



**DEPARTMENT OF PLANNING & COMMUNITY  
DEVELOPMENT**

810 Union Street  
Room 508  
Norfolk, VA 23510  
(757) 664-4752  
(757) 441-1569 (FAX)  
[www.norfolk.gov/planning](http://www.norfolk.gov/planning)

**CHANGE OF ZONING APPLICATION**



## Application Procedures

1. **A pre-application meeting is required.** To arrange for an appointment, please call (757) 664-4752.
2. Submit completed application with all required attachments including :
  - Survey/Site plan
  - Check for \$415 made payable to Treasurer, City of Norfolk, and
  - Description and details of request.
3. Staff will review application to determine completeness.
4. Applicant to contact appropriate Civic League prior to public hearing. Applicant must provide written documentation to Planning staff of the outcome of that meeting/discussion prior to the public hearing.
5. Staff will post legal notice of application request and photograph subject property.
6. The Planning Commission will visit the site on the 2nd Wednesday of the month. it is not necessary for the applicant to be present).
7. Applicant must attend public hearing:
  - ▶ Where: City Hall Building  
11th Floor, Council Chambers
  - ▶ Time: 2:30 p.m.
8. 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
9. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
10. Applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
11. The rezoning request will appear on Council's agenda twice—the 1st time Council will vote on a hearing date, and the 2nd time will be the hearing.

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

5TH FLOOR  
(757) 664-4752 / (757) 664-1569 (FAX)

**CHANGE OF ZONING APPLICATION**



# City of **Norfolk**

## APPLICATION CHANGE OF ZONING

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

### Change of Zoning

From: \_\_\_\_\_ Zoning To: \_\_\_\_\_ 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**

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Norfolk, Virginia 23510

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

**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)
- ▶ Description and details of the operation of the business (i.e., # of employees, # of bays, reason for rezoning, etc...)

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**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)

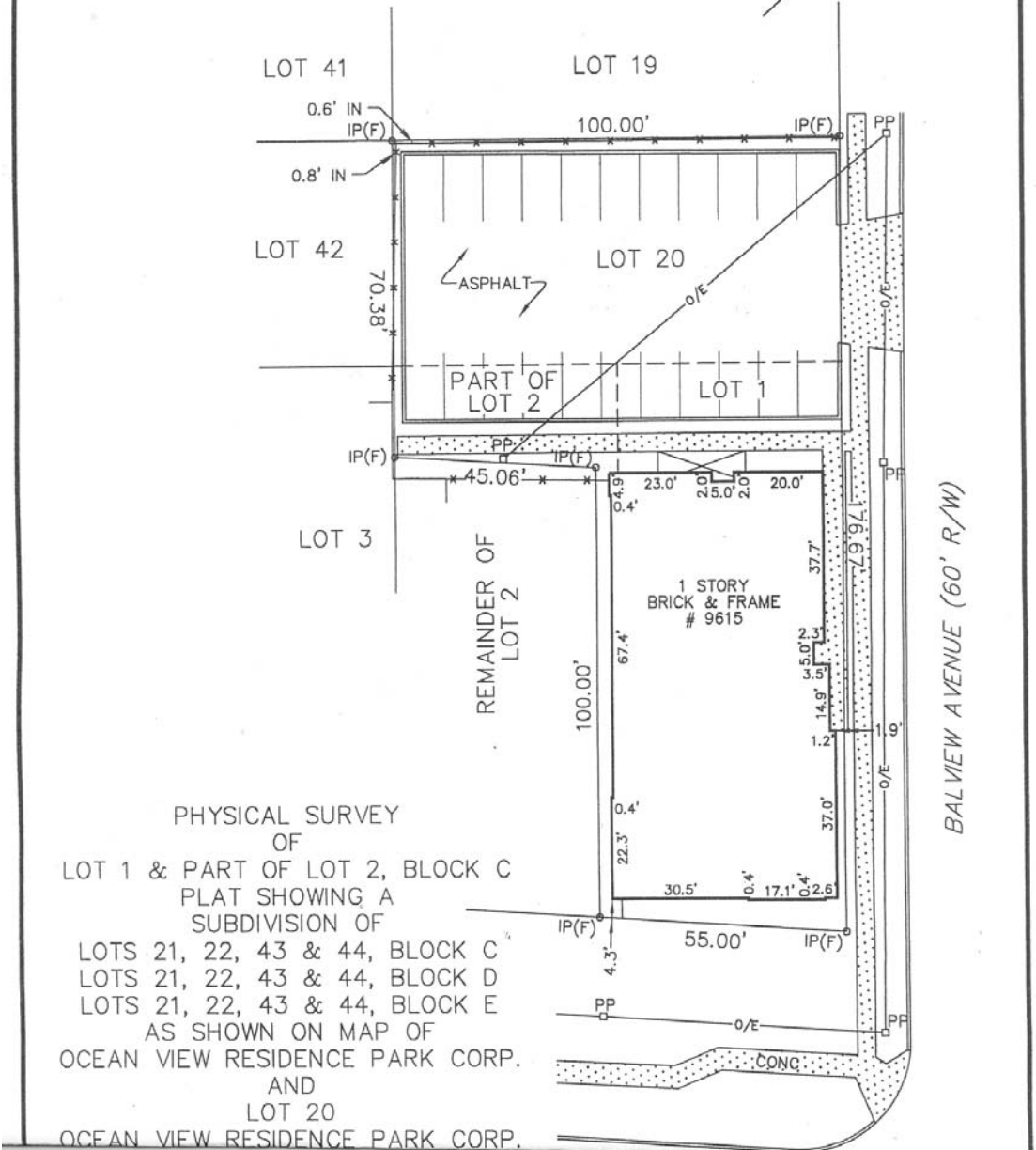
**EXAMPLE  
Site Plan**

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: *Wendy 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.



## City Planning Commission Public Hearing Schedule and Filing Deadlines

<u>FILING DEADLINE</u>	<u>HEARING DATE</u>
December 12, 2011	January 26, 2012
January 9, 2012	February 23, 2012
February 13, 2012	March 22, 2012
March 12, 2012	April 26, 2012
April 9, 2012	May 24, 2012
May 14, 2012	June 28, 2012
June 11, 2012	July 26, 2012
July 9, 2012	August 23, 2012
August 13, 2012	September 27, 2012
September 10, 2012	October 25, 2012
October 1, 2012	November 15, 2012
November 5, 2012	December 20, 2012
December 10, 2012	January 24, 2013