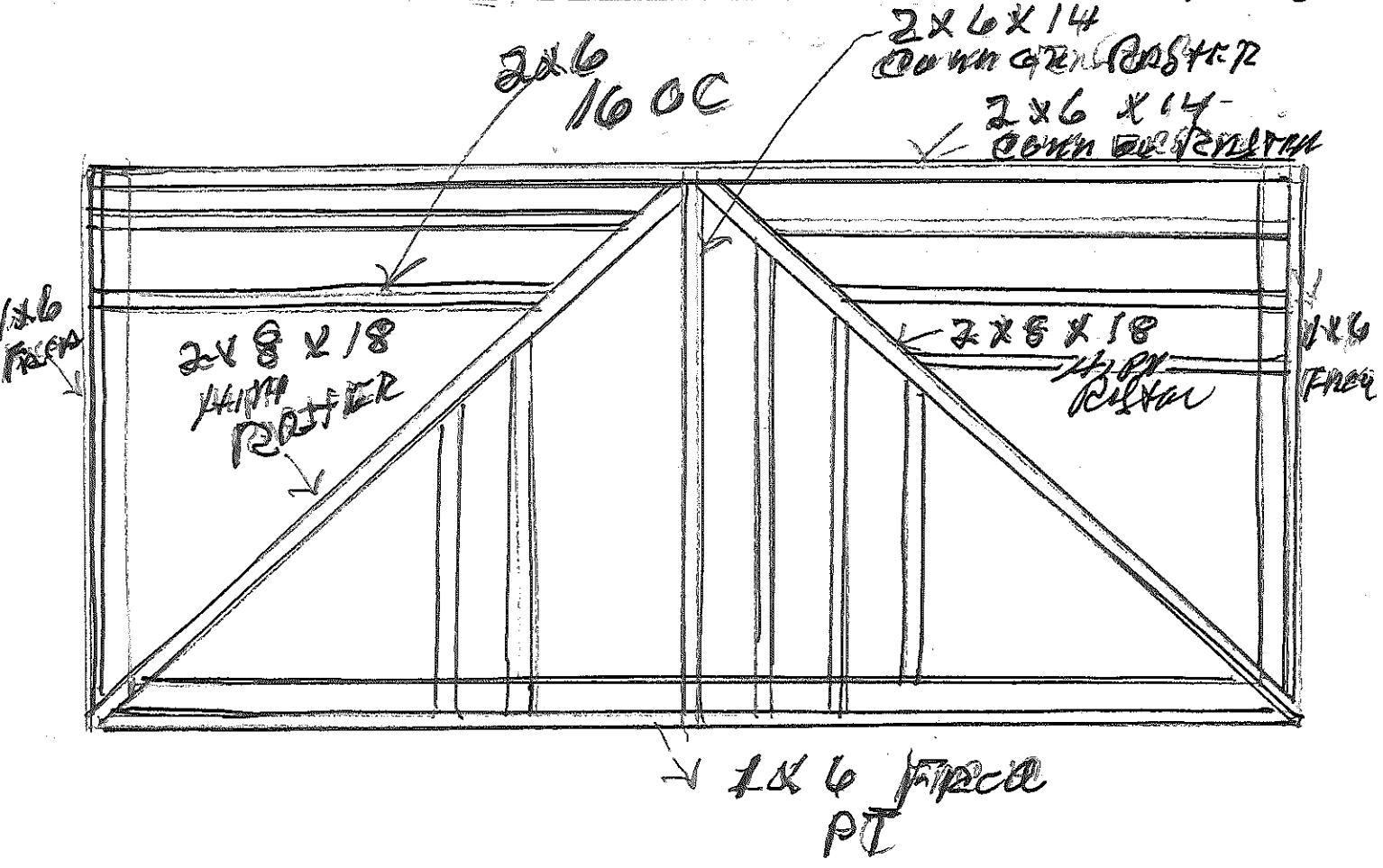
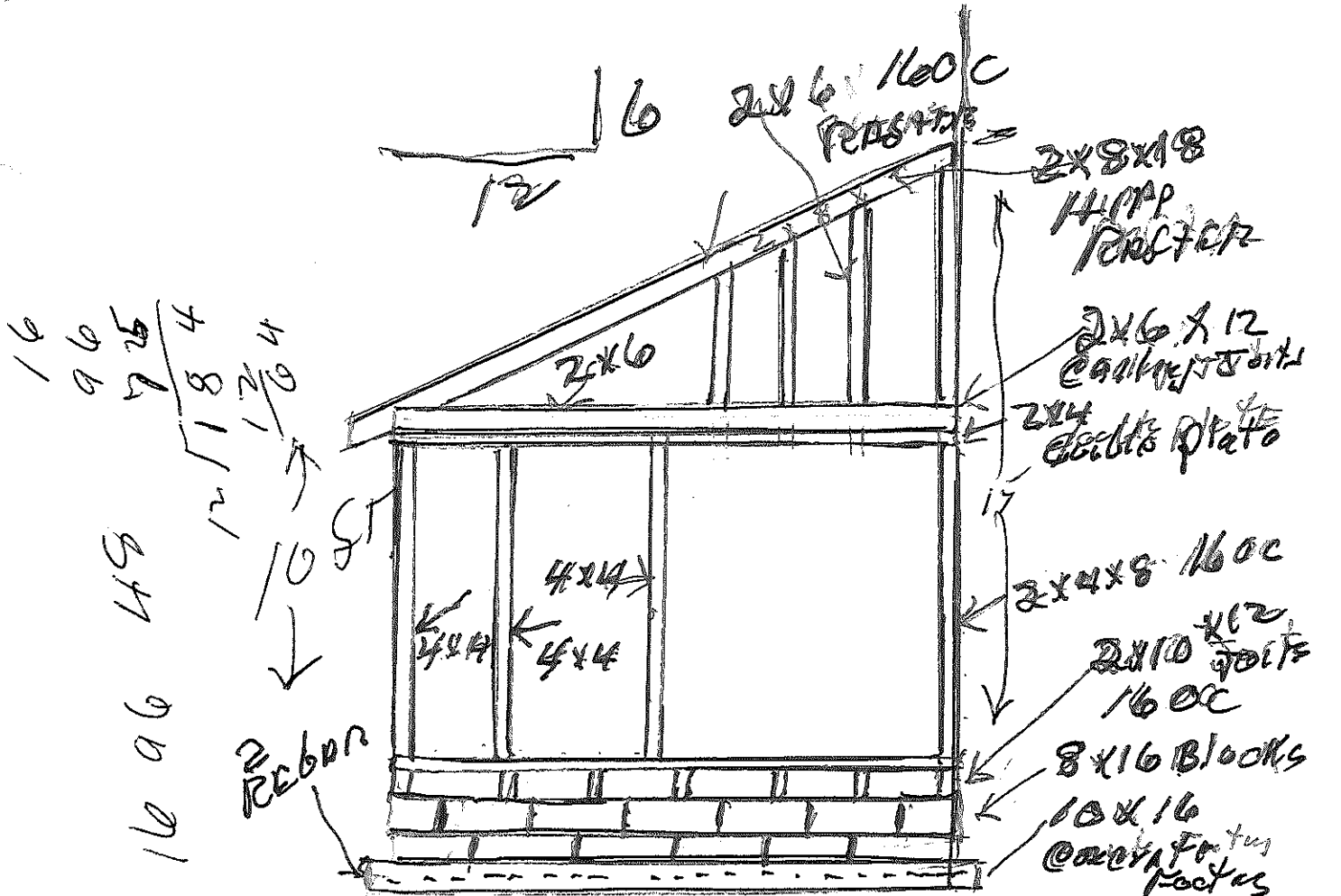


2x10x12
Joists
160C

2x10x12
RIM Joist

P-plate

2x6x12
PLATE
PT



7' 6" by 24" ST
REMOVAL EXISTING BETWEEN PORCH COLUMNS
AND SUPPORTING BRICK COLUMNS.

REPLACE WITH 13" by 24" ST BEDROOM
BATHROOM AND PORCH SUPPORTS BY FORMER EXISTING
FACTORY AND BLOCK MANUFACTURE

NO IRREVERSIBLE ~~STRUCTURE~~ CHANGES WILL BE
MADE TO THE HISTORICAL FEATURES OF THE
BUILDING.

TWO DOORS, ONE ALREADY MODIFIED BUT IN
ORIGINAL REGISTERED CONDITION AND ~~THE OTHER~~ THE OTHER
WHICH WOULD REPLACE ORIGINAL BUT VISIBLE
ONLY ON THE EXTERIOR WILL BE RESTORED.

ONE ORIGINAL WINDOW WILL BE REPOSESED
FOR AN ENTRY DOOR.

ALL MOLDINGS, BRICKWORK ^{AND} ~~AND~~ WILL BE CAREFULLY
REMOVED AND STORED IN THE SPACES BEHIND
THE ORIGINAL DOORS.