



## **Application Procedures**

### **Designation of Historic Districts, Structures or Landmarks**

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 Public Works, 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:** 8 ½ x 11-inch or 11 x 17-inch copy of a conceptual site plan drawn to scale and showing:
    - All proposed site improvements, alterations, demolitions, etc.
    - Proposed structures
    - Drive aisles and parking with dimensions
    - Proposed changes to parcel/property lines (including lease lines)
    - All recommendations of Department of Public Works and Recreation Parks and Open Space.
  - **Existing Conditions:** Comprehensive exterior photographs of the property, including any significant historic features and elevations of each face of any building on the property.
  - **Historic Research:** Historic photographs, drawings, plats, maps, or other physical depictions of the property or any building on the property. Any written or printed history about the property or any building on the property, including bibliographic information identifying the date or author of the writing. Documentation that the property or any building on the property is listed on the U.S. Department of the Interior's National Register of Historic Places or the Virginia Landmarks Register, if applicable. List of all sources searched and referenced in preparation of the application materials.
  - **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

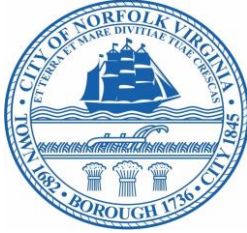
**DEPARTMENT OF CITY PLANNING**  
810 Union Street, Room 508  
Norfolk, Virginia 23510  
Telephone (757) 664-4752 Fax (757) 441-1569  
(Revised July, 2018)

## Application Procedures

### Designation of Historic Districts, Structures or Landmarks

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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. The item will be presented to the Architectural Review Board (ARB) for a recommendation to be forwarded to the City Planning Commission. See a member of Planning Staff to obtain the date/time of the ARB meeting.
11. Applicant **must** attend the City Planning Commission public hearing:
  - Where: City Hall Building  
11th Floor, Council Chambers
  - Time: 2:15 p.m.
12. 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.
13. The Planning Commission will make a recommendation on the application at the hearing which is forwarded to City Council.
14. The item will be considered by City Council on the 4<sup>th</sup> Tuesday of the following month. The applicant must be present.
  - Where: City Hall Building  
11th Floor, Council Chambers
  - Time: 7:00 p.m.



**APPLICATION  
DESIGNATION OF HISTORIC DISTRICTS, STRUCTURES, OR LANDMARKS**

Date of application: \_\_\_\_\_

**Name of District/Designation to be created or applied:** \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

Property location: (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_  
\_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Current Building Square Footage \_\_\_\_\_

Proposed Use \_\_\_\_\_

Proposed Building Square Footage \_\_\_\_\_

Trade Name of Business (If applicable) \_\_\_\_\_

**APPLICANT**

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

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 of applicant: \_\_\_\_\_

**Application**

**Designation of Historic Districts, Structures, or Landmarks**

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**AUTHORIZED AGENT (if applicable)**

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

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 of applicant: \_\_\_\_\_

**PROPERTY OWNER**

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

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 ( ) \_\_\_\_\_ email: \_\_\_\_\_

**CIVIC LEAGUE INFORMATION**

Civic League contact: \_\_\_\_\_

Date(s) contacted: \_\_\_\_\_

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:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Property Owner or Authorized Agent of Signature) (Date)

