

# Historic District Review Board

## Regular Session Agenda

April 19, 2016

6:00 P.M.

1. Call to Order; Roll Call
2. Invocation and Pledge of Allegiance
3. Consent Agenda
  - A. Approval of Agenda Format
  - B. Approval of Minutes
4. New Business
  - A. Application for modification to Certificate of Appropriateness for 418 Washington Avenue – redesign from enclosed room to screened porch.
  - B. Application for Certificate of Appropriateness for 501 Tazewell Avenue – siding, and relocate window and door openings.
  - C. Application for Certificate of Appropriateness for 114 Tazewell Avenue – siding removal and re-siding
  - D. Application for Certificate of Appropriateness for 549 Randolph Avenue – chimney removal
5. Old Business
  - A. None.
6. Announcements
7. Adjourn



**DRAFT**  
**HISTORIC DISTRICT REVIEW BOARD**  
**Regular Meeting**  
**Cape Charles Civic Center**  
**March 15, 2016**  
**6:00 p.m.**

At approximately 6:00 p.m. Chairman Joe Fehrer, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Joe Fehrer, present were John Caton, David Gay, Sandra Salopek and Terry Strub. Also in attendance were Town Planner Larry DiRe and Assistant Town Clerk Amanda Hurley. Applicants for 629 Jefferson Avenue, 634 Randolph Avenue and 211 Jefferson Avenue were also in attendance. There was one member of the public in attendance.

**CONSENT AGENDA:**

**Motion made by Sandra Salopek, seconded by John Caton, to accept the agenda as presented. The motion was unanimously approved.**

The HDRB reviewed the minutes of the February 16, 2016 Regular Meeting.

**Motion made by David Gay, seconded by Terry Strub, to accept the minutes of the February 16, 2016 Regular Meeting as presented. The motion was unanimously approved.**

**NEW BUSINESS:**

**A. 629 Jefferson Avenue – New construction single-family home**

Applicant Tom Bonadeo stated that the proposed application was for a new construction of a one-story, single-family home. Front and side screened-in porches were proposed and the back porch would remain unscreened. The siding would be hardieplank, roofing shingles would be architectural asphalt and the front porch roof would have standing seam metal. The home would be white with black sashes. The foundation would be a beige colored parged block which would blend in with the ground. A 550-square foot garage was also proposed.

Joe Fehrer questioned the height of the foundation. Mr. Bonadeo stated that surveying had been done and the foundation was proposed to be at three feet.

**Motion made by Terry Strub, seconded by David Gay, to approve the application for 629 Jefferson Avenue as proposed. The motion was unanimously approved.**

**B. 526 Tazewell Avenue – Rebuild front porch**

Larry DiRe stated that the applicant was not present but went on to state that a COA had been previously issued for this property, but had since expired. The applicant was proposing to rebuild the front porch along the same design and specifications of the COA which was approved in 2011.

**Motion made by John Caton, seconded by David Gay, to approve the application for 526 Tazewell Avenue as proposed. The motion was unanimously approved.**

C. *634 Randolph Avenue – Renovate single-family house*

Applicant James Masten stated that the goal was to restore the home back to its original state and he was proposing to replace windows throughout the home, restore the V-shape gable, replace the front and left-side back doors, install first and second floor French doors, rebuild the front porch with standing seam metal roof and replace siding with hardieplank.

Mr. Masten stated that he sought assistance from the Board in selecting doors appropriate for the home as the style of the original doors was unknown. The Board pointed out several styles throughout town that would be appropriate and Joe Fehrer suggested Mr. Masten work with the Town Planner on the door style.

**Motion made by Sandra Salopek, seconded by David Gay, to approve the application for 634 Randolph Avenue as proposed. The motion was unanimously approved.**

D. *1 Randolph Avenue – chimney removal*

Larry DiRe stated that the applicant was not present but they were proposing to remove a rear non-functioning chimney.

David Gay pointed out that there were no architectural features on the chimney that was proposed to be removed.

