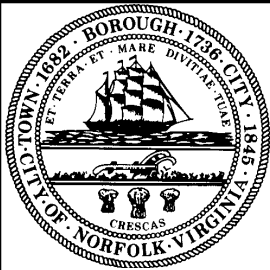




**DEPARTMENT OF PLANNING & COMMUNITY  
DEVELOPMENT**

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

**SPECIAL EXCEPTION 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 \$265 made payable to Treasurer, City of Norfolk
  - 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. The 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. In accordance with the City of Norfolk Zoning Ordinance, construction shall begin or the use of land for which the special exception has been obtained shall commence within 12 months from the effective date of said ordinance; otherwise said ordinance shall be void.

**SPECIAL EXCEPTION APPLICATION**

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

5TH FLOOR

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



# City of **Norfolk**

## APPLICATION SPECIAL EXCEPTION

**Special Exception for:** \_\_\_\_\_

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

### **DESCRIPTION OF PROPERTY**

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

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

Current Building Square Footage \_\_\_\_\_

Proposed Use \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Square Footage \_\_\_\_\_

Proposed Hours of Operation:

Weekday From \_\_\_\_\_ To \_\_\_\_\_

Friday From \_\_\_\_\_ To \_\_\_\_\_

Saturday From \_\_\_\_\_ To \_\_\_\_\_

Sunday From \_\_\_\_\_ To \_\_\_\_\_

Trade Name of Business (If applicable) \_\_\_\_\_

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Norfolk, Virginia 23510

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

**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 number ( ) \_\_\_\_\_

E-mail address of applicant: \_\_\_\_\_

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 \$265.00 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).
-

**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)

**SIGNED:**

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

EXAMPLE  
Survey

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.



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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