



Town Council Work Session

August 05, 2026 at 6:00 PM

Cape Charles Civic Center - 500 Tazewell Avenue

Agenda

- 1. Call to Order**
 - A. Roll Call
- 2. Items for Discussion**
 - A. Update from Virginia American Water
 - B. Building, Planning & Zoning Fee Schedule
- 3. Adjournment**

TOWN OF CAPE CHARLES - Building, Planning & Zoning Fee Schedule			
EFFECTIVE July 1, 2026 - PROPOSED CHANGES HIGHLIGHTED			
	Type of Permit or Review	Charge or Fee	Comments
BUILDING	1. Residential: (repair, alteration, demolition, construction)		
	a. Single inspections w/ no permit required	\$35	
	b. Less than \$2,500	\$50	
	c. \$2,500 - \$10,000	\$50 + 0. 5% project cost over \$2500	
	d. \$10,000 +	\$125 + 0.5% project cost over \$10,000	
	e. Demolition	\$50	
	2. Commercial: (repair, alteration, demolition, construction)		
	a. Single inspections w/ no permit required	\$35	
	b. Less than \$2,500	\$75	
	c. \$2,500 - \$10,000	\$75 + 1% of project cost over \$2,500	
	d. \$10,000 +	\$175 + 1% of project cost over \$10,000	
	e. Demolition	\$100	
	3. New Construction: Per BOCA/ICC permit fee tables based on building square footage and at 100% departmental operational costs as determined by Council in 2001		
	Notes applicable to Items 1, 2 & 3 above		
	1. Add 2% to all permit fees for state surcharge.		
	2. Permits include initial/first inspection and a follow-up inspection for a failure inspection.		
	3. Add 10% to Base Fee for Fire Department (before tax and not to be taxed).		
	4. Certificates of Occupancy		
	a. Permanent Certificant of Occupancy	Included in cost of permit	
	b. Certificate of Occupancy when no permit is issued	\$100	
ZONING	c. Temporary Certificate of Occupancy	\$800 (per issuance) / Max. of 2 issuances	
	d. Rental Certificate of Occupancy	\$150 or Free with STR Administration Fee	
	5. ADDITIONAL FEES		
	a. Inspection fee for 3rd inspection of the same item	\$40	
	b. Inspections scheduled outside normal business hours	\$75	
	c. Fee for starting work without a permit	\$300	
	d. Underground Fuel Tank Removal	\$100 per tank	
	5. Zoning Clearance		
	a. As part of a building permit or a Certificate of Appropriateness application	\$0	
	b. All other approved by administrative review	\$150	
	c. Zoning Determination Letter	\$200▶	NEW ITEM Needed due to staff time.
	d. Trees/Landscaping		
	1.) Tree Removal Permit	\$20/tree	
	2.) PENALTY - Tree removal without a permit	\$300/tree	
	e. Variance or Exception to CBPA Application to Board of Zoning Appeals	\$500**▶	
	f. Signage		
	1) All Permanant, Freestanding, Wall and Other (Canopy, Projecting, Awning, Marquee, Directory) pursuant to Town Code Chapter 32, Sections 32-120 thru 32-122 (all Residential, Commercial, Harbor and Industrial Zoning Districts & Accawmacke PUD District Ordinance	\$75 = 12 sq. ft or less: \$75 plus \$2 per sq. ft over 12 sq. ft	
	2) No permit required nor fee imposed to any temporary sign pursuant to Town Code Chapter 32, Sections 32-120 thru 32-122 (all Residential, Commercial, Harbor, and Industrial Zoning Districts) & Accawmacke PUD District Section 9.13.2 (B), 9.13.5 (C & D)	No Permit Required and No Fee	
	g. Short Term Rental (STR) Administrative Fee	\$450	
HISTORIC DISTRICT REVIEW BOARD	6. Historic District Review Board Application Fee		
	a. Routine Maintenance per CC Historic District Design Guidelines Appendix G	No Application and No FEE	NEW ITEM to align with new amendments
	b. New Construction - Residential	500-\$1,000	5/26/2026: Staff Reviewed & concurred that these fees are necessary, as much staff time is spent on these applications
	c. New Construction: Commercial or Commercial/Residential Mixed Use	1000-\$2,000	Added four separate categories of work to be in line with Town Code, Chapter 32: Zoning Ordinance
	d. Renovation		
	1) Minor Work authorized by Town Code Chapter 32, Section 32-226 (b) & HDRB Guidelines Appendix G, residential and/or commercial - Administrative Review and Approval only	75 \$50	See comment above
	2) Major Work - Residential (Exterior Renovations) authorized by Town Code Chapter 32, Section 32-226 (c) & HDRB Guidelines Appendix G for the following: accessory structures, awnings, canopies, carports, decks, driveways, reroofing, shutters, stairs, and steps.	150 \$125	See comment above
	3) Major Work - Residential (Exterior Renovations) authorized by Town Code Chapter 32, Section 32-226 (c) & HDRB Guidelines Appendix G for the following: additions, alterations, architectural style projects; building relocations; chimneys; doors; foundations; masonry, porches, removals, siding, windows.	\$500	

