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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):**

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

Agency/Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Agency/Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Submit two (2) collated hard copies and one (1) digital copy with the application. **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.

Updated 11/17/2020

# 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](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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