

RESOLUTION NO. 20260819

**A RESOLUTION ADOPTING THE TOWN OF CAPE CHARLES PROFESSIONAL
REVIEW, CONSULTANT COST RECOVERY & ESCROW POLICY**

WHEREAS, the Town Council of the Town of Cape Charles recognizes that certain development applications, land use requests, permits, plats, site plans, and other matters require specialized technical, engineering, environmental, planning, architectural, surveying, legal, or other professional review beyond the expertise or capacity of Town staff; and

WHEREAS, the Town Council finds that it is in the public interest to ensure that the costs associated with such professional review are borne by the applicant whose project necessitates those services rather than by the taxpayers of the Town of Cape Charles; and

WHEREAS, the Town Council further finds that establishing a uniform administrative policy promotes fairness, transparency, fiscal responsibility, consistency in development review, and sound stewardship of public resources; and

WHEREAS, the Town Charter and the Code of Virginia authorize the Town to regulate land development, administer permitting and zoning functions, protect the public health, safety, and welfare, and recover reasonable costs associated with development review and related professional services; and

WHEREAS, the Town Council desires to establish a clear administrative framework governing the retention of outside professional consultants, the recovery of consultant costs, the administration of escrow deposits, and the reimbursement of professional review expenses incurred during the review of qualifying applications;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Cape Charles, Virginia, that the **Professional Review, Consultant Cost Recovery & Escrow Policy**, attached hereto as **Exhibit A**, is hereby adopted.

BE IT FURTHER RESOLVED that the Town Manager is authorized to administer and implement this Policy, including establishing administrative procedures, application forms, escrow agreements, internal operating procedures, and fee schedules consistent with the provisions of the Policy and applicable law.

BE IT FINALLY RESOLVED that this Resolution shall become effective immediately upon adoption.

Adopted by the Town Council of the Town of Cape Charles on August 19, 2026.

By: _____
Adam Charney, Mayor

ATTEST:

Libby Hume, Town Clerk