



## **Application Procedures**

### **Conditional Use Permit**

### **Auto Related Uses**

1. **A pre-application meeting is required.** Call (757) 664-4752 for an appointment.
2. Contact the appropriate Civic League and Business Association. Attendance at a Civic League meeting or a neighborhood meeting as organized by the applicant is required as part of a complete submission.
3. Submit completed application with all required attachments including:
  - **Fee: \$1,080** check for required application fee made payable to the City of Norfolk.
  - **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
    - Proposed structures
    - Drive aisles and parking with dimensions
    - Proposed changes to parcel/property lines (including lease lines)
    - A full Parking and Circulation Plan
    - A solid, opaque fence not less than eight (8) feet in height abutting residential districts.
    - Proposed signage. (All nonconforming fences and signs currently on the site shall be depicted and depicted as 'to be removed' on the conceptual site plan.
    - A trash enclosure or dumpster that does not interfere with any existing required parking spaces, impede the drive aisle, or located within any required buffer yard or setback, with a six (6) foot tall masonry fence, with a locking gate, to surround the enclosure.
    - On-site lighting.
    - An oil/water separator or other device approved by the city's Department of Transit sufficient to capture leaks or spills related to the operation of the facility.
    - Notes on the conceptual site plan to include:
      - There shall be no signage, flags or banners visible from any public right-of-way affixed to the automobiles being displayed for sale.
      - There shall be no razor wire permitted on the site and any existing razor wire shall be removed.
      - Test driving of the vehicles shall not occur within the neighborhood located in the vicinity of the site (for Automobile Sales).
      - There shall be no storage of wrecked or inoperative vehicles in the building or on the property without a work order or an insurance claim form.
      - All repair work shall be done inside the building. No repair work may take place outside.
      - No exterior storage, placement or any otherwise display of tires or other vehicle parts is allowed.

#### **DEPARTMENT OF CITY PLANNING**

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised July, 2018)

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- During all hours of operation, the establishment operator shall be responsible for maintaining the property, those portions of public rights-of-way improved by sidewalk, and those portions of any parking lot adjacent to and used by customers of the premises regulated by the Conditional Use Permit so as to keep such areas free of litter, refuse, and both solid and liquid waste.
  - The establishment shall maintain a current, active business license at all times while in operation.
  - **Taxes:** Proof that all City taxes are current.
  - **Business Association:** Letter or copy of email from local Business Association.
  - **Civic League:** Letter from Civic League or summary of neighborhood meeting.
  - **Deliver to:**
    - Department of Planning  
810 Union Street, Room 508  
Norfolk, Virginia 23510
4. Provide a brief description of the business (i.e., # of employees, current locations, type of restaurant, etc...).
  5. Staff will review application to determine completeness.
  6. Staff will conduct a site visit to post notice and photograph property (Applicant does not need to be present.)
  7. Staff will advertise legal notice of application request in Virginian Pilot.
  8. The Planning Commission will visit the site on the 2nd Wednesday of the month. (Applicant does not need to be present).
  9. Prior to the public hearing the applicant will receive conditions pertaining to the request that staff is recommending. Please review the conditions, and if you have any questions or concerns, contact staff. If you understand and concur with the conditions, please return a signed copy of the conditions to the Planning Department.
  10. Applicant **must** attend public hearing:
    - Where: City Hall Building  
11th Floor, Council Chambers
    - Time: 2:15 p.m.
  13. 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.
  14. The Planning Commission will make a recommendation on the application at the hearing which is forwarded to City Council.
  15. After the Planning Commission public hearing, City Council will consider the request once scheduled on the City Council docket.

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- The applicant should be present at the City Council public hearing and must register to speak by 3:00 pm the day of the meeting.
- To contact the Clerk's office and register to speak, please email [ccouncil@norfolk.gov](mailto:ccouncil@norfolk.gov) or call 757-664-4253.

#### Location

- City Hall Building, 11th Floor, Council Chambers
- Time: 6:00 p.m.

16. In accordance with *The City of Norfolk Zoning Ordinance*, construction shall begin or the use of land for which the conditional use permit has been obtained shall commence within 12 months from the adoption of the ordinance; otherwise the ordinance shall be void.

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**Application  
Conditional Use Permit  
Auto Related Uses  
(Please print)**

Date \_\_\_\_\_

**Type of Auto Related Use:** \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

Address: \_\_\_\_\_

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

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

Current Building Square Footage: \_\_\_\_\_ Proposed Building Square Footage: \_\_\_\_\_

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: \_\_\_\_\_

**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 \_\_\_\_\_

**Application**  
**Conditional Use Permit - Auto Related Uses**  
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**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: \_\_\_\_\_

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

**CIVIC LEAGUE - BUSINESS ASSOCIATION - HOA INFORMATION**

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

Date meeting attended/held: \_\_\_\_\_

Local Business Association (if applicable) contact: \_\_\_\_\_

Date meeting attended/held: \_\_\_\_\_

Home/Property/Condominium Owners Association (if applicable) contact: \_\_\_\_\_

Date meeting attended/held: \_\_\_\_\_

**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) (Date)

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

(If Applicable)

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



Description of Operations  
Auto Related Uses

Date: \_\_\_\_\_

Name of business: \_\_\_\_\_

Address of business: \_\_\_\_\_

Business owner:

