

Application for Harbor Development Certificate

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

Date _____

Permit No.: _____

Fee: _____

Proposed Use: _____

Present Zoning: _____

Location Address: _____

Tax Map ID: _____ Acreage: _____

_____ Acreage: _____

I (We) hereby petition the Cape Charles Town Council for a Harbor Development Certificate to provide the above use on the above mentioned property.

I (We) acknowledge the fact that all pertinent information required by the Harbor Area Review Board and Zoning Office must be submitted in a timely manner so that required public meetings can be scheduled and advertised (Zoning Ordinance §3.9.I). Applicant or representative must be present in the public meetings.

Land Owner/Lessee Name: _____

Land Owner/Lessee Signature: _____

Address: _____

Phone Number: _____ Email Address: _____

Harbor Area Review Board Meeting

Date: _____ Time: _____

Meetings will be held at the Cape Charles Civic Center unless otherwise noted.

Harbor Development Certificate Application Checklist

1. _____ completed application
2. _____ payment of fees (\$300.00 + \$70.00 per acre)
3. _____ letter of application stating in general terms: (a) the proposed use of the property, (b) the effect of the changes on the surrounding area, and (c) the reason for the request
4. _____ plot plan in accordance with the Site Plan Ordinance

Detailed application information shall be added per §3.9.I.1.b of the Zoning Ordinance when required.