**Motion made by David Gay, seconded by Sandra Salopek, to approve the application for 1 Randolph Avenue as proposed. The motion was unanimously approved.**

E. *211 Jefferson Avenue – Rear addition and kitchen bump-out*

Applicant Leon Parham stated that the proposed work on the home included a rear addition and rear screened-in porch and a side bump-out to expand the kitchen. The front porch was proposed to be rebuilt and the rear chimney removed. Hardieplank siding was proposed as well as a new roof and a standing seam metal porch roof.

**Motion made by Terry Strub, seconded by David Gay, to approve the application for 211 Jefferson Avenue as proposed. The motion was unanimously approved.**

F. *201 Mason Avenue and 500 Tazewell Avenue – Exterior message boards*

Larry DiRe stated that the Town was the applicant and they were proposing to install wall mounted bulletin boards on the west side of the Cape Charles Memorial Library and the west side of the Cape Charles Civic Center. The main purpose of the message board at the Library would be to display the Wayfinding Map. The main purpose of the Civic Center board would be to hold public notices, community events, meeting agendas, etc.

David Gay suggested the message boards have some sort of illumination.

It was pointed out that people would have to walk in the grassy and sometimes muddy area to read the board. Joe Fehrer suggested a concrete slab be poured under it and expressed concern regarding outdated information left in the message board and who would maintain the signage.

The Board was in agreement that a freestanding message board would be ideal so people didn't have to walk in the grass and this would also make it more visible.

**Motion made by David Gay, seconded by Terry Strub, to approve the application for 201 Mason Avenue as proposed, but recommended that the message board for 500 Tazewell**

**Avenue be freestanding versus wall mounted and suggested the Town look into some form of illumination for both message boards. The motion was unanimously approved.**

**OLD BUSINESS:**

There was no old business to discuss.

**ANNOUNCEMENTS:**

Larry DiRe reported that there were two pending applications for April and the complete draft Historic District Guidelines would be included for final approval in May. Joe Fehrer asked that Larry DiRe send the Board the complete draft prior to packet distribution so that the Board had extra time to review the Guidelines.

Larry DiRe also reported that the funding for the Department of Historic Resources workshop and the updated register for the historic district was pending approval from the National Park Service.

Joe Fehrer announced that Assistant Town Clerk Amanda Hurley would be missed and congratulated her on her new job opportunity.

**Motion made by Joe Fehrer, seconded by John Caton, to adjourn the Historic District Review Board Regular Meeting. The motion was unanimously approved.**

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Chairman Joe Fehrer

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Asst. Town Clerk

# Historic District Review Board Staff Report

From: Larry DiRe   
Date: April 19, 2016  
Item: 4A – 418 Washington Avenue – modification of Certificate of Appropriateness to redesign enclosed room to a screened on secondary elevation  
Attachments: Current application, October 2015 application materials

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## Application Specifics

An application has been received for a Certificate of Appropriateness from the owner of the property at 418 Washington Avenue. This is a single-family home, is not a contributing structure, and is on a conforming size lot. The proposed work on the building includes construction of a one-hundred square foot screened porch to provide a new principal entrance to the building. The building is oriented with the principal entrance facing west, instead of north (Washington Avenue). At the October 2015 Historic District Review Board meeting a Certificate of Appropriateness was approved for an enclosed room of the same square footage on the footprint. The applicant now wishes to redesign that enclosed room to a screened porch with four-foot high walls and screening to a height of eight feet. Vinyl siding to match the siding of the house is proposed as the construction material for the walls' siding and posts are proposed as supports for the new porch. A block foundation for the enclosed room was previously proposed and approved, as required by the Guidelines (Building Element 1, page 49).

## Discussion

- The Guidelines specifically address enclosures on various sides of a building. According to the Porch Types section of the Guidelines, "Secondary porches on the side or rear of the building can be one or two stories. Sometimes they are closed in to form new spaces like pantries or sunroom." (page 42). Although the proposed enclosed addition is connected to the principal entrance door, relative to street frontage the proposed addition is located on a secondary side of the building and may be enclosed per the Guidelines.

## Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a modification to the Certificate of Appropriateness is approved for the application.