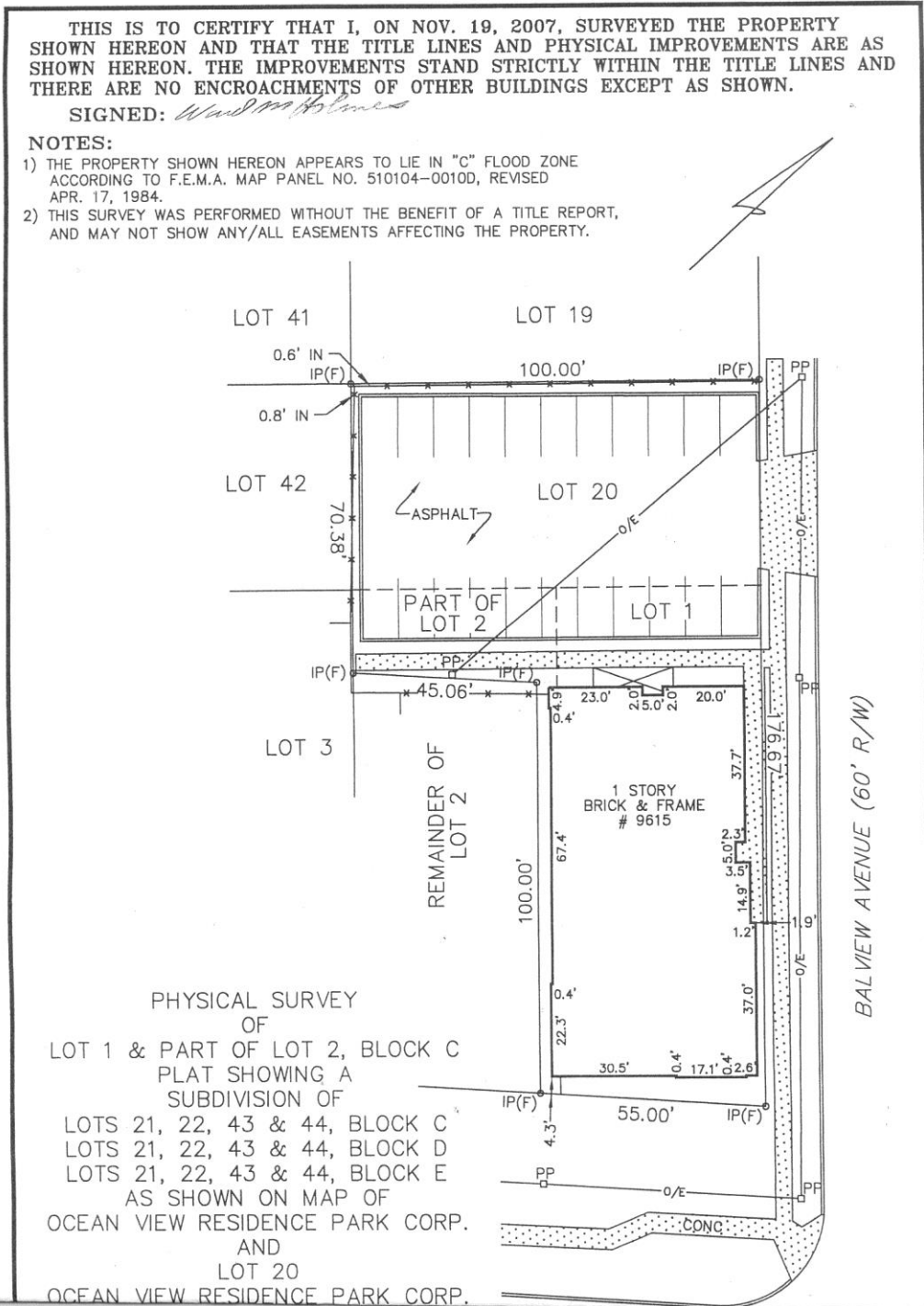
**Print name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Applicant) (Date)

