

## PRE-APPLICATION MEETING REQUEST

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)

### INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING

#### Projects That Require a Pre-Application Meeting:

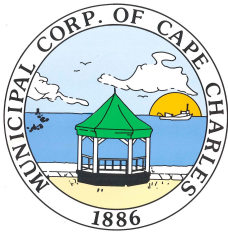
1. Certificate of Appropriateness for the Historic District Review Board
2. Certificate of Appropriateness for the Harbor Area Review Board
3. Development Certificate for the Harbor Area Review Board
4. New commercial building or an addition to a commercial building
5. Planned Unit Developments
6. Variances
7. Conditional Use Permits
8. Amending the zoning map
9. Any other application deemed necessary

#### Pre-Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request.
- B. **Prepare Concept Plans and a Submit a PDF digital version** that conveys the proposed project. These plans may be conceptual in nature and do not need to be developed by a design professional.
- C. **Submit the Pre-Application Instruction Form and Concept Plans** to the Planning and Zoning Department in person or via email to [planner@capecharles.org](mailto:planner@capecharles.org). The application and forms will be reviewed within (2) two business days. Once the plans are reviewed, the Planning and Zoning Department will notify the applicant if an in-person Pre-Application meeting is required. Note: If an in-person meeting is not necessary, then the Pre-Application Meeting will take place during building permit or zoning request submittal.
- D. **Attend a Pre-Application Meeting** with the Planning and Zoning Department. The Planning and Zoning Department will contact the applicant to schedule a Pre-Application Meeting. Feedback about the proposal, along with an overview of the application/review process, will be provided during this meeting. The applicant should bring a hard copy of the concept plans to the meeting.
- E. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the full, complete application for the development activity or zoning process, a copy of this form is required to be submitted.

#### Pre-Application Information Form Submittal Checklist:

- Complete Pre-Application Information Form
- One PDF digital version of Concept Plans



# PRE-APPLICATION INFORMATION FORM

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[planner@capecharles.org](mailto:planner@capecharles.org)

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## PROJECT SUMMARY

Address of Project: \_\_\_\_\_

Application Type (rezoning, variance, etc.): \_\_\_\_\_

Total Acreage of Project: \_\_\_\_\_

Detailed Description (Include proposed use(s) and square footage of floor area for each use):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*For Internal Use Only:*

Pre-Application Meeting Date: \_\_\_\_\_

Staff Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

HDRB Rep Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_