**Application for Historic District Review**

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

Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_

\* Please attach checklist items

Fee: \$100.00

Modification Fee: \$50.00 - *pd*

Special Meeting Fee: \$125.00

Applicant: Ann Abraham Signature: Ann Abraham  
Address: 418 Washington Ave City: Cape Charles State: Va Zip: 23310  
Telephone: 757-619-8762 Cell: same  
Email: annbrhm@gmail.com

Owner(s): \_\_\_\_\_  
Address: Same as City: Abaco State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Contractor: Charles Sample  
Address: 31471 Big Pine Rd. City: Porter State: Va. Zip: 23426  
Telephone: (757) 709-4162 Cell: same  
Email: \_\_\_\_\_  
Town License No.: \_\_\_\_\_ State License No.: 2705103000

Location of Improvement: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Type of Improvement: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Estimated Construction Costs: \_\_\_\_\_

Dimension of Structure or Improvement:  
Width: 10 ft. Length: 10 ft Height: 8 ft  
Total Square Footage: 100 sq.

Structure of Improvement will be set back:

- \_\_\_\_\_ from front property line
- \_\_\_\_\_ from side property line
- \_\_\_\_\_ from side property line on corner lot
- \_\_\_\_\_ from rear property line
- \_\_\_\_\_ from alley

Town Water Permit: \_\_\_\_\_

Town Sewer Permit: \_\_\_\_\_

## Application for Historic District Review

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

### Applicant Checklist:

These items must be submitted to the Town Planner no later than 14 days prior to the Historic District Review Board meeting. The Historic District Review Board meets the third Tuesday of each month.

- Completed signed application
- Application fee payable to "Town of Cape Charles"
- Site plan for any project proposing to alter the principal or accessory building footprint
- Scale drawings drawn to an appropriate scale of the site depicting the affected property and all buildings/structures
- Photos of existing/current structure
- Photos illustrating proposed project
- Material list (if applicable) including building materials, product descriptions and specifications

### CERTIFICATION OF APPLICANT

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.

I understand that delinquent real estate taxes must be paid before any permits will be issued per Cape Charles Town Code Sec. 66-4.

I acknowledge that I have received the checklist of items to be submitted to the Town Planner for Historic District Review Board review. Failure to comply could result in delayed application review.

Signature of Owner/Contractor: \_\_\_\_\_

# Historic District Review Board Staff Report

From: Larry DiRe   
Date: April 19, 2016  
Item: 4B – 501 Tazewell Avenue – siding, new window opening, and re-locate window and door openings on rear of building  
Attachments: Application, north and east side elevation drawings with materials noted, photos

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## Application Specifics

An application has been received for a Certificate of Appropriateness for 501 Tazewell Avenue. The proposed work on the building includes re-siding the house with 4 ½ inch reveal Hardie board, installing a new 20-inch square window, and re-locating door and window openings on the north side (rear) of the building. The building is not listed as a contributing structure, and there is no proposed change to the footprint of the building.

## Discussion

- The Guidelines address synthetic siding. Building Element 2 (page 55) states: “Remove synthetic siding and restore original building material if possible.” The proposed re-siding material, while synthetic, is found throughout the Historic District.
- The Guidelines address windows and doors in a fairly comprehensive manner (pages 37 thru 41). Element 5 (page 40) states: “Avoid changing the number or location of windows or doors by cutting new opening or blocking in original opening.” Element 9 (page 40) states: “Respect the ratio of walls to openings (windows and doors) evident on adjacent historic facades. Generally, historic buildings have more wall area than window area.” The application shows the relocated window and door openings in proportion to the current condition, and the proposed new awning window is in proportion at 20” x 20”.

## Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is appropriate for the application.

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

Application for Historic District Review

Date 4/7/2014 Permit No. \_\_\_\_\_  
\*(Attach plans) Fee: ~~950.00~~ 100.00

Applicant J.E.B. Johnson Signature J.E.B. Johnson  
Address 5106 Magatha Rd Cape Charles, VA 23310 Telephone \_\_\_\_\_

Owner TAN + DEB McCord  
Address 501 Tazewell City Cape Charles State VA ZIP Code 23310

Contractor Johnson Southern Builders  
Address 5106 Magatha Rd City Cape Charles State VA ZIP Code 23310  
Town License No. \_\_\_\_\_ State License No. A 2705116767

Location of Improvement 501 Tazewell  
Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_ Lot Size \_\_\_\_\_ Lot Area \_\_\_\_\_  
Type of Improvement Siding / Windows / Doors  
Proposed Use Residence  
Estimated Construction Costs 15,000

Dimension of Structure or Improvement Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_  
Total Square Footage \_\_\_\_\_

- Structure or Improvement will be set back
- \_\_\_\_\_ from front property line
  - \_\_\_\_\_ from side property line
  - \_\_\_\_\_ from side property line on corner lot
  - \_\_\_\_\_ from rear property line
  - \_\_\_\_\_ from alley

Town Water Permit \_\_\_\_\_ Town Sewer Permit \_\_\_\_\_

CERTIFICATION OF APPLICANT

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.

