



810 Union Street, Suite 508
Norfolk, VA 23510
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NOTE: This is NOT an application for a Building or Demolition Permit

Project Name & Address (if applicable): _____

Applicant Name: _____

Applicant Address (zip): _____

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): *(These are NOT building permit applications)*

- | | |
|--|--|
| <input type="checkbox"/> New Construction, Additions & Substantial Renovations | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Sign, Canopy & Outdoor Dining | <input type="checkbox"/> Windows & Doors |
| | <input type="checkbox"/> Discussion |

BEFORE you submit:

____ Are comments from your respective Civic League or homeowner’s association included? These documents must be attached for a **complete** application. Comments are not required for discussion items.

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

Agency/Contact: _____ Date: _____

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Submit a one (1) digital copy of your application with the supporting documentation. **Digital copy 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 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>

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