



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 * *The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

In addition to the information required in this application, all items from this checklist must be submitted before it can be evaluated.

☒ Photos of existing area ☒ Site Plan ☐ 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:

☐ R-1 ☐ R-2 ☐ R-3 ☐ CR ☒ C-1 ☐ C-2 ☐ C-3
☐ M-2 ☐ HARB-C ☐ HARB-LI

Zoning District if located in Bay Creek: ☐ Located on Bay Creek property, but not in a current subdivision

Subdivision Name	Zoning Designation	Subdivision Name	Zoning Designation
☐ Bayside Village	PUD Village	☐ Muirfield Village	PUD Village
☐ Bay Vista	PUD R-3	☐ New Quarter	PUD R-2
☐ Fairways	PUD R-3	☐ Plantation Pointe	PUD R-1
☐ Heron Pointe	PUD R-2	☐ The Colony	PUD R-3
☐ Kings Bay	PUD R-2	☐ The Hollies	PUD R-2
☐ Marina Resort	PUD R-2	☐ The Signature	PUD R-2
☐ Marina Village East	PUD R-2	☐ 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:

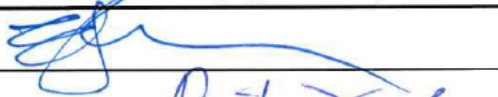
PART 5: PROJECT INFORMATION – DESCRIBE PROPOSED WORK IN DETAIL

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

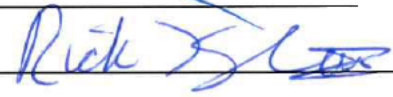
PART 6: ADDITIONAL INFORMATION

Category of work	☐	Residential	☒	Commercial	☐	Industrial	
Type of work	☐	New (landscape plan needed)	☐	Renovations	☐	Repairs	
(Check all that apply)	☐	Demolition	___ Full	___ Partial	___ ft ²		
	☐	Addition		☐	Accessory structure ___ ft ²		
	☐	Fence		☐	Pool		
	☐	Roof		☐	Solar Panels		
	☐	Elevator					
	☒	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: 6/5/26

Zoning Administrator's signature: 

Date: 6/8/26