DEPARTMENT OF CITY PLANNING

5TH FLOOR, ROOM 508
810 UNION STREET
NORFOLK, VA 23510
(757) 664-4752
(757) 441-1569 (FAX)
WWW.NORFOLK.GOV/PLANNING

APPLICATION FOR NONCONFORMING ZONING 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 Nonconforming Zoning Lot application:
   - Completed Checklist
   - Check made payable to the City of Norfolk; fee is non-refundable (see fee schedule).
   - A buildable lot letter from the Department of City Planning.
   - 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 City's design review staff, for review of the architectural elevations and floor plans of the home.
4. Application material may be sent to:

   Department of City Planning
   810 Union Street, Suite 508
   Norfolk, VA 23510

5. Upon approval of the architectural elevations, the Department of City Planning will provide the applicant with a letter or Zoning Certificate and a stamped copy of the site plan and architectural elevations indicating that the design is acceptable.
6. The approval letter and stamped plans must be submitted with the Building Permit.
7. If the applicant chooses to pursue a design that is not acceptable to the Department of City Planning, a Conditional Use Permit will be required.

NONCONFORMING ZONING LOT APPLICATION

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Application
NONCONFORMING ZONING LOTS

Date: _____

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

Name of company: _____

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

City _____ State _____ Zip Code _____

Daytime telephone number of applicant (   ) _____ Fax number (   ) _____

Email: _____

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: _____

City _____ State _____ Zip Code _____

Daytime telephone number of owner (   ) _____ Fax number (   ) _____

NEIGHBORHOOD

Civic League: _____

Dates contacted: _____

Ward/Superward: _____

DEPARTMENT OF CITY PLANNING
810 Union Street, Suite 508
Norfolk, Virginia 23510
Telephone (757) 664-4752   Fax (757) 441-1569

REQUIRED ATTACHMENTS:

✓ Required fee, **$525.00** for lots less than 37.5 ft. in width **or** **$95.00** for lots greater than 37.5 ft. in width (if check, make payable to Norfolk City Treasurer)

✓ 2 scaled (8½ x 14 inch) copies of the survey or site plan: Show existing *and proposed* building structures, parking, driveways, roadway, curb, gutters, sidewalks, landscaping & property lines.

✓ Architectural elevations & floor plans

✓ Copy of Buildable Lot Letter

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)

_____/_____/_____
Print   Sign   Date
(Applicant)

Checklist – Nonconforming Zoning Lot Application

Item	Yes	No	Not Applicable	Comments
Pre-application meeting (Date & person you met with)				
• Required application fee (Lots less than 37.5 ft. in width): **$525.00** • Required application fee (Lots greater than 37.5 ft. in width): **$95.00**				
Copy of Ownership Review Letter (Dated within the last six months)				
Survey or site plan: Two scaled (8½ x 14 inch) copies; Show existing *and proposed* building structures, parking, driveways, roadway, curb, gutters, sidewalks, landscaping & property lines				
Architectural elevations & Floor plans (one quarter inch=one foot)				

Notes:

Applicant Signature: _____   Date: _____

Staff Signature: _____   Date: _____