



810 Union Street, Suite 508

Norfolk, VA 23510

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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.

Updated 01/24/2023

City of Norfolk Architectural Review Board (ARB)
Application for
SIGN, CANOPY, AWNING & OUTDOOR DINING

This is NOT an application for a Sign Permit

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)319-1885.

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 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 The Department of Parks and Recreation at 757/823-4291, 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.nps.gov/tps/how-to-preserve/briefs.htm>

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