

## Architectural Review Board Application

810 Union Street, Suite 508 | Norfolk, VA 23510 | 757-334-8789 | [ARBNorfolk@Norfolk.gov](mailto:ARBNorfolk@Norfolk.gov)

Submit applications to [ARBNorfolk@Norfolk.gov](mailto: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:

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### 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:**

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**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

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Submit one (1) digital copy of your application with its supporting documentation to [ARBNorfolk@Norfolk.gov](mailto: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.

## New Construction, Additions, & Substantial Renovations 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:

- Primary Structures
- Accessory Structures
- Additions
- Redevelopment Project

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.
- Schedule a preapplication meeting with ARB Staff
- Photographs of the property
  - Context photographs showing where the property is located and the immediate area that will be affected.
  - Photographs showing adjacent properties.
- Site Plan
  - Scaled site plan with current survey information 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.
  - Include parking counts, if applicable.
- Streetscape (Required for construction of new buildings)

- Scaled 2D streetscape drawing showing between a minimum of one to two properties to either side of the project with actual grade.
- Floor Plan(s)
  - Indicate scale
  - Must identify ground floor public spaces/amenities
- Roof Plan
  - Must show rooftop mechanical equipment indicating level of visibility and screening
- Elevations
  - Indicate scale
  - Correctly label each elevation view using cardinal directions (north/east/south/west)
  - Indicate whether windows/doors are operable, fixed, spandrel or blind
  - Include: finished floor elevation (FFE), grade, height from grade to top of building, height of each story
  - Identify all exterior materials, including finish and color
  - Colored elevations preferred
- 3D-modeled renderings (*Required for construction of new buildings*)
- Typical Wall Section (foundation to roof)
  - Indicate scale (minimum  $\frac{3}{4}$ "; preferred scale is 1" to  $1\frac{1}{2}$ "
  - Identify materials, components, and assemblies
  - Identify materials on undersides of soffits and balconies
- Other materials as requested by ARB or Planning Staff
- Contact Public Works ([pwrow@norfolk.gov](mailto:pwrow@norfolk.gov)) to confirm if you need an encroachment permit. (*Required when any element of your project may encroach into the public right-of-way*)
  - Note: You will need ARB approval before getting an encroachment permit, but please speak with them early to understand the full process you need.
- 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](mailto:ARBNorfolk@Norfolk.gov) with any questions about the checklist requirements.

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## 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).