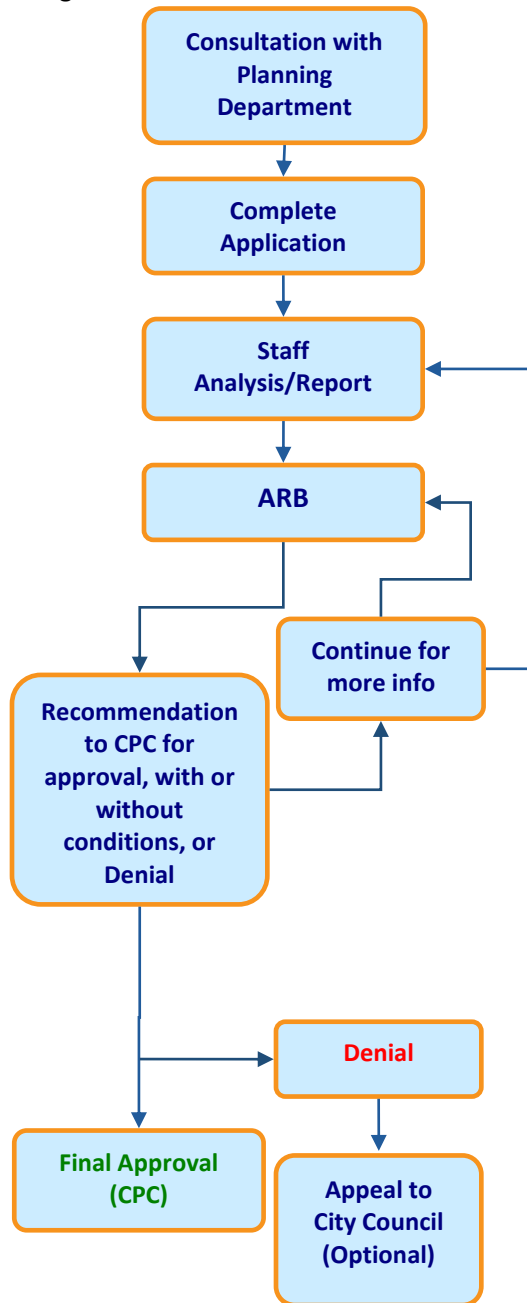


## Design Review Process

Below is a graphical representation of the Design Review Process.



## Additional Information

The Design Review application is available at Planning Department offices or online at: <http://www.norfolk.gov/arb> >> Boards and Commissions >> Architectural Review Board.

Questions regarding the Design Review process? Please contact Susan McBride, Principal Planner at: (757) 823-1451 or email at: [susan.mcbride@norfolk.gov](mailto:susan.mcbride@norfolk.gov).

For more information, contact the Department of City Planning at: (757) 664-4752 or email at: [planning@norfolk.gov](mailto:planning@norfolk.gov).

Suggestions for improvement? Please call or email us with your ideas.



810 Union Street  
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Last Updated: 12/3/2015

## DESIGN REVIEW PROCESS



# DESIGN REVIEW PROCESS

## What is the Design Review Process?

The Design Review Process is the review all projects in the City's local historic districts (see *Certificate of Appropriateness brochure*), as well as both public and private projects built on land purchased from the City or encroaching onto City property. This process is conducted by the **Norfolk Architectural Review Board (ARB)**.

## When is the Design Review Process necessary?

A project requires Design Review under the following circumstances:

- If a structure, project or site is located in one of the City's four local ordinance historic districts (Ghent, East and West Freemason, and Hodges House) or historic overlay district (Downtown).
- If the project is City property, is located on City property, encroaches on or is in the right-of-way or involves a street closure.
- If the project is on land purchased from the City or the Norfolk Redevelopment and Housing Authority.
- If a non-conforming property is a contributing structure in a State or National Register Historic District and wishes to expand or improve.

## What is the process?

Design Review approval is obtained either directly from the ARB or through both the ARB and Planning Commission. For all projects within a local historic district, the applicant will present his/her request to the ARB, which gives final approval. For all other design applications, the ARB recommends to the Planning Commission for final approval. A meeting with staff is recommended prior to any submittals.

## How long does the process take?

The typical design review process can take between **2-6 weeks**. The timeframe and action required for the design review process is dependent on the project's size and scale.

- Projects that are small in scope, such as landscaping, fencing, etc. may obtain approval from one meeting with the ARB.
- Larger scale projects or requests for new construction may require both preliminary review and final review.
- For very large or phased development it is recommended that the project is brought to the ARB for "Discussion Only."

## How will I know if a property or project is under consideration by the ARB?

For applications within the locally designated historic districts, you will now see notices posted on properties that have pending applications.

## How much does an application cost?

The application fee for Design Review is **\$5.00**. The *after-the-fact* fee is **\$255.00**.

## Application Materials

- Site plans, floor plans, building elevations with appropriate detail on the design of doors, windows, ornamentation, signs, lighting, visible mechanical equipment, and other details.
- Landscape plans
- Proposed signs.
- Proposed lighting.
- Samples of colors and materials
- Preliminary engineering plans for streets, paths, parking lots, etc.
- Photographs of the site, building, and/or surrounding properties.
- Any other information that would assist the ARB in evaluating the application.