

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?

☐ Yes

Date of pre-meeting:

☐ No

Have you completed the relevant application checklist?

☐ Yes ☐ No

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

☐ Yes; Description of Engagement:

☐ No

Does your project require any of the following:

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

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

☐ Yes

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.

General Certificate of Appropriateness Checklist

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This checklist should be completed and submitted alongside any applications for general rehabilitation and replacement projects. These types of projects include the following project types:

- Awnings, Canopies, & Outdoor Dining
- Landscaping, Fences, Exterior Lighting
- Porches, Decks, Stoops, Exterior Stairs
- Roofing, Exterior Walls, & Chimneys
- Window & Door Replacement

Review the following list and submit the required documentation and completed list with your application. You are also encouraged to discuss your project with ARB Staff prior to submitting an application.

- ☐ Review the following when drafting your project scope:
 - [City of Norfolk Historic District Design Guidelines](#)
 - [A Pattern Book for Norfolk Neighborhoods \(pgs. 64—67\)](#) (for landscaping)
 - [Downtown Norfolk Pattern Book](#)
 - Relevant Sections [City of Norfolk Zoning Ordinance](#)
 - Contact ARB Staff with questions about which sections to review.
- ☐ Photographs of the property
 - One context photograph showing where the property is located.
 - Photographs of the area to be affected.
 - **For window/door replacement:** provide photographs of the interior condition of windows/doors as well as exterior images.
- ☐ Material information
 - Product cutsheets and brochures of any new materials proposed.
 - Include color information, manufacturer, and proposed dimensions.
 - **For window replacement:**
 - Muntin specifications with profiles
 - Installation information
 - Window inventory if replacing more than one or two windows
- ☐ Site layout (*Required for outdoor dining, landscaping, fences, changes to porches, decks, stoops, and exterior stairs*)
 - Scaled site layout drawing with north arrow showing proposed plan view of project and existing building(s).

- Must show property lines, rights-of-way, existing sidewalk obstructions, labeled street names etc.
- Must identify location of plants/landscaping (including a planting list) and other site improvements like fencing, exterior lighting, etc.
- Must distinguish between existing and proposed conditions.
- Renderings, elevation drawings, or other illustration showing the proposed conditions
- Other materials as requested by ARB Staff
- Share your project plans with your civic league, homeowners association, neighbors, or other organizations that might have an interest.
 - Note: Engagement is strongly recommended, though not required.

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

Landscaping Information:

Prohibited Plants

Per the City Zoning Ordinance, plants listed on the Virginia Department of Conservation and Recreation's [Invasive Plant Species List](#) are **prohibited**.

Recommended Plants

Recommended and suggested plants to be used in Norfolk can be found in [Table 5.6 of the Zoning Ordinance Procedures Manual](#) (beginning on page A-020).