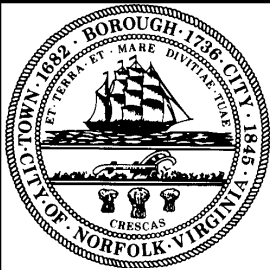




**DEPARTMENT OF PLANNING & COMMUNITY  
DEVELOPMENT**

5TH FLOOR, ROOM 508  
810 UNION STREET  
NORFOLK, VA 23510  
(757) 664-4752  
(757) 664-1569 (FAX)  
[WWW.NORFOLK.GOV/PLANNING](http://WWW.NORFOLK.GOV/PLANNING)

**APPLICATION FOR NONSTANDARD LOTS**



## Application Procedures

1. A pre-application meeting is strongly recommended. To arrange for an appointment, please call 664-4752.
2. The following materials will be required for a complete Nonstandard lot application:
  - A buildable lot letter from the Department of Planning and Community Development
  - A survey depicting the footprint of the proposed house
  - Preliminary architectural elevations of the proposed house
3. Staff will review the above materials, and if sufficient, the applicant shall submit the required materials to the Norfolk Design and Resource Center, located at 111 Granby Street, for review of the architectural elevations of the home.
4. Upon approval of the architectural elevations, the Norfolk Design Center will provide the applicant with a letter and a stamped copy of the site plan and architectural elevations indicating that the design is acceptable.
5. The approval letter and stamped plans must be submitted with Building Permit.
6. If the applicant chooses to pursue a design that is not acceptable to the Norfolk Design and Resource Center, the a Special Exception will be required.

**NONSTANDARD LOT APPLICATION**

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

5TH FLOOR, ROOM 508

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

[WWW.NORFOLK.GOV/PLANNING](http://WWW.NORFOLK.GOV/PLANNING)



# City of Norfolk

## Application NONSTANDARD LOTS

Date of application: \_\_\_\_\_

Name of applicant: (Last) \_\_\_\_\_ (MI) \_\_\_\_\_ (First) \_\_\_\_\_

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

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

### **DESCRIPTION OF PROPERTY**

1. Property location: (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

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 ( ) \_\_\_\_\_

### **NEIGHBORHOOD**

Civic League: \_\_\_\_\_

Dates contacted: \_\_\_\_\_

Ward/Superward: \_\_\_\_\_

### **REQUIRED ATTACHMENTS:**

- ✓ 2 8½x14 copies of a survey or site plan drawn to scale showing all existing and proposed building structures, driveways, parking, landscaping, property lines (\*see attached example).
- ✓ Architectural elevations
- ✓ Copy of buildable lot letter

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**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

810 Union Street, Room 508

Norfolk, Virginia 23510

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

**CERTIFICATION:**

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

**SIGNED:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Sign Date  
(Property owner or authorized agent signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Sign Date  
(Applicant)