



Conditional Use Permit Application

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31
planningtech@capecharles.org

Revised 02/2026	
Taxes	✓ up to date
Violations	—
Fee	exempt
Decision	

Budget Code: LANDF 100-3100-1050

PART 1: APPLICATION NOTES

Certain land uses, by nature, can have a potentially unfavorable impact on or be incompatible with other uses of land within a given zoning district. These uses may be permitted within designated districts under controls, limitations, and regulations of a conditional use permit.

The Town Council has the responsibility to evaluate the impact and the compatibility of each use and to stipulate conditions and restrictions to assure the proposed use is compatible with the neighborhood in which it is located. The Council can deny the use as not being in accordance with the adopted comprehensive plan or as being incompatible with the surrounding neighborhood.

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

☒ Zoning Clearance Application ** ☒ Site Plan/Survey showing existing conditions and proposed changes ** see below

Owner signature:

Date: 5/19/26

PART 2: PROPERTY INFORMATION

Property Address: 1500 Old Cape Charles Rd - Cape Charles, VA 23310

Tax Map #: 83A3-A-14D

Zoning District: C

Current use: Community Center

Proposed use: NA

PART 3: PROPERTY OWNER INFORMATION

If owner is not the applicant, an Owner's Permission Affidavit must be attached.

PART 4: APPLICANT INFORMATION

****CCRSRI has an open permit with the Town of CC that includes the zoning clearance and site survey. We have attached a smaller site map showing the proposed sign locations.**

PART 5: PROJECT INFORMATION

A. Neighborhood

1. What are the current uses and characteristics of the neighborhood? vacant land and sewage treatment plant
2. How would this proposed use fit in with the neighborhood? As the Impact Center is the only other building on the quiet street, besides the sewage treatment plant, adding culturally important site interpretation should be a nice addition. The Town of Cape Charles has been aware since the beginning of this project that museum quality site interpretation signs would be established on the property. At the time of original submission of permit application, CCRSRI was unaware of the scope of that signage. We are hereby submitting the details as conditioned in our site plan approval letter.
3. Describe the effects that any noise or odor from the proposed use might have on the neighborhood. None

B. In the Commercial and Harbor Districts, a conditional use permit is required for residential use above 1st floor commercial use.

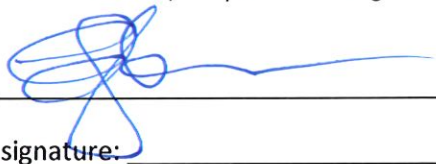
Number of residential floors NA Number of residential units per floor NA
Number of parking spaces on premises _____ Number of parking spaces on street _____ deeded off-site _____
Amenities provided _____

C. Description of Use **Current use - no change as a result of this application.**

Days of Operation 7 days/week Number of full-time staff? 1 Part-time? 2
Hours of Operation 8+/day If foodservice, will there be alcohol sales on premises? n
Hours of Delivery NA

D. Site plan must also include Primary and any accessory structures (size & setbacks), Trash location, screening, fencing, lighting, utilities, landscaping, and parking if required. **Previously Submitted. See attached signange location diagram.**

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 Codes, including fire, sewer and water codes, and private building restrictions, if any, which may be imposed on the property by deed.

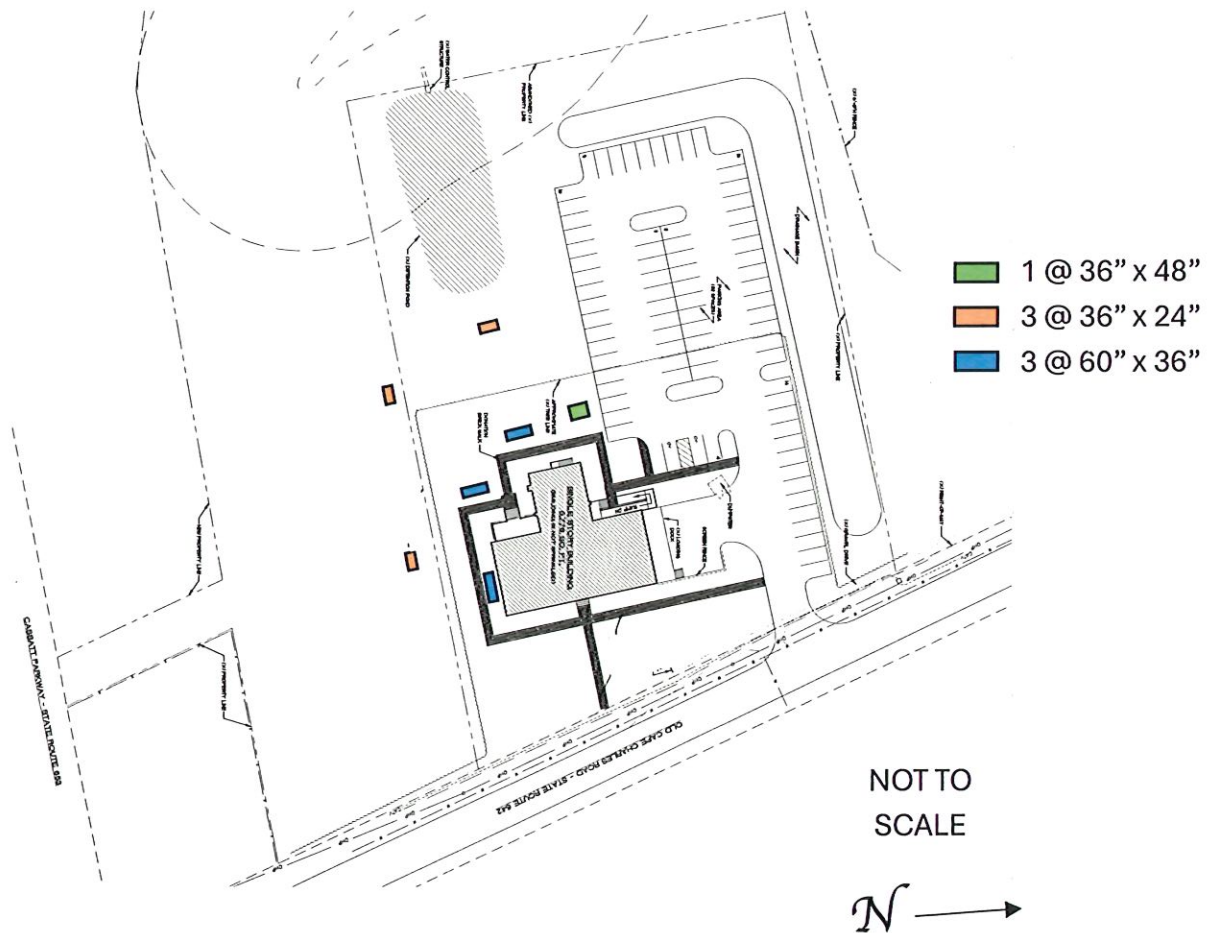
Applicant's signature: 

