



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 NONSTANDARD 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 Nonstandard 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 Senior Design Specialist within the Department of Planning, for review of the architectural elevations and floor plans of the home.
4. Application material may be sent to:

Ronald Moore
Senior Design Specialist
810 Union Street, Suite 508
Norfolk, VA 23510

5. Upon approval of the architectural elevations, the Department of Planning will provide the applicant with a letter or Development 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 Building Permit.
7. If the applicant chooses to pursue a design that is not acceptable to the Department of Planning, a Special Exception will be required.

NONSTANDARD LOT APPLICATION

DEPARTMENT OF CITY PLANNING ZONING SERVICES

5TH FLOOR, ROOM 508
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**Application
NONSTANDARD 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** (if check, make payable to Norfolk City Treasurer)
 - ✓ 2 scaled (8½ x 14 inch) copies of the survey or site plan: Show all existing *and proposed* building structures, driveways, parking, landscaping & property lines.
 - ✓ Architectural elevations & floor plans
 - ✓ Copy of Buildable Lot Letter
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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)

_____/_____/_____
Print Sign Date
(Applicant)

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