Signature of Owner/Agent J.E.B. Johnson

BUILDING PERMIT

Issuance of a Certificate of Appropriateness in itself does not permit the applicant, owner, or contractor to proceed with the improvements noted above. Improvements can proceed only after issuance of a building permit from the Cape Charles Building Official, whose office is in the Municipal Building at 2 Plum Street in Cape Charles and who can be reached at 757-331-2176.

Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_

Zoning Administrator \_\_\_\_\_

6500 Commonwealth Drive  
Roanoke, Virginia 24018  
540/989-1236  
800/274-4424  
FAX 540/989-1215

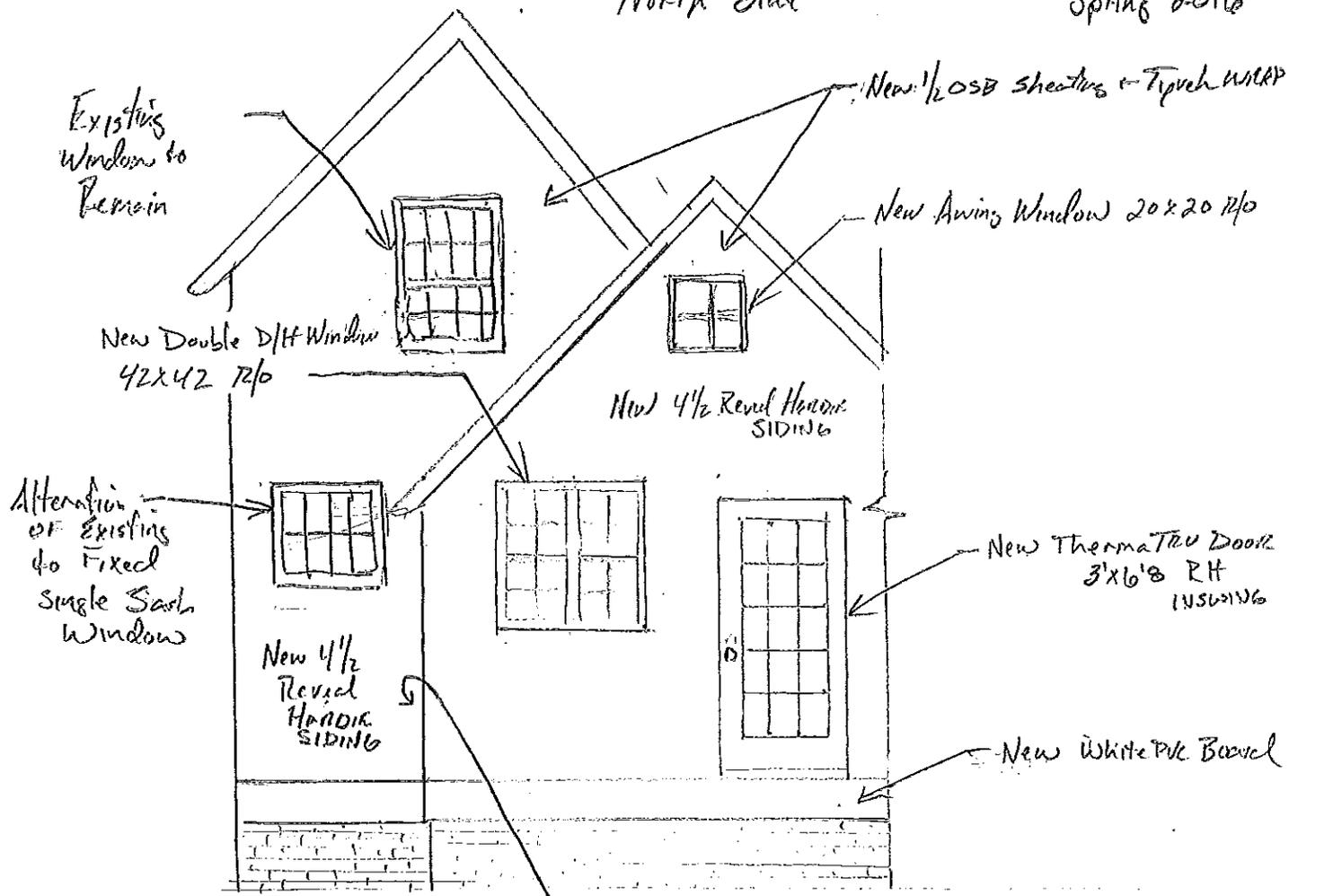


INSULATION SYSTEMS, INC.  
Of Virginia

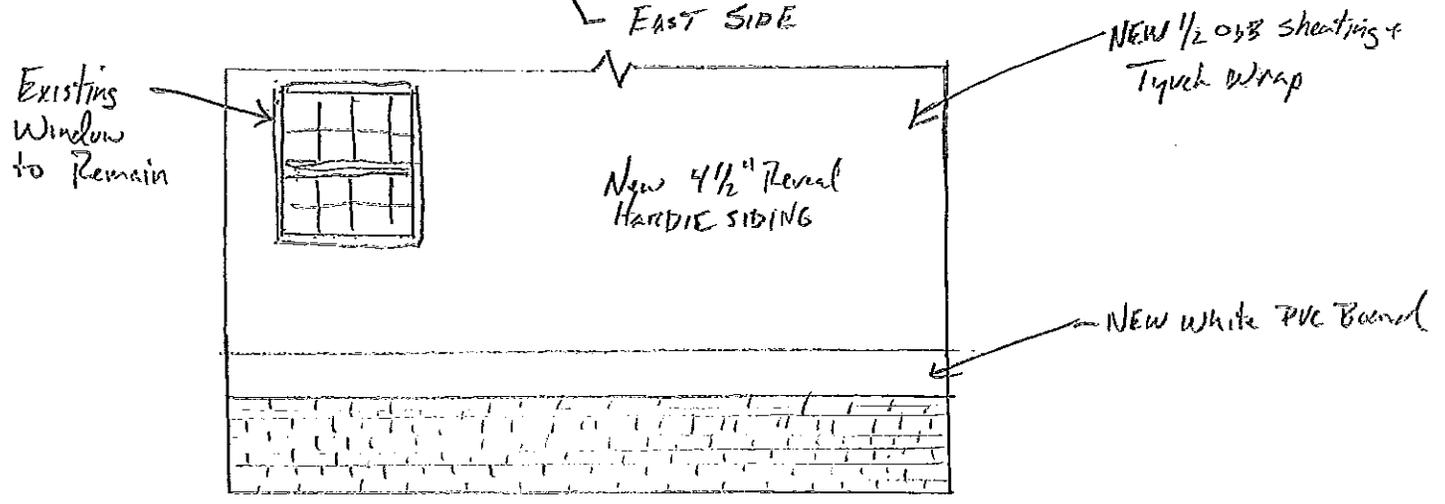
2861 Crusader Circle  
VA Beach, VA 23453  
757/368-5557  
888/316-8513  
FAX 757/368-8199

Work to be performed by  
Johnson Southern Builders  
Spring 2010

North Side



EAST SIDE



McCredie Residence 301 TAZEWELL







# Historic District Review Board Staff Report

From: Larry DiRe   
Date: April 19, 2016  
Item: 4C – 114 Tazewell Avenue – siding removal and re-siding  
Attachments: Application, materials list, photos

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## Application Specifics

An application has been received for a Certificate of Appropriateness for 114 Tazewell Avenue. The proposed work on the building includes removing existing asbestos siding and re-siding the house with Hardie board. The building is a contributing structure, and there is no proposed change to the footprint of the building. The applicant requests that a secondary elevation (east side wall) not seen from the street be excluded from the re-siding project.