Name of LLC: \_\_\_\_\_

Partner(s): \_\_\_\_\_

Property owner:

Name of LLC: \_\_\_\_\_

Partner(s): \_\_\_\_\_

Daytime telephone number (    ) \_\_\_\_\_

Proposed Hours of Operation:

Weekday From: \_\_\_\_\_ To: \_\_\_\_\_

Friday From: \_\_\_\_\_ To: \_\_\_\_\_

Saturday From: \_\_\_\_\_ To: \_\_\_\_\_

Sunday From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**



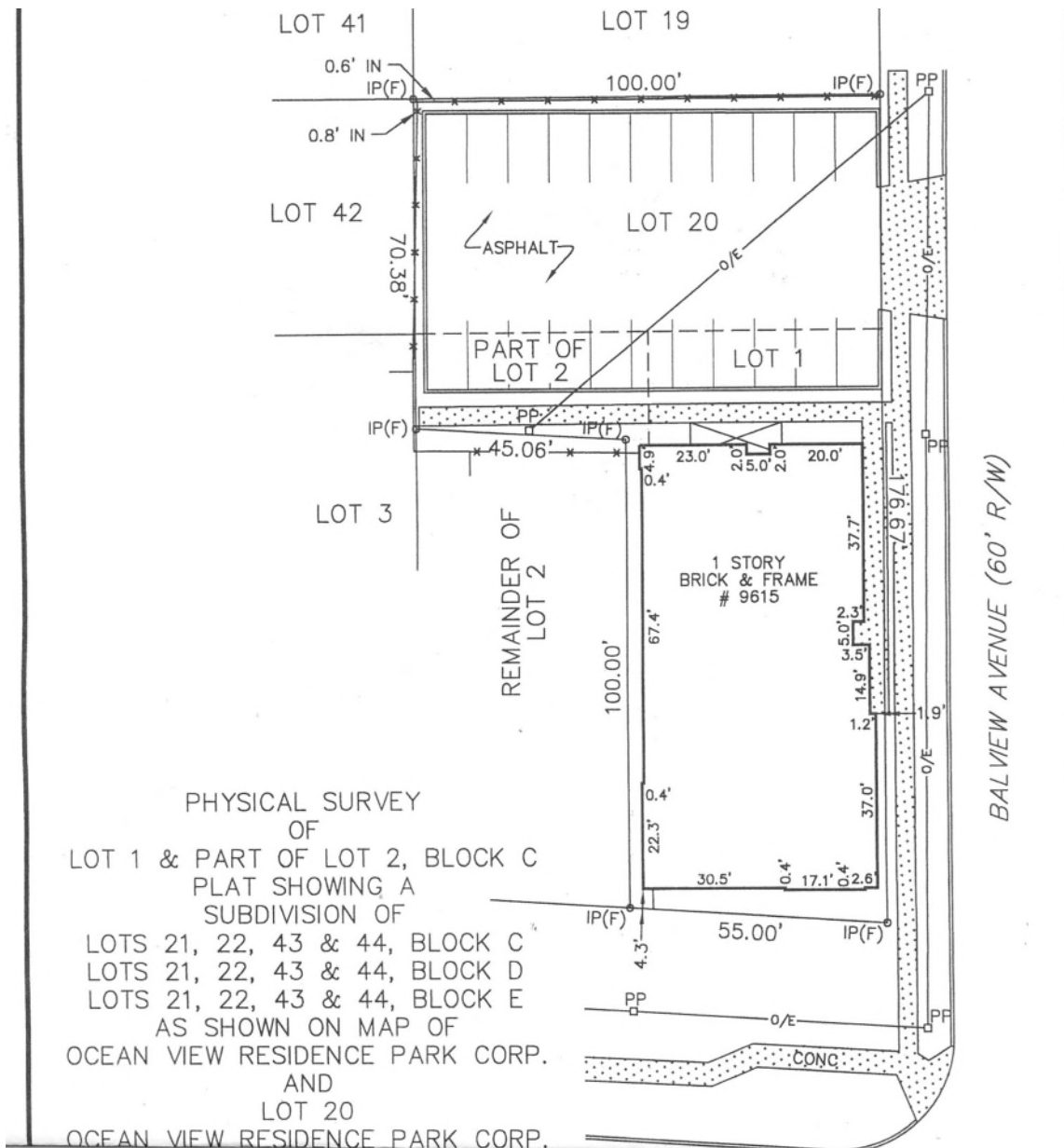
## Checklist: Conditional Use Permit- Auto Related Uses

Item	Yes	No	Not Applicable (Staff to fill-out)	Comments
Required application fee, <b><u>\$1,080.00</u></b>				
Pre-application meeting with Zoning Staff (At least 3 business days prior to deadline)				
Has this proposal been coordinated with the appropriate Civic League(s) or a public meeting held?				
One 8½ x 14 inch or 11 x 17-inch scaled copy of a physical survey				
One 8½ x 14 inch or 11 x 17-inch scaled copy of a conceptual site plan				
Signature of all property owners?				
Is property in an AICUZ? Clear zone/Accident Potential Zone				
Is property within ½ mile of another locality, or 3,000 feet of a military installation?				
Proof of all City Taxes paid?				

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

# EXAMPLE

## Survey



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EXAMPLE

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

