



810 Union Street, Suite 508  
Norfolk, VA 23510  
757/823-1451 Phone  
[susan.mcbride@norfolk.gov](mailto:susan.mcbride@norfolk.gov)  
[sophia.latz@norfolk.gov](mailto:sophia.latz@norfolk.gov)

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):**

- |  |  |
|--|--|
| <input type="checkbox"/> New Construction, Additions & | <input type="checkbox"/> Landscaping     |
| <input type="checkbox"/> Substantial Renovations       | <input type="checkbox"/> Windows & Doors |
| <input type="checkbox"/> Sign, Canopy & Outdoor Dining | <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: \_\_\_\_\_

Agency/Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Submit two (2) collated hard copies and one (1) digital copy with the application. **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  
**SIGN, CANOPY, AWNING & OUTDOOR DINING**

Do not wait until the last minute to design these items. These items are important to your business. It is recommended that applicants review the: *City of Norfolk Historic District Design Guidelines*, and *A Pattern Book for Norfolk Neighborhoods*” pages 64-67; *Downtown Norfolk Pattern Book*; and review the *The City of Norfolk Zoning Ordinance* specifically, Article 5.7. Signs; and Article 5.2. Landscape Plantings (the links listed below). Contact the historic preservation staff person for a pre-application meeting at (757)823-1451.

The applicant should provide the following information to facilitate review of the proposed project as applicable to your particular scope of work:

- Description of proposed project
- Photographs of property and surrounding area (include a shot of the entire elevation of the where the sign, awning, canopy or dining will be located)
- Photo simulation of what the item will look like when completed for each location prepared to scale
- Scale drawing of each sign, canopy, awning or patio feature to include dimensions include font style/graphics
- How sign is illuminated include type, color and how the illumination will be mounted
  - Mountings for masonry buildings should be through mortar joints
- 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
- Proposed material for sign, canopy, awning or patio feature (submit sample of material and color)

**Monument, ground or pylon signs:**

- Site plan with north arrow and existing conditions
- Make sure the proposed sign is on your own property
- Label adjacent streets
- Distinguish new from existing
- Indicate general parking and handicapped parking
- Indicate all openings, entrances, delivery areas, trash storage, mechanical units
- Proposed landscaping
- Site improvements such as fencing, lighting, etc.

**Window and door signs:**

- Location and dimensions of each sign (include square footage calculation)
- Indicate how each sign will be mounted: hanging/affixed to window, etc.
- Distinguish new signs from existing

**Blade, shingle or wall mounted signs:**

- Façade elevation for each sign with dimensions from grade to the bottom of the sign
- Drawing of how the sign will be mounted to the building (mounts should be located a mortar joints to limit damage to masonry)
- No exterior box raceways (mount them inside the building)

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**Awnings & Canopies:**

- Scaled drawing for each style awning or canopy
- Façade elevation for each awning with the dimension from grade to the bottom of the awning; how far the awning extends from the building; and how far it encroaches into the public right-of-way (if the dimension is different)
- Photo simulation of the awning(s) on the building prepared to scale
- Any proposed graphics on awning prepared to scale
- Avoid graphics on slanted portion of awning(s)
- Recommended to put graphics on flounce or ends of canopies and awnings
- Avoid repeating the same information on multiple awnings

**Outdoor Patio:**

- Basis of design narrative
- Scaled site plan with north arrow, encroachments, include existing sidewalk obstructions like: trees, trash receptacles, utility poles, meters, bicycle racks, planters, traffic signs, etc.
- Provide drawings or photos of proposed furnishings include material, color and dimensions
- Provide any planting information
- Provide details for any barrier railings and how they will be mounted
- Avoid plastic material
- Furnishings shall be commercial grade

If the sign, canopy, awning, or outdoor dining is proposed to encroach into the City of Norfolk right-of-way you need to file a separate application with the Department of Public Works for an “Encroachment” it is recommended that you file for this simultaneously to filing your application with the ARB.

The design or layout of any sign, canopy, awning, or outdoor dining shall not obstruct the site distance triangle for traffic as defined *The City of Norfolk Zoning Ordinance*, Article 8.3 Definitions & Rules of Measurement.

If any of your plantings will be in or encroach into the public right-of-way please contact Recreation, Parks and Open Space (RPOS) at 757/823-4023, BEFORE you submit your application to the ARB. The ARB recommends that you meet with your respective civic league BEFORE your scheduled meeting date with the ARB.

**Useful links to resources:**

<https://www.norfolkva.gov/norfolkzoningordinance/>

[http://www.norfolkva.gov/communityenrichment/norfolk\\_pattern\\_book/index.html](http://www.norfolkva.gov/communityenrichment/norfolk_pattern_book/index.html)

<https://library.municode.com/index.aspx?clientID=10121&stateID=46&statename=Virginia>

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

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