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757/319-1885 Phone

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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)*

\_\_\_\_\_ New Construction, Additions &

\_\_\_\_\_ Landscaping

Substantial Renovations

\_\_\_\_\_ Windows & Doors

\_\_\_\_\_ Sign, Canopy & Outdoor Dining

\_\_\_\_\_ 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: \_\_\_\_\_

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 **LANDSCAPING**

*This is NOT an application for a building permit.*

Landscaping applications include any changes to the property that are visible from any public right-of-way. This includes the addition or removal of landscape features not limited to: trees, shrubs, walkways, patios, driveways, landscape beds, lighting, fencing, walls, gates, gazebos, arbors, flagpoles, statuary, and fountains. You do not need to make a landscaping application if you are planting flowers in existing landscape beds; pruning trees; mowing the lawn; replacing walkways and driveways with the same material in the same size footprint; or replacing like plantings with like. These items are considered to be ordinary maintenance on private property. It is recommended that applicants review the: *City of Norfolk Historic District Design Guidelines; Code of the City of Norfolk Chapter 45: Trees and Other Vegetation; and A Pattern Book for Norfolk Neighborhoods* pages 64-67 (links are listed on next page). Contact the historic preservation staff person at 757/319-1885, for a pre-application meeting to address any questions and inquires as applicable to the scope of work.

The applicant shall provide the following information as applicable to the scope of work being requested in order to facilitate the review of the proposal:

- Description of proposed project
- Photographs of property and surrounding area
- Avoid invasive plant species and certain boxwood varieties (see next page)
- A current scaled site plan or survey (should contain existing conditions):
  - North arrow
  - Orientation and approximate location of proposed roads, walks and parking
  - Approximate location of existing structures
- Indicate items that shall be removed
- Indicate added features and their proposed location on the plan
  - Include plant species, scientific and common name, (age of species at planting and estimated height and width of plant at maturity)
- Any other information that would be of value to the ARB in reviewing the project
  - Relationship to adjacent properties
  - Location of berms, hills, culverts, etc. (if applicable)
  - Method of watering/irrigation (if applicable)
- Other materials as requested by planning staff
- Save money with the *City of Norfolk Stormwater Fee Reduction Program (not required)*:  
[https://www.norfolk.gov/DocumentCenter/View/27641/SWFEEBOOKLET\\_2-10-22?bidId=](https://www.norfolk.gov/DocumentCenter/View/27641/SWFEEBOOKLET_2-10-22?bidId=)

*If any of your plantings will be in or encroach into the public right-of-way, please contact The Department of Parks & Recreation at 757/823-4291, BEFORE you submit your application to the ARB.* When planning your project, you may be interested in reviewing Preservation Brief #36 *Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes* by the National Park Service

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City of Norfolk Architectural Review Board (ARB)  
Application for **LANDSCAPING**

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The ARB recommends that you meet with your respective civic league or homeowner association BEFORE your scheduled meeting date with the ARB.

**\*Invasive Species to Avoid**

<b>Scientific Name</b>	<b>Common Name</b>
Ailanthus altissima	Ailanthus altissima
Akebia quinata	Five-Leaf Akebia
Albizia julibrissin	Mimosa
Alternanthera philoxeroides	Alligator Weed
Carex kobomugi	Asiatic Sand Sedge
Celastrus orbiculata	Oriental Bittersweet
Centaurea biebersteinii	Spotted Knapweed
Elaeagnus umbellata	Autumn Olive
Hedera helix	English Ivy (unless contained)
Ligustrum sinense	Chinese Privet
Lonicera japonica	Japanese Honeysuckle
Microstegium vimineum	Japanese Stilt Grass
Phyllostachys aurea	Golden Bamboo
Polygonum cuspidatum	Japanese Knotweed
Pueraria Montana	Kudzu Vine
Ranunculus ficaria	Lesser Celandine
Sorghum halepense	Johnson-grass
Wisteria sinensis	Chinese Wisteria

**Boxwood Varieties Highly Susceptible to Blight**

<b>Scientific Name</b>	<b>Common Name</b>
Buxus sempervirens	Suffruticosa
Buxus sinica var. insularis	Justin Brouwers

**Boxwood Varieties Susceptible to Blight**

Buxus microphylla var. japonica	Morris Dwarf
Buxus microphylla var. japonica	Morris Midget
Buxus sempervirens	Jensen
Buxus sempervirens	Marginata
Buxus X	Glencoe, "Chicagoland Green"
Buxus sempervirens	American
Buxus sempervirens	Elegantissima

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

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