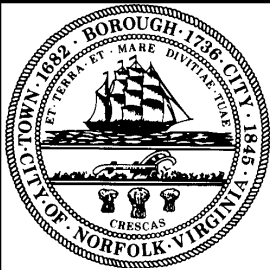




**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 664-1569 (FAX)
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) _____

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

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

APPLICANT/ PROPERTY OWNER

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

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) _____ (First) _____ (MI) _____

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).
-

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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:

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

SIGNED:

_____/_____/_____
Print Sign Date
(Applicant signature)

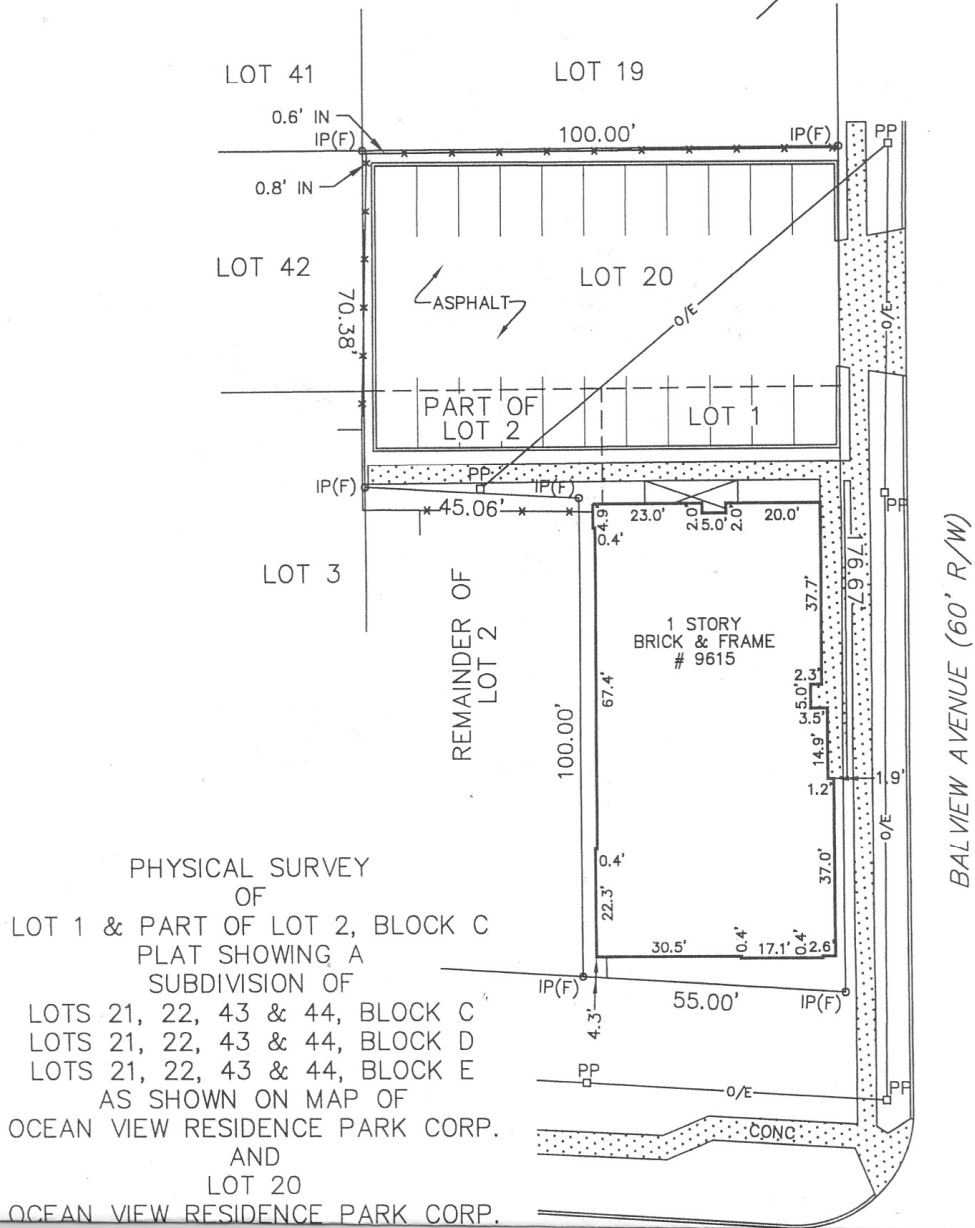
EXAMPLE
Survey

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: *Ward M. 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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Norfolk, Virginia 23510

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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