## Discussion

- The Guidelines address synthetic siding. Building Element 2 (page 55) states: “Remove synthetic siding and restore original building material if possible.” The proposed re-siding material, while synthetic, is found throughout the Historic District and the current siding material is not original material.

## Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is appropriate for the application.

**Application for Historic District Review**

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

*Handwritten:* #4586

Date: 4/6/16

\* Please attach checklist items

Permit No.: \_\_\_\_\_

Fee: \$100.00

Modification Fee: \$50.00

Special Meeting Fee: \$125.00

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Owner(s): JEFF HOTTENSTIEN

Address: 114 TAZWELL City: CAPE CHARLES State: VA Zip: \_\_\_\_\_

Telephone: 703-498-9362 Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor: ANNON CONSTRUCTION CO INC

Address: Box 475 City: CHERITON State: VA Zip: 23316

Telephone: 757-678-7385 Cell: 757-693-1182

Email: GPANNON@VERIZON.NET

Town License No.: \_\_\_\_\_ State License No.: \_\_\_\_\_

Location of Improvement: 114 TAZWELL

Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Type of Improvement: SIDING

Proposed Use: \_\_\_\_\_

Estimated Construction Costs: 8,000

Dimension of Structure or Improvement:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

Structure of Improvement will be set back:

- \_\_\_\_\_ from front property line
- \_\_\_\_\_ from side property line
- \_\_\_\_\_ from side property line on corner lot
- \_\_\_\_\_ from rear property line
- \_\_\_\_\_ from alley

Town Water Permit: \_\_\_\_\_ Town Sewer Permit: \_\_\_\_\_

## Application for Historic District Review

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

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- Completed signed application
- Application fee payable to "Town of Cape Charles"
- Site plan for any project proposing to alter the principal or accessory building footprint
- Scale drawings drawn to an appropriate scale of the site depicting the affected property and all buildings/structures
- Photos of existing/current structure
- Photos illustrating proposed project
- Material list (if applicable) including building materials, product descriptions and specifications

### CERTIFICATION OF APPLICANT

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.

I understand that delinquent real estate taxes must be paid before any permits will be issued per Cape Charles Town Code Sec. 66-4.

I acknowledge that I have received the checklist of items to be submitted to the Town Planner for Historic District Review Board review. Failure to comply could result in delayed application review.

Signature of Owner/Contractor: \_\_\_\_\_

MATERIAL LIST:

6" HARDIE BOARD SIDING

2" STAINLESS NAILS

TYVECK

CAP NAILS

J-CHANNEL

ROOFING NAILS





# Historic District Review Board Staff Report

From: Larry DiRe   
Date: April 19, 2016  
Item: 4D – 549 Randolph Avenue – Chimney removal  
Attachments: Application, photos

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## Application Specifics

An application has been received for a Certificate of Appropriateness for 549 Randolph Avenue. The proposed work on the building includes removing one chimney. The building is a contributing structure.

## Discussion

- The guidelines are rather quiet on the status of chimneys except to state that historic building roof types, including elements such as chimneys and light wells, should be retained (Building Element 1, page 34).

## Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is appropriate for the application.

**Application for Historic District Review**

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

Date: 4/13/16

\* Please attach checklist items

Permit No.: \_\_\_\_\_

Fee: \$100.00

Modification Fee: \$50.00

Special Meeting Fee: \$125.00

Applicant: John Lockwood

Signature: [Signature]

Address: 504 GAY AVE

City: C.C. State: VA Zip: 23310

Telephone: 540-498-3368

Cell: \_\_\_\_\_

Email: JM.Lockwood3@gmail.com

Owner(s): ST. CHARLES CATHOLIC CHURCH

Address: 549 RANDOLPH City: C.C. State: VA Zip: 23310

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Town License No.: \_\_\_\_\_ State License No.: \_\_\_\_\_

Location of Improvement: 545 RANDOLPH

Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Type of Improvement: REMOVAL ON NOW USED CHIMNEY. THIS WILL ALLOW FOR ROOF REPAIR/REPLACEMENT.