	Type of Permit or Review	Charge or Fee	Comments
HISTORIC DISTRICT	4) Major Work - Residential (Exterior Renovations) authorized by Town Code Chapter 32, Section 32-226 (c) & HDRB Guidelines Appendix G to return a contributing structure to its original historic appearance.	\$450	5/26/2026: Staff Reviewed & added this category as an incentive to homeowners to return the structure to its original appearance
	5) Major Work - Commercial	\$1,000	Name change to align with ordinance
	6) Major Work - Demolition of structure	400 750 \$500	5/26/2026: Staff Reviewed & Decreased Slightly
	e. Sign Review by HDRB if a new canopy/awning/marque or wall/hanging/projecting sign requires new affixment to a historic building	\$50	
	f. Extension of approved Certificate of Appropriateness (CoA)	50 \$25	5/26/2026: Staff Reviewed & Decreased Slightly
	g. Modification to an approved and active Certificate of Appropriateness (CoA)	\$200-	Separated into two different categories
	1) Administrative Issued CoA	\$50	5/26/2026: Staff Reviewed
	2) HDRB Issued CoA	\$200	5/26/2026: Staff Reviewed
	h. Working without an approved and active Certificate of Appropriateness (CoA) or After the Fact Permit Fee	\$1,000	5/26/2026: Staff Reviewed & consensus wast to keep one category for clarity
APPEALS	7. APPEALS (All fees and charges are refundable if appeal approved)		
	a. Appeals Application to Board of Zoning Appeals	\$500**	
	b. Certificate of Appropriateness Appeals to Town Council	\$500**	
	c. Appeals Application to Building Code Board of Appeals	\$250**	
HARBOR AREA REVIEW BOARD	8. Harbor Area Review Board Certificate of Appropriateness		
	a. Development Certificate	\$750/application base fee + \$100 per acre**	
	b. Extension of approval	\$100	
	c. Modification to an approved and active Certificate of Appropriateness (CoA)	\$250	
ENVIRONMENTAL PERMITS	9. Environmental Permits		
	a. Wetlands & Coastal Dune Permit	\$500**▶	Actual board name
	b. Administrative Approvals Wetlands & Coastal Dune Permit: examples: boardwalk, walkway	200 \$100▶	5/26/2026: Staff Reviewed & Decreased Slightly
	c. CBPA Exception, pursuant to CC Town Code Chapter 32, Article VII, Section 32-194- Application to the BZA	200- \$500**▶	5/26/2026: Staff Reviewed & recommends an increase due to time requirements
	d. CBPA Administrative Waiver for Maintenance Work of Vegetation in the RPA	\$50	
	e. Erosion & Sediment Control Permit	\$500 + \$10/acre not to exceed \$1000▶	
	f. Erosion & Sediment Agreement in lieu of plan	150▶	
	g. Erosion & Sediment Inspection fees	\$40/hr with 1 hour minimum▶	
	h. Erosion & Sediment Control Plan Review Fee	\$350▶	
SITE PLAN	i. Working without an approved and active Permit or After the Fact Permit Fee	\$1,000	
	10. Final Plan Review Fees		
	a. Residential	\$150/site	
	b. Commercial	\$250/site #^▶	
PLANNING	c. Misc	\$150/site #^▶	
	11. Planning Applications		
	a. Regular Rezoning		
	1) Non-PUD	\$500 + \$50/acre**▶	
	2) PUD	\$1,000 + \$50/acre**▶	
	a. Amendment to Comprehensive Plan; Concept Approvals	\$550/application	
	b. Conditional Rezoning	\$1,000 + \$50/acre**▶	
	c. Zoning Text Amendment Petition Application - for consideration only by Town Council and/or Planning Commission	\$200/application	
	d. Conditional Use Permit	\$600**	Added another category for signs
SUBDIVISION	1) Comprehensive Sign Plan	\$200**	
	2) All Others CUPs	\$600**▶	
	12. Subdivision through recordation		
	1) Concept or sketch plan review	\$100 + \$10/parcel▶	
	2) Preliminary plat review		
	a) 3 lots or less	\$250 + \$50/lot #^▶	
	b) 4 lots or more	\$500- \$1,000 + \$100/lot #^▶	Extensive time requirements
	3) Final plat review		
	a) 3 lots or less	\$125▶	
	b) 4 lots or more	\$250▶	
	4) Subdivision modification	75- \$250▶	Extensive time requirements
	5) Administrative Plat/Lot line adjustment	\$200▶	
	6) Easement Plat	\$200▶	
	7) Vacation of Plat	\$250▶	
	All recordation of plats are the responsibility of the applicant		

	Type of Permit or Review	Charge or Fee	Comments
OTHER	13. Deferral at the request of Applicant, if public hearing has been set (BZA, Planning Commission, HDRB, HARB, Town Council)	\$200	
NONPROFIT	Building, Planning & Zoning	Waiver of fees up to the amount of \$750 per project application for any nonprofit organization exempt from taxation under Internal Revenue Code Section 501	
LEGEND with GENERAL NOTES			
*	Advertising Costs, Actual		
**	Advertising Costs, Actual + Adjacent Property Owner Notification Mailing Costs, Actual		
#	3rd Party Review Costs - Water and Sewer Connections and Layout, including any re-reviews		
^	3rd Party Review Costs - Erosion & Sediment Control, including any re-reviews		
▶	3rd Party General Review Costs -Engineering, Environmental, Legal, and Planning		Additional fees may be incurred for outside agency review