Application Procedures
Change of Zoning

1. **A pre-application meeting is required.** Call 664-4752 for an appointment.
2. Contact the appropriate Civic League. Attendance at a Civic League meeting or a public meeting as organized by the applicant is required as part of a complete submission.
3. Meet with the Departments of Transit, and Recreation Parks and Open space for site recommendations prior to submittal of application.
4. Submit completed application with all required attachments including:
   - **Fee:** $1,375 check for required application fee made payable to the City of Norfolk. If a plaNorfolk2030 amendment is required, an additional processing fee of $15 will be charged.
   - **Physical Survey:** 8½ x 11-inch or 11 x 17-inch copy of a physical survey, drawn to scale and showing site conditions including existing structures, driveways, parking, property lines, and landscaping (see attached example).
   - **Conceptual Site Plan:** 8½ x 11-inch or 11 x 17-inch copy of a conceptual site plan drawn to scale and showing:
     - All proposed site improvements
     - Proposed structures
     - Drive aisles and parking with dimensions
     - Proposed changes to parcel/property lines (including lease lines)
     - All recommendations of Department of Transit and Recreation Parks and Open Space.
   - **Taxes:** Proof that all City taxes are current.
   - **Civic League:** Letter from Civic League or summary of public meeting.
   - **Deliver to:**
     - Department of Planning
       810 Union Street, Room 508
       Norfolk, Virginia 23510

5. Provide a brief description of the request (what is the purpose of the rezoning).
6. Staff will review application to determine completeness.
7. Staff will conduct a site visit to post notice and photograph property (Applicant does not need to be present.)
8. Staff will advertise legal notice of application request in Virginian Pilot.
9. The Planning Commission will visit the site on the 2nd Wednesday of the month. (Applicant does not need to be present.)
10. Applicant must attend public hearing:
   - Where: City Hall Building
     11th Floor, Council Chambers
   - Time: 2:15 p.m.

11. During the Commission’s hearing:
    Applicant must register to speak prior to the 2:30 hearing start time.
    - Staff will present application and recommendation with conditions.
    - Applicant/representative may make a presentation.
    - Proponents may speak.
    - Opponents may speak.
    - Time will be provided for rebuttal.

12. The Planning Commission will make a recommendation on the application at the hearing which is forwarded to City Council.

13. The item will be considered by City Council on the 4th Tuesday of the following month. The applicant must be present.
   - Where: City Hall Building
     11th Floor, Council Chambers
   - Time: 7:00 p.m.
Application
Change of Zoning

Date: ______________________

Change of Zoning:
   From: _______ Zoning      To: _______ Zoning

DESCRIPTION OF PROPERTY

Address: ______________________________________________________________

Existing Use of Property: ________________________________________________

Proposed Use: __________________________________________________________

Current Building Square Footage: _________ Proposed Building Square Footage: _________

Trade Name of Business (If applicable): ____________________________________

APPLICANT*

1. Name of applicant: (Last) ___________________ (First) __________________ (MI) _____

Mailing address of applicant (Street/P.O. Box): _______________________________________

(City): _________________________ (State): ______________ (Zip Code): ______________

Daytime telephone number of applicant: (     ) ______________

E-mail address: ____________________________________________________________

AUTHORIZED AGENT* (if applicable)

2. Name of applicant: (Last) ___________________ (First) __________________ (MI) _____

Mailing address of applicant (Street/P.O. Box): _______________________________________

(City): _________________________ (State): ______________ (Zip Code): ______________

Daytime telephone number of applicant: (     ) ______________Fax: (     ) ______________

E-mail address: ____________________________________________________________
Application
Change of Zoning
Page 2

PROPERTY OWNER*

3. Name of property owner: (Last)__________________(First) _______________(MI)_____

Mailing address of property owner (Street/P.O. box): ________________________________
(City): ___________________ (State): _______________ (Zip Code): ___________________

Daytime telephone number of owner: (____) __________________
E-mail address: ________________________

*(If applicant/agent/property owner is a LLC or a Corp./Inc., include name of official representative and/or
all partners)

CIVIC LEAGUE INFORMATION

Civic League contact: ________________________________________________________________

Date meeting attended/held: _________________________________________________________

Ward/Super Ward information: _______________________________________________________

CERTIFICATION

I hereby submit this complete application and certify the information contained herein is true and
accurate to the best of my knowledge:

Print name: ________________________ Sign: ____________________ (Date)
(Property Owner)

Print name: ________________________ Sign: ____________________ (Date)
(Applicant)

(If Applicable)

Print name: ________________________ Sign: ____________________ (Date)
(Authorized Agent Signature)
EXAMPLE

Site Plan

THIS IS TO CERTIFY THAT I, ON NOV. 19, 2007, SURVEYED THE PROPERTY SHOWN HEREON AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN HEREON. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS EXCEPT AS SHOWN.

SIGNED:

NOTES:
1) THE PROPERTY SHOWN HEREON APPEARS TO Lie IN "C" FLOOD ZONE ACCORDING TO F.E.M.A. MAP PANEL NO. 510104-00100, REVISED APR. 17, 1984.
2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT, AND MAY NOT SHOW ANY/ALL EASEMENTS AFFECTING THE PROPERTY.

DEPARTMENT OF CITY PLANNING
810 Union Street, Room 508
Norfolk, Virginia 23510
Telephone (757) 664-4752   Fax (757) 441-1569
(Revised July, 2018)
## Checklist
### Change of Zoning

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Not Applicable (Staff to fill-out)</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Required application fee, <strong>$1,375.00</strong></td>
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<tr>
<td>Pre-application meeting with Zoning Staff (At least 3 business days prior to deadline)</td>
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<td>Has this proposal been coordinated with the appropriate Civic League(s) or a public meeting held?</td>
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<tr>
<td>Has this application been coordinated with the Department of Transit? (757) 664-7300?</td>
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<td>Has this application been coordinated with Recreation, Parks and Open Space (757)-441-2400?</td>
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<td>One 8½ x 14 inch or 11 x 17-inch scaled copy of a physical survey</td>
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<tr>
<td>Signature of all property owners?</td>
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<td>Is property in an AICUZ? Clear zone/Accident Potential Zone (APZ)/Noise zone</td>
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<td>Is property within ½ mile of another locality, or 3,000 feet of a military installation?</td>
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<td>Proof of all City Taxes paid?</td>
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Applicant Signature: ___________________________________ Date: ________________

Staff Signature: ______________________________________ Date: ________________

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