

## Norfolk Design Review Process

To ensure that a development, redevelopment or rehabilitation project obtains all the necessary city approvals, please review the following to determine if a project requires design review approval.

Whether a project requires approval through design review process is contingent on several factors. Chapter 9 of Norfolk's Zoning Ordinance defines the responsibilities, criteria, need for a certificate of appropriateness and application process for design review. City Code Section 32-70 also delineates the design review process.

### **A project requires design review under the following circumstances:**

- if a structure, project or site is located in one of the city's four local ordinance historic districts (Downtown, Ghent, East and West Freemason)
- if the project is city property, is located on city property, encroaches on or is in the right-of-way or involves a street closure
- if the project is on land purchased from the city or the Norfolk Redevelopment and Housing Authority
- if a non-conforming property is a contributing structure in a State or National Register Historic District and wishes to expand or improve

If the project is in a local historic district or meets the criterion necessitating a **Certificate of Appropriateness (COA)** for a contributing structure, only exterior alterations are reviewed. Review is based on the **Design Guidelines** found on our website and the Secretary of the Interior's Standards, as well as local ordinance criteria.

If a project requires design review for any of the above reasons, it must obtain approval in a two-step process, first, from the **Design Review Committee** and then from the **Planning Commission**. The Committee is advisory to the Planning Commission and the action of the Commission is the final step in the review process. Action on an application has the following possibilities: approved as presented; approved with conditions; continued until a future date; or denied.

The time frame and action required for the design review process is dependent on the project's size and scale.

- Projects that are small in scope, such as installation of storm windows, landscaping, fencing, etc. may obtain approval from one meeting with both the Committee and the Commission
- Larger scale projects or requests for new construction may require both preliminary review and final review. For preliminary review of a project a rendering of all elevations and site plan may be adequate.
- For very large or phased development it is recommended that the project is brought to the Committee and Commission for "Discussion Only". This serves as an introduction to the project during the planning.

**All projects** require the following submittals for design review consideration:

- 16 copies of plans/elevations, drawn to scale, which, depending on the size of the project, should be on either 8½" x 11" or 11" x 17" paper; large projects may need to submit full or half-size scaled drawings
- if materials and relevant details are not included in notes on drawings, 16 copies of specifications and materials are needed as well as details on the treatment of historic or prominent elements
- one copy with **original signature** and 15 copies of the application with complete contact information, including email and zip code and detailed description of project continued on additional pages if application does not offer sufficient space
- 16 copies of the property survey and/or site plan drawn to scale
- 16 copies of photographs of subject property and surrounding properties showing context and details as applicable

For large projects three (3) copies of 24" x 36" construction plans must be submitted to staff *after final approval*, to be stamped showing their compliance with the design review approval process which is requisite in obtaining a permit. *Prior to final review*, it is recommended that plans are reviewed with the Zoning Administrator and the Division of New Construction for compliance with the Zoning Ordinance and Building Code.

All drawings and information **must be submitted by 5:00 p.m. on the deadline date**, which is 3 weeks prior to the regularly scheduled Committee meeting. See schedule on our website for specific meeting dates and deadlines. **Staff is available to advise applicant regarding their project and application prior to its review. It is recommended that applicant contact staff ahead of deadline to discuss project, providing time for a site visit if necessary, to ensure that submittal is complete and ready to be added to agenda.**

The Committee and Commission meet twice a month in the same location, in the 10<sup>th</sup> Floor Conference Room in the City Hall building. Generally, the Committee meets on Mondays at 4:00 p.m. and the Commission meets on Thursdays at 1:00 p.m. The applicant **MUST attend the Committee meeting** to present the project. If the applicant cannot present the project, it is removed from the agenda. **It is highly recommended that the applicant attends the Planning Commission meeting.**

**Please do not bring changes or additions to the information as submitted to review meetings.**

The applicant is notified via fax or email of the Committee's agenda. There is no formal notification to adjacent property owners or of the Commission's Thursday meetings for design review items.

Please direct questions and submit applications to Susannah Winstead, Historic Preservation Officer/ Senior Planner, at 757.823.1451 or by email at [susannah.winstead@norfolk.gov](mailto:susannah.winstead@norfolk.gov).



# N O R F O L K

## APPLICATION FOR DESIGN REVIEW

**Please return to:**

Department of Planning and Community Development

508 City Hall Building

Norfolk, Virginia 23510

PHONE: (757) 823-1451 FAX: (757) 441-1569

EMAIL: [susannah.winstead@norfolk.gov](mailto:susannah.winstead@norfolk.gov)

**Please review the Norfolk Design Review Process prior to application.  
Please submit 16 copies of the application form and all supplemental materials.**

### I. APPLICATION INFORMATION

DATE RECEIVED

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

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

Brief Project Description: \_\_\_\_\_

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

**Please check as applicable:**

- |                                                  |                                                     |                                                         |
|--------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Public Project          | <input type="checkbox"/> Private Project            | <input type="checkbox"/> Encroachment                   |
| <input type="checkbox"/> Single-Family or Duplex | <input type="checkbox"/> Multi-family or Commercial | <input type="checkbox"/> Institution or Public Facility |

**Type of Review:**

- |                                            |                                             |                                       |
|--------------------------------------------|---------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Discussion Review | <input type="checkbox"/> Preliminary Review | <input type="checkbox"/> Final Review |
|--------------------------------------------|---------------------------------------------|---------------------------------------|

**Certificate of Appropriateness:**

- |                                   |                                |                                         |                                         |
|-----------------------------------|--------------------------------|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Downtown | <input type="checkbox"/> Ghent | <input type="checkbox"/> East Freemason | <input type="checkbox"/> West Freemason |
|-----------------------------------|--------------------------------|-----------------------------------------|-----------------------------------------|

**II. APPLICANT INFORMATION**

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

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner Name (if different): \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**III. APPLICATION CHECKLIST**

**Scope of Project:**

- New Construction
- Exterior Renovation/ Alteration
- Demolition
- Addition
- Signage
- Fencing
- Driveway, Sidewalk, Parking
- Landscaping
- Re-roofing
- Other \_\_\_\_\_

**Supplemental Information to include:**

- Drawings and elevations drawn to scale with notes and specifications- floor plans to be included for new construction or if interior alterations affect exterior elevations
- List of materials if not designated on plans, or sample board as needed- including siding, roofing, trim, windows, doors, etc.
- Site plan drawn to scale showing landscaping, parking, lighting, fencing, etc. with notes and materials
- Photographs of subject property and surrounding area
- Photographs of building site for new construction
- Letter of permission from owner if applicant is not owner
- Any additional information as requested by staff or the Committee

**Signature of Applicant**

**I hereby attest that the information I have provided is, to the best of my knowledge, correct.**

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*