

Project Name & Address (if applicable): _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Applicant E-mail: _____

Property Owner (if different): _____

Property Owner Address: _____

Phone: _____ E-mail: _____

Property Owner Signature: _____

Brief project description/scope:

Type of Application (*check all that apply*):

New Construction, Additions & Landscaping
 Substantial Renovations Discussion
 Sign, Canopy & Outdoor Dining Windows

BEFORE you submit (*check all that apply*):

Have you met with your respective Civic League or homeowner's association for approval and comments?

If you are encroaching into the public right-of-way have you met with the respective City agencies?

Agency/Contact: _____ Date: _____

Agency/Contact: _____ Date: _____

Agency/Contact: _____ Date: _____

Submit two (2) collated, hard copies and one (1) digital copy. Digital copy must have all the pages in the direction that they will be read. The completed application is due by 12:00 p.m. on the day of the meeting deadline.

City of Norfolk Architectural Review Board (ARB)

Application for

DISCUSSION REVIEW APPLICATION

This type of application gives the applicant an opportunity to have a discussion with the ARB, at a conceptual level, about their project before too much time and money is invested into a project. Before this type of application is submitted it is recommended that the applicant review the *City of Norfolk Historic District Design Guidelines; A Pattern Book for Norfolk Neighborhoods; Downtown Norfolk Pattern Book* and contact the historic preservation staff person to assist you (links are listed below).

Contact Susan M. McBride at 757/823-1451 to request a discussion review. An application for discussion reviews should include as much information as possible so that the ARB has sufficient detail to provide meaningful feedback:

- Address of the property
- Type of discussion:
 - New construction, additions or substantial renovations
 - Renovation
 - Windows or doors
 - Landscaping
 - Materials (bring sample and specification sheet)
- Any other information that would be of value to the ARB in reviewing the project
- Other materials as requested by planning staff

Useful links to resources:

<http://www.norfolk.gov/DocumentCenter/View/1801>

http://www.norfolkva.gov/communityenrichment/norfolk_pattern_book/index.html

<https://library.municode.com/index.aspx?clientID=10121&stateID=46&statename=Virginia>

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Submit five (2) collated, hard copies and one (1) digital copy. Digital copy must have all the pages in the direction that they will be read. The completed application is due by 12:00 p.m. on the day of the meeting deadline.