Department of City Planning
Site Plan Review Application (Effective January 2020)

Date__________________

☐ MAJOR SITE PLAN (per Section 2.3.9 A(1)(a) of the Norfolk Zoning Ordinance)

☐ MINOR SITE PLAN (per Section 2.3.9 A(1)(b) items: i, ii, iii, v, vi (iv is done thru the Development Services Center)

Applicant/Authorized Agent:__________________________________________________________

Address:__________________________________________________________________________

Email:______________________ Phone Number:__________________ Fax Number:______________

Developer’s Name:______________________ Property Owner:____________________________

Developer’s Email:______________________ Developer’s Phone______________________________

Project Summary:

Site Plan Title:______________________________________________________________________

Description of Project________________________________________________________________

Address/Location_______________________________________________________________________

Proposed/Existing Use:______________________ Number of Dwelling Units:__________________

Project Area:__________________ Area of Land Disturbance:________________ Building Area:__________

Submittal Checklist:

  o One (1) Digital Copy of the Site Plan including:
    o The requirements of Article 2.4.18 of the Zoning Ordinance including the Landscape Plan, Photometric Lighting Plan, and other plans as required during a pre-submittal meeting.
    o Project Summary/Narrative that summarizes all pending or granted actions from City Council, Commissions, or Boards and any previous discussions or agreements with departments or reviewers.
    o Stormwater Calculations
    o Utilities Calculations/Checklists
    o Fire Protection Plan
    o Fire Flow Calculations (ISO and IFC)
  o Two (2) folded copies of the Site Plan
  o Review Fee: Major site plan: $785 Minor site plan: $95

Applicants Signature:________________________________________________________________

I have reviewed my submittal package and all information, to the best of my knowledge, is complete. I understand that if parts of the package are incomplete, review times may be extended or submittals may be denied for review.