**ONLY NEEDED IF APPLICABLE:**

**Print name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Authorized Agent Signature) (Date)

**EXAMPLE**

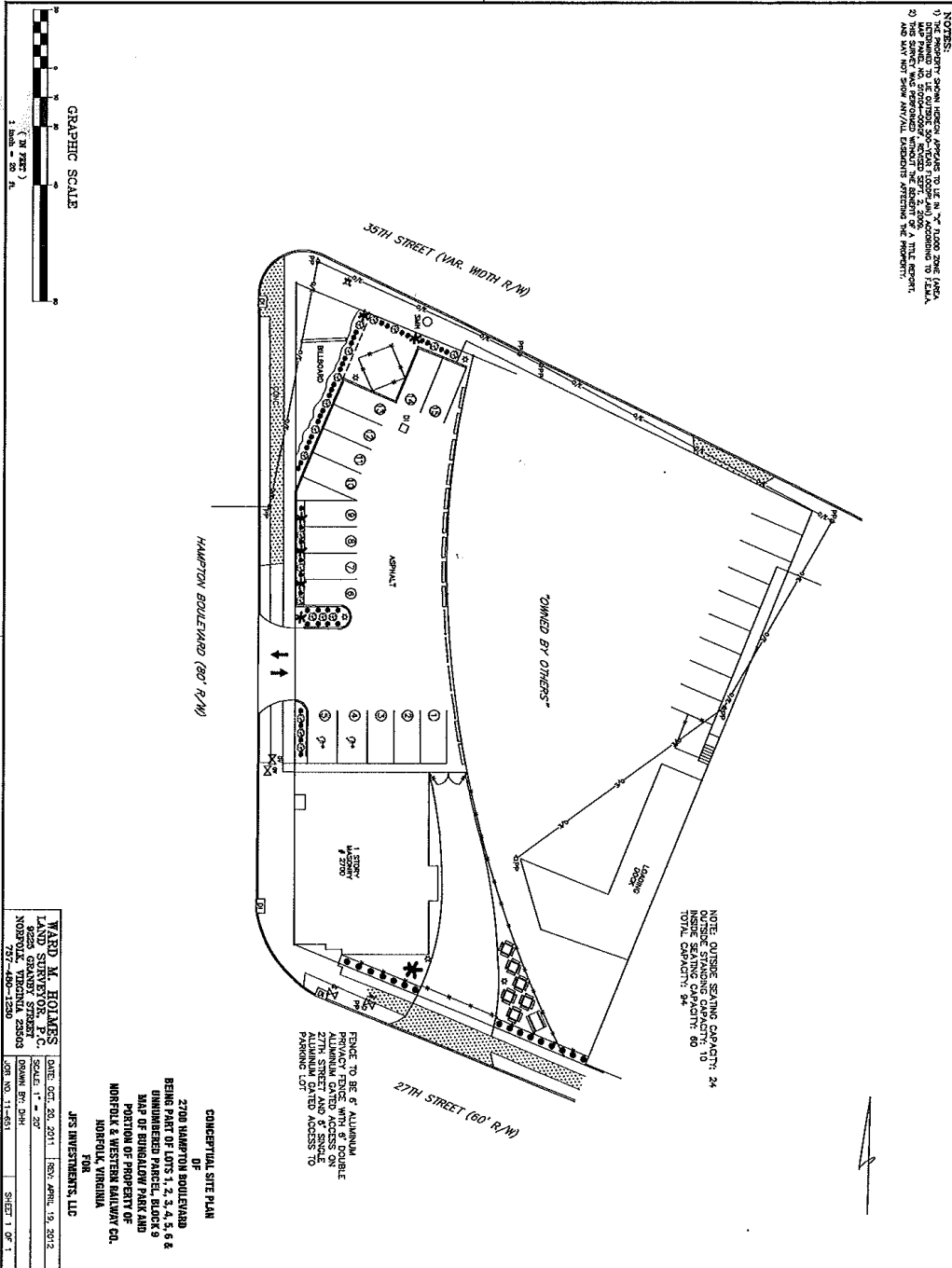
**Survey**



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

EXAMPLE

Conceptual Site Plan  
(required for new construction or site improvements)





## Checklist – Designation of Historic District, Structures, or Landmarks

Item	Yes	No	N/A	Comments
Required application fee, <b>\$1,375.00</b>				
If accompanied with a necessary map amendment to <i>plaNorfolk2030</i> – additional <b>\$15</b>				
Pre-application meeting with Zoning Staff (At least 3 business days prior to deadline).				
Has this application been coordinated with the Transportation Division of Public Works? (757-664-7300)				
Has this proposal been coordinated with the nearest civic league?				
One 8½ x 14 inch or 11 x 17 inch scaled copy of a physical survey of the property and any building on the property (including legal description).				
One 8½ x 14 inch or 11 x 17 inch copy of a conceptual site plan (if applicable).				
Comprehensive exterior photographs of the property, including any significant historic features and elevations of each face of any building on the property.				
Historic photographs, drawings, plats, maps, or other physical depictions of the property or any building on the property.				
Any written or printed history about the property or any building on the property, including bibliographic information identifying the date or author of the writing.				
Documentation that the property or any building on the property is listed on the U.S. Department of the Interior’s National Register of Historic Places or the Virginia Landmarks Register, if applicable.				
List of all sources searched and referenced in preparation of the application materials.				
Signature of property owner.				
Is property in an AICUZ? Clear zone/Accident Potential Zone (APZ)/Noise zone?				
Is property within ½ mile of another locality, or 3,000 feet of a military installation?				

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_