Architectural Review Board Application

810 Union Street, Suite 508 | Norfolk, VA 23510 | 757-334-8789 | ARBNorfolk@Norfolk.gov

Submit applications to ARBNorfolk@Norfolk.gov. Application fees are assessed after applications are processed and must be paid for applications to be considered complete.
*Note: This is **NOT** an application for a Building or Demolition Permit.*

Project Address:

      Project Name:

Historic District:

Applicant Name:

Applicant Address (ZIP):

Applicant Phone Number: Applicant Email:

Property Owner (if different from applicant):

Property Owner Address:

Owner Phone Number: Owner E-mail:

Property Owner Signature:

Will the applicant or the property owner attend the Architectural Review Board Meeting?

☐Applicant   ☐Property Owner   ☐Other:

Type of Application (Select all that apply)

☐ Awnings, Canopies, & Outdoor Dining

☐ Landscaping, Fences, Exterior Lighting

☐ Porches, Decks, Stoops, Exterior Stairs

☐ Roofing, Exterior Walls, & Chimneys Mechanical Equipment

☐ Window & Door Replacement

☐ New Construction (Primary Structures, Accessory Structures, Additions)

☐ Substantial Renovations

☐ Signs

☐ Discussion

☐ Design Review/Development Certificate

☐ Determination of Architectural Appropriateness

☐ Demolition

Briefly describe the project:

BEFORE you submit:

Have you spoken with a member of ARB or
City Planning Staff about your application?

☐ No

☐ Yes

Does your project require any of the
following:

Date of pre-meeting: _____

☐ No

☐ Encroachments into the public
right-of-way
☐ Conditional Use Permits
☐ Zoning Variances

Have you completed the relevant
application checklist?

☐ Yes ☐ No

If yes, have you met with the respective
City agencies?

Have you done any public engagement (e.g.:
contacting civic league/homeowners'
association)

☐ Yes

☐ Yes; Description of Engagement:

Name of Agency: _____

☐ No

Submit one (1) digital copy of your application with its supporting documentation to
ARBNorfolk@Norfolk.gov. Digital copies must have all the pages in the direction that they will
be read (*not* *separate individual scanned pages/files*). The completed application is due by 12:00
noon on the day of the meeting deadline.

Discussion Review Checklist

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This checklist should be completed and submitted alongside any applications for discussion items with the Architectural Review Board. This type of application gives the applicant an opportunity to discuss a proposal at a conceptual level before investing too much time and money into a project.

Review the following list and submit the completed list with your application:

- ☐ Review the following when drafting your project scope:
    - o City of Norfolk Historic District Design Guidelines
    - o A Pattern Book for Norfolk Neighborhoods (pgs. 64—67) (for landscaping)
    - o Downtown Norfolk Pattern Book
    - o Relevant Sections City of Norfolk Zoning Ordinance
        - ▪ Contact ARB Staff with questions about which sections to review.

- ☐ Indication of project type:
    - ☐ New Construction, Additions, Substantial Renovations
    - ☐ Site Improvements (Landscaping, Fencing, Walkways, Driveways, etc.)
    - ☐ Materials
    - ☐ General Rehabilitation/Renovation

- ☐ Photographs of the property
    - o One context photograph showing where the property is located.
    - o Photographs of the area to be affected.

- ☐ Material information (as relevant)
    - o Product cutsheets and brochures of any new materials proposed.
    - o Include color information, manufacturer, and proposed dimensions.

- ☐ Sketch/Conceptual Site layout (as relevant)
    - o Site layout drawing with north arrow showing proposed plan view of project and existing building(s).
    - o Must identify location of plants/landscaping (including a planting list) and other site improvements like fencing, exterior lighting, etc.
    - o Must distinguish between existing and proposed conditions.

- ☐ Renderings, elevation drawings, or other illustration showing the proposed conditions (if available)

☐ Other materials as requested by ARB Staff

Contact ARB Staff at ARBNorfolk@Norfolk.gov with any questions about the checklist requirements.