

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.

Sign Certificate of Appropriateness Checklist

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This checklist should be completed and submitted alongside any applications for signs. This includes, but is not limited to the following sign types:

- Window & Door Signs
- Monument-style, Ground, or Pylon Signs
- Blade, Shingle, or Wall-Mounted Signs
- Awning or Canopy Signs

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](#)
 - [City of Norfolk Zoning Ordinance Article 5.7: Signs](#)
 - [City of Norfolk Zoning Ordinance Article 5.2: Landscaping](#)
- ☐ Photographs of the property
 - Context photograph(s) showing where the property is located and other nearby signs.
 - Photographs of where the sign will be installed.
- ☐ Sign information
 - Scaled renderings, drawings, photo simulations, or other detailed illustration showing the proposed conditions.
 - Sign construction information
 - Sign installation information—location, hardware, means of attachment
 - Dimensions of sign(s) and building frontage.
 - Total square footage of signage allowed; how much square footage of sign is being proposed
 - Indicate dimensions from the top and bottom of the sign, canopy or awning to grade
 - Materials and colors of sign(s)
 - Illumination information
 - Illumination type (Note: internal illumination is generally inappropriate)
 - Illumination color
 - How illumination will be mounted

- Survey (*Required for ground-mounted signs only*)
 - Scaled survey 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.
 - Contact Public Works (pwrow@norfolk.gov) to confirm if you need an encroachment permit (*Required for signs that project 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, business organizations, or other organizations that might have an interest.
 - Note: Engagement is strongly recommended, though not required.
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Contact ARB Staff at ARBNorfolk@Norfolk.gov with any questions about the checklist requirements.