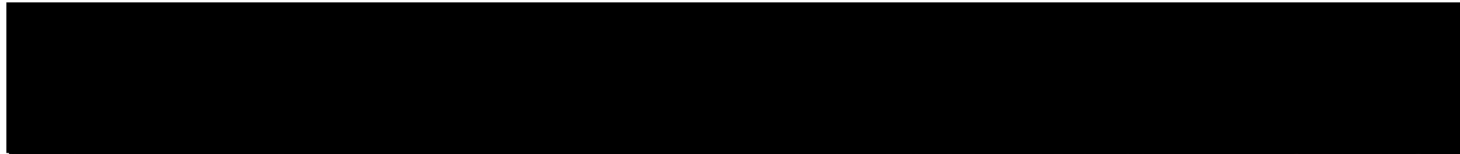
Date: 5/19/26

Zoning Administrator's signature: _____

Date: _____

CCRSRI/IMPACT CENTER
1500 Old Cape Charles RD
PROPOSED HISTORIC SITE INTERPRETATION SIGNAGE





Quantity	Description	Unit Price	Extended Price
3	36"w x 24"h x .090 Fiberglass Embedded (FE) Panels. Single-faced. Matte finish. Square cut. No holes.	\$319.00	\$957.00
3	Aluminum Double Pedestal Exhibit Bases for 36"w x 24"h Panels at a 45-degree angle. Visual area will be 35"w x 23"h. Includes (2) 3" x 3" x 57" posts for direct embedment. Powder coated NPS Brown, NPS Charcoal, NPS Guam Gray or Black with a textured finish.	\$610.00	\$1,830.00
1	Aluminum Upright Double Inline Exhibit Base for (2) 36"w x 48"h Bulletin Cases. Visual area will be 30.875"w x 43.125"h. Includes (3) 2" x 3" x 108" posts for direct embedment. Contains 3/8" neoprene rubber inside the cases. Powder coated a standard NPS Brown, NPS Charcoal, NPS Guam Gray or Black with a textured finish.	\$3,550.00	\$3,550.00
1	6"w x 12"h - Aluminum Brochure Holder with 3/16" Acrylic clear front. Maximum literature size is 5.5"w x 8.5"h. Powder coated a standard NPS Brown, NPS Charcoal, NPS Guam Gray or Black with a textured finish.	\$280.00	\$280.00
3	60"w x 36"h x .090 Fiberglass Embedded (FE) Panels. Single-faced. Matte finish. Square cut. No holes.	\$525.00	\$1,575.00
3	Aluminum Triple Pedestal Exhibit Bases for 60"w x 36"h Panels at a 45-degree angle. Visual area will be 59"w x 35"h. Includes (3) 3" x 3" x 57" posts for direct embedment. Powder coated a standard NPS Brown, NPS Charcoal, NPS Guam Gray or Black with a textured finish.	\$1,010.00	\$3,030.00
1	Pannier to provide final layout for (6) 36"w x 24"h panels and (4) 8"w x 10"h panels. Customer to supply final text in a Word document and digital high resolution images, at 150ppi at full size. Files and text should be organized in separate folders, per panel.	\$3,050.00	\$3,050.00

Sale Amount: \$14,272.00
Estimated Shipping to 23310: \$580.00
Total Amount: \$14,852.00

OR

Pannier Graphics

www.panniergraphics.com



Traditional T



Cantilevered



Single Pedestal



Double Pedestal



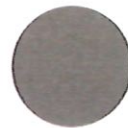
Black



NPS Brown



NPS Charcoal



NPS Guam Gray

Proposed interpretive marker
Theme: Booker T. Washington's
Legacy in Cape Charles
(through the Rosenwald and Jeanes Funds)

