Design Review Process

Below is a graphical representation of the Design Review Process.

```
Consultation with Planning Department
        ↓
Complete Application
        ↓
Staff Analysis/Report  ←──────┐
        ↓                     │
      ARB  ─────────┐         │
        ↓           │         │
Recommendation   Continue for │
to CPC for       more info ───┘
approval, with or
without
conditions, or
Denial
   ↓        ↓
Final    Denial
Approval    ↓
(CPC)    Appeal to
         City Council
         (Optional)
```

Additional Information
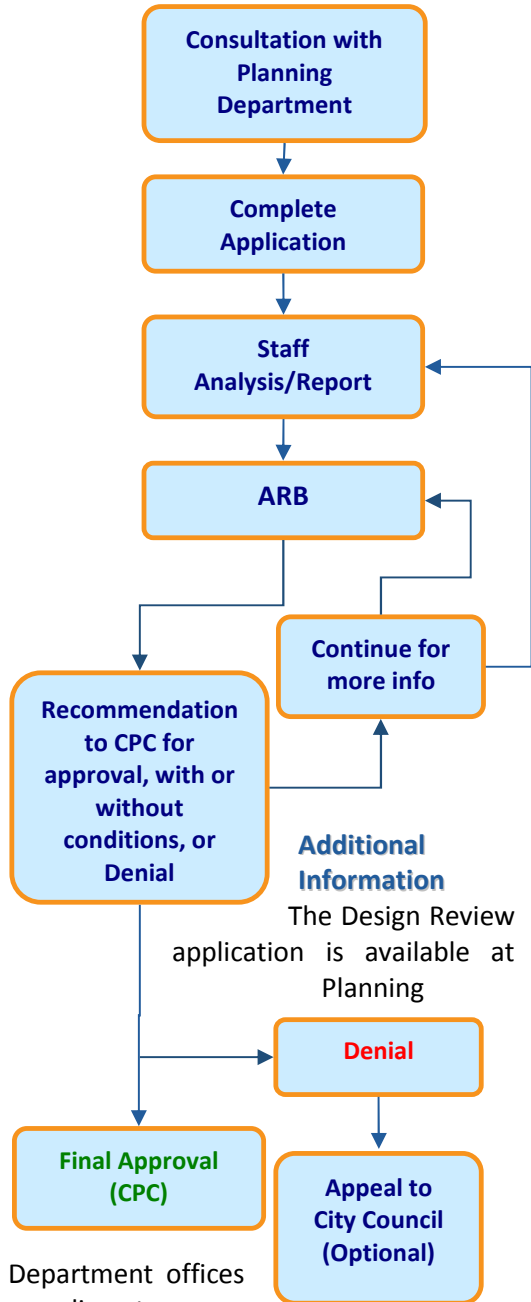
The Design Review application is available at Planning Department offices or online at:

>> 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**.

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

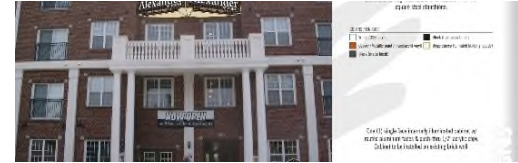Suggestions for improvement? Please call or email us with your ideas.

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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 **$420.00**.

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.