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. 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:** **$1,080** 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 Public Works 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 public works.
     - An oil/water separator or other device approved by the city’s Department of Public Works 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.

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.
- **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**

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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: ____________________________________________________

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

<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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<tbody>
<tr>
<td>Required application fee, <strong>$1,080.00</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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<td>Has this application been coordinated with the Transportation Division of Public Works (757) 664-7300? (757-664-7300)</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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<td>Signature of all property owners?</td>
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<td>Is property in an AICUZ? Clear zone/Accident Potential 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: ________________

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

Survey

PHYSICAL SURVEY
OF
LOT 1 & PART OF LOT 2, BLOCK C
PLAT SHOWING A
SUBDIVISION OF
LOTS 21, 