



**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 664-1569 (FAX)
www.norfolk.gov/planning

**CONDITIONAL CHANGE OF ZONING
APPLICATION**



Application Procedures

1. **A pre-application meeting is required.** To arrange for an appointment, please call 664-4752.
2. Submit completed application with all required attachments including :
 - Survey/Site Plan
 - Check for \$415 made payable to Treasurer, City of Norfolk,
 - Description and details of request.
3. Attach a separate sheet with proffered conditions.
4. Contact appropriate Civic League prior to public hearing. Applicant must provide staff written documentation of the outcome of that meeting/discussion prior to the public hearing.
5. Staff will review application to determine completeness.
6. Staff to post legal notice of application in Virginian Pilot and on property and photograph subject property
7. The Planning Commission will visit the site on the 2nd Wednesday of the month. It is not necessary for the applicant to be present.
8. Applicant must attend public hearing:
 - ▶ Where: City Hall Building
11th Floor, Council Chambers
 - ▶ Time: 2:30 p.m.
9. During the Commission's hearing:
 - ▶ Applicant must register to speak
 - ▶ Staff will present application and recommendation
 - ▶ Applicant/representative may make a presentation
 - ▶ Proponents may speak
 - ▶ Opponents may speak
 - ▶ Rebuttal
10. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
11. The applicant may contact Planning staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes Council's agenda).
12. The rezoning request will appear on Council's agenda twice—the 1st time Council will vote on a hearing date, and the 2nd time the public hearing is held.

**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
ZONING SERVICES**

5TH FLOOR, ROOM 508

(757) 664-4752 / (757) 664-1569 (FAX)

CONDITIONAL CHANGE OF ZONING APPLICATION



City of **Norfolk**

APPLICATION CONDITIONAL CHANGE OF ZONING

Date of application: _____

Conditional Change of Zoning

From: _____ Zoning To: Conditional _____ Zoning

DESCRIPTION OF PROPERTY

Property location: (Street Number) _____ (Street Name) _____

Existing Use of Property: _____

Current Building Square Footage _____

Proposed Use _____

Proposed Building Square Footage _____

Trade Name of Business (If applicable) _____

APPLICANT/ PROPERTY OWNER

1. Name of applicant: (Last) _____ (MI) _____ (First) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax () _____

E-mail address of applicant: _____

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

**Conditional Rezoning
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2. Name of property owner:(Last)_____ (MI)_____(First) _____

Mailing address of property owner (Street/P.O. box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of owner () _____ Fax number () _____

CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

REQUIRED ATTACHMENTS

- ▶ Check for \$415.00 made payable to: Norfolk City Treasurer
- ▶ 2 8½x14 copies of a survey or site plan drawn to scale showing:
 - Existing and proposed building structures
 - Driveways
 - Parking
 - Landscaping
 - Property lines (see attached example).
- ▶ Proffered conditions.
- ▶ Description and details of the operation of the business (i.e., # of employees, # of bays, reason for rezoning, etc...)

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

SIGNED:

