



**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

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

**ZONING ORDINANCE TEXT
AMENDMENT 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 (if applicable)
 - Check for \$415 made payable to Treasurer, City of Norfolk
 - Description and details of request
 - Proposed text
3. Staff will review application to determine completeness.
4. Applicant **must** attend public hearing:
 - ▶ Where: City Hall Building
11th Floor, Council Chambers
 - ▶ Time: 2:30 p.m.
5. 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
6. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
7. 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).
8. The amendment 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)

**ZONING ORDINANCE TEXT AMNEDMENT
APPLICATION**



City of Norfolk

APPLICATION TEXT AMENDMENT

Date of application: _____

Zoning Ordinance Text Amendment

Amend Section(s) _____

Add New Section(s) _____

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: _____

DESCRIPTION OF AMENDMENT

Purpose of Amendment _____

REQUIRED ATTACHMENTS

√ Language for the text amendment (*see Example attached).

CERTIFICATION:

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

SIGNED:

_____ / / _____
(Applicant signature) (Date)

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

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

EXAMPLE TEXT AMENDMENT

11-32. Medical center sign overlay district.

11-32.1 *Purpose statement.* In accordance with the provisions of section 11-15, it is the intent of this sign overlay district to upgrade and improve identification of the multiple uses located within the medical complex. Details regarding the size, materials, colors and placement of the signage are contained in design/planning project review final documentation prepared by architectural graphics dated August 10, 2001.

11-32.2 *Building identifier signage.* Signage which identifies individual buildings within the institutional campus.

11-32.3 *Pedestrian directional signage.* Signage which is pedestrian in scale and nature that provides direction to those traversing the institutional campus by foot.

11-32.4 *Parking identifier signage.* Signage which directs automobile traffic to appropriate parking areas

11-32.5 *Vehicular directional signage.* Signage which directs automobile traffic within the institutional complex

(Ord. No. 40,521, § 1, 11-27-01)



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