Proposed Use: \_\_\_\_\_

Estimated Construction Costs: \_\_\_\_\_

Dimension of Structure or Improvement:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

Structure of Improvement will be set back:

- \_\_\_\_\_ from front property line
- \_\_\_\_\_ from side property line
- \_\_\_\_\_ from side property line on corner lot
- \_\_\_\_\_ from rear property line
- \_\_\_\_\_ from alley

Town Water Permit: \_\_\_\_\_

Town Sewer Permit: \_\_\_\_\_

## Application for Historic District Review

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

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Signature of Owner/Contractor: \_\_\_\_\_



- VIEW FROM ALLEY BEHIND.
- CHIMNEY IN QUESTION CIRCLED.
- CHIMNEY SERVED AS FLUE FOR OLD STOVE IN KITCHEN.
- CURRENTLY NOT USED AND CAPPED OFF.
- ROOF NEEDS REPLACING.
- CHIMNEY NEEDS REPAIR.
- WOULD RATHER REMOVE.



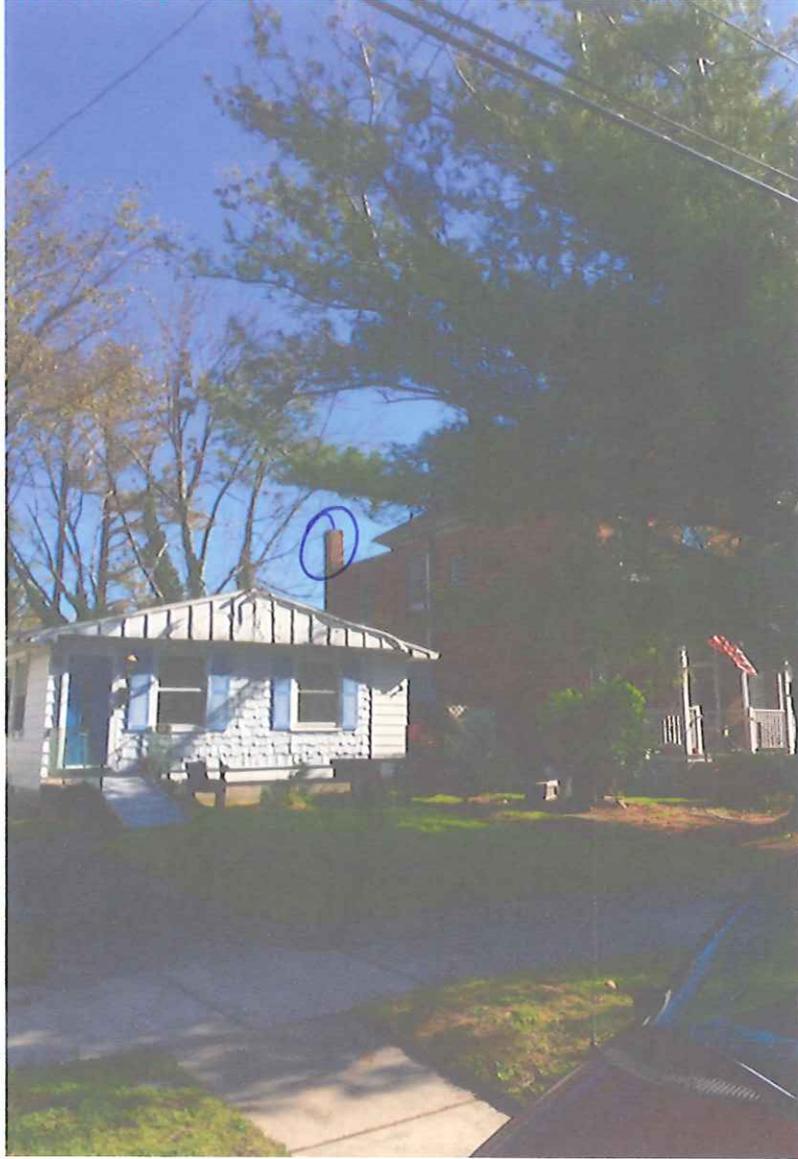
ADDITIONAL VIEW FROM ALLEY



SIDE VIEW FROM RANDOLPH.  
CHIMNEY IS NOT VISIBLE



VIEW FROM DIRECTLY IN FRONT.  
CHIMNEY NOT VISIBLE



VIEW FROM RANDOLPH.