_____/_____/_____
(Property owner or authorized agent signature) (Date)

_____/_____/_____
(Applicant signature) (Date)

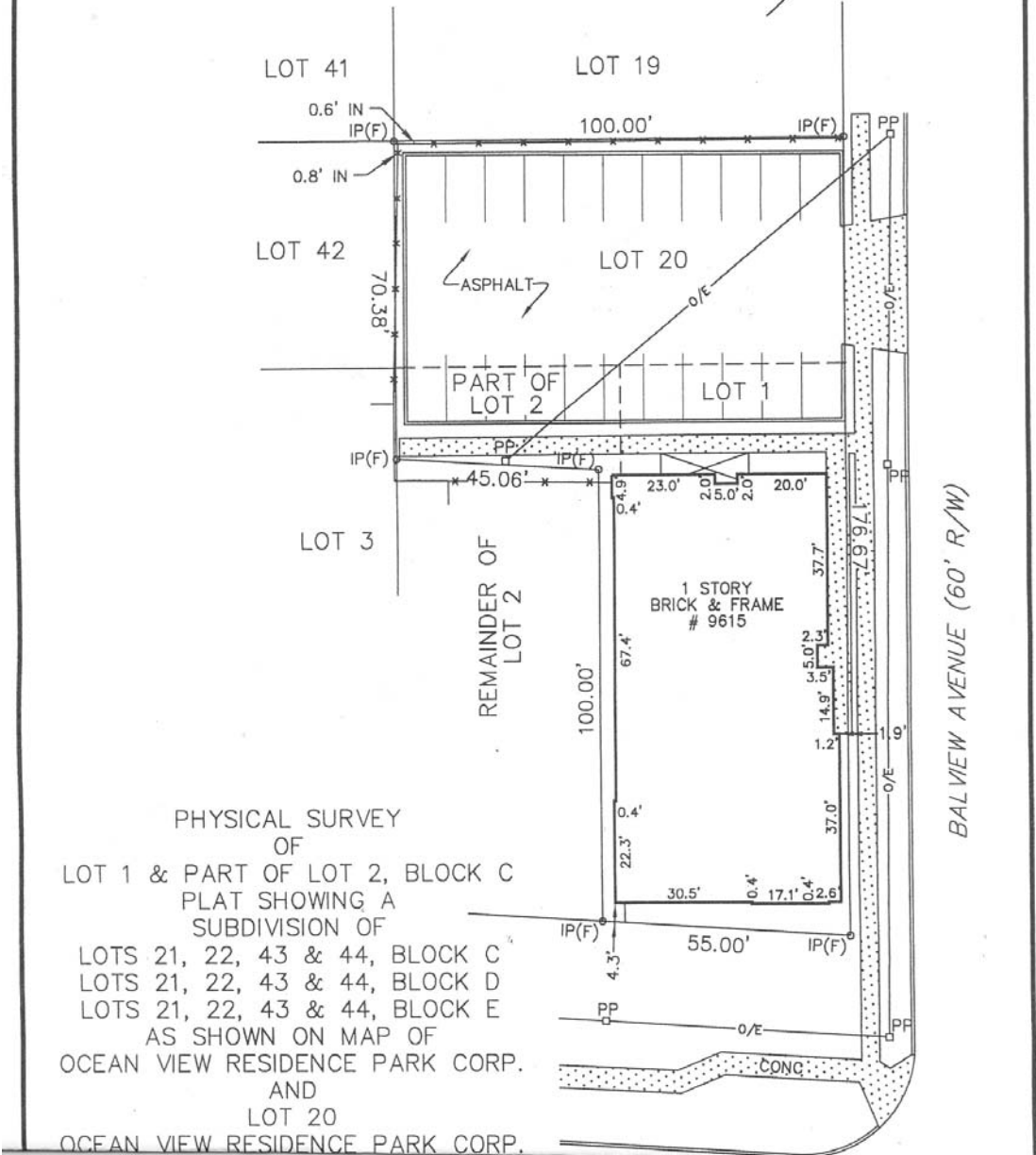
**EXAMPLE
Site Plan**

THIS IS TO CERTIFY THAT I, ON NOV. 19, 2007, SURVEYED THE PROPERTY SHOWN HEREON AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN HEREON. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS EXCEPT AS SHOWN.

SIGNED: *Wendell Holmes*

NOTES:

- 1) THE PROPERTY SHOWN HEREON APPEARS TO LIE IN "C" FLOOD ZONE ACCORDING TO F.E.M.A. MAP PANEL NO. 510104-0010D, REVISED APR. 17, 1984.
- 2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT, AND MAY NOT SHOW ANY/ALL EASEMENTS AFFECTING THE PROPERTY.



PHYSICAL SURVEY
OF
LOT 1 & PART OF LOT 2, BLOCK C
PLAT SHOWING A
SUBDIVISION OF
LOTS 21, 22, 43 & 44, BLOCK C
LOTS 21, 22, 43 & 44, BLOCK D
LOTS 21, 22, 43 & 44, BLOCK E
AS SHOWN ON MAP OF
OCEAN VIEW RESIDENCE PARK CORP.
AND
LOT 20
OCEAN VIEW RESIDENCE PARK CORP.

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City Planning Commission Public Hearing Schedule and Filing Deadlines

<u>FILING DEADLINE</u>	<u>HEARING DATE</u>
December 08, 2008	January 22, 2009
January 12, 2009	February 26, 2009
February 09, 2009	March 26, 2009
March 09, 2009	April 23, 2009
April 13, 2009	May 28, 2009
May 11, 2009	June 25, 2009
June 08, 2009	July 23, 2009
July 13, 2009	August 27, 2009
August 10, 2009	September 24, 2009
September 14, 2009	October 22, 2009
October 5, 2009	November 19, 2009
November 2, 2009	December 17, 2009
December 14, 2009	January 28, 2010