



Application Procedures Conditional Use Permit Auto Related Uses

1. **A pre-application meeting is required.** Call 664-4752 for an appointment.
2. Contact the appropriate Civic League and Business Association. 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: \$1,080** 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)
 - All recommendations of Department of Transit and Recreation Parks and Open Space.
 - A full Parking and Circulation Plan
 - Landscaping plan as approved by the Department of Recreation, Parks and Open Space.
 - 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 wooden privacy fence, with a locking gate, to surround the enclosure.
 - On-site lighting.
 - Must reflect all recommendations of the Department of Transit.
 - 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).

DEPARTMENT OF CITY PLANNING

810 Union Street, Room 508

Norfolk, Virginia 23510

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

(Revised July, 2018)

- § 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.
- § 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 Special Exception 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 public meeting.
- **Deliver to:**
 - Department of Planning
810 Union Street, Room 508
Norfolk, Virginia 23510

5. Provide a brief description of the business (i.e., # of employees, current locations, type of restaurant, etc...).
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. 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.
11. 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.

Application Procedures
Conditional Use Permit – Auto Related Use
Page 3

15. The item will be considered by City Council on the 2nd Tuesday of the following month. The applicant must be present.
 - Where: City Hall Building
11th Floor, Council Chambers
 - Time: 7:00 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.
17. The conditional use permit shall expire upon a change in ownership, possession, operation or management of the facility.



**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: _____

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
Conditional Use Permit - Auto Related Uses
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 - 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: _____

Trade name of business: _____

Address of business: _____

Name of property owner(s)*: _____

Daytime telephone number () _____

***If business or property owner is partnership, all partners must be listed.**

***If business or property owner is an LLC or Corporation, all principals must be listed.**

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

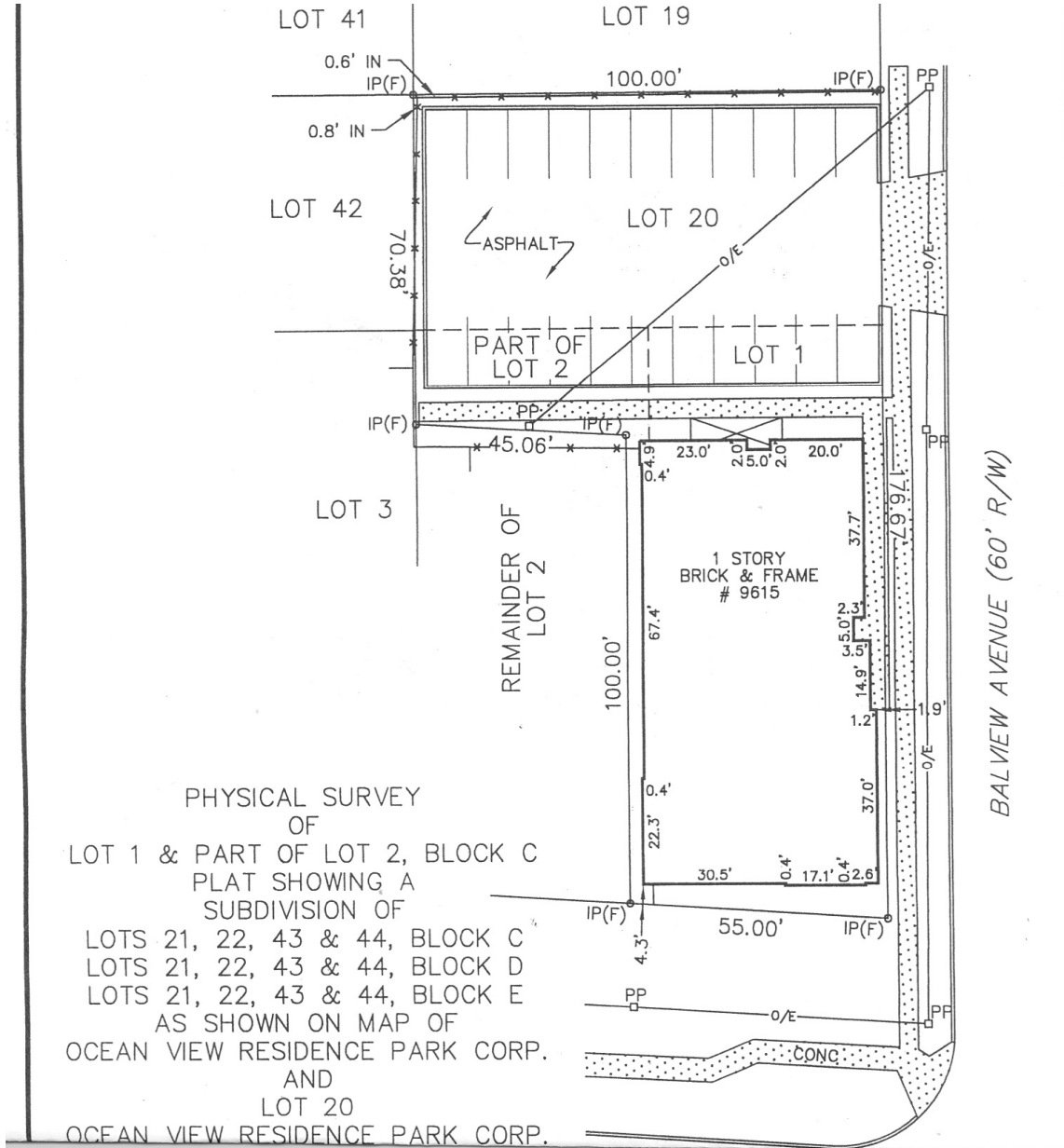
Item	Yes	No	Not Applicable (Staff to fill-out)	Comments
Required application fee, \$1,080.00				
Pre-application meeting with Zoning Staff (At least 3 business days prior to deadline)				
Has this proposal been coordinated with the appropriate Civic League(s) or a public meeting held?				
Has this application been coordinated with the Department of Transit? (757) 664-7300				
Has this application been coordinated with Recreation, Parks and Open Space (757)-441-2400?				
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?				
Copy of Business License				

Applicant Signature : _____ Date: _____

Staff Signature : _____ Date: _____

EXAMPLE

Survey



EXAMPLE

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

