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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: _____

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

NEW CONSTRUCTION, ADDITIONS & SUBSTANTIAL EXTERIOR RENOVATION

This is NOT an application for a Demolition Permit

This type of application submission indicates that the applicant has reviewed and is familiar with the *City of Norfolk Historic District Design Guidelines; A Pattern Book for Norfolk Neighborhoods; Downtown Norfolk Pattern Book**; have had a preliminary meeting with the historic preservation staff person; and have presented the project to the respective civic league or homeowners association.

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:

Scale must be clearly noted and must not distort when expanded in digital format

- Description of proposed project
- Photographs of property and surrounding area include adjacent structures
- **Current Site Plan or Survey:**
 - North arrow
 - Plan scale
 - Label adjacent streets
 - Items to be demolished (if applicable)
 - Identify new from existing construction
 - Indicate general parking and handicapped parking (if applicable)
 - Indicate all openings, entrances, delivery areas, trash storage, mechanical units
 - Proposed landscaping
 - Existing landscaping, denote changes (i.e.-tree or shrub renewal)
 - Site improvements such as fencing, walls, paved areas, lighting, etc.
- **Floor Plan(s)** (where applicable to new work)
 - Indicate scale
 - Denote any roof overhangs or soffits
 - Identify ground floor public spaces (if applicable)
 - Distinguish new from existing construction
- **Roof Plan**
 - Rooftop mechanical equipment indicating level of visibility and screening, if visible or applicable
- **Exterior Elevation Views** (indicate which elevations can be viewed from the public right-of-way)
 - Indicate scale
 - Elevation direction (front/rear/left/right)
 - Windows-indicate operable/fixed/spandrel/blind windows
 - Include window specifications and sample material
 - Floor to floor designation

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- Identification of all major finishes, specifications information for all exterior materials, finish and color
- Provide sample board of proposed materials and bring them to the meeting
- Stairs, ramps, railings, garage openings, gates
- Rooftop equipment and screening (if applicable)
 - Include skylights, chimneys, vents if visible from the ground
 - Any removal of historic materials
- Grade at the face of the building
- Specification information for exterior materials include finish and color
- **Typical Wall Section** (from foundation to roof)
 - Indicate scale (minimum ¾"/prefer 1-1 ½")
 - Identify materials, components and assemblies
 - Identify materials on the underside of soffits and balconies
- Any other information that would be of value to the ARB in reviewing the project
 - Longitudinal building section with floor to floor dimensions
 - Transverse building section with floor to floor dimensions
 - Streetscape elevation (plan and elevation)
 - Block site plan
- Other items as requested by planning staff

If any of your plantings will be in or encroach into the public right-of-way please contact Department of Parks & Recreation at 757/823-4291, BEFORE you submit your application to the ARB.

***Useful links to resources:**

<http://www.norfolk.gov/DocumentCenter/View/1801>

http://www.norfolkva.gov/communityenrichment/norfolk_pattern_book/index.html

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

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Updated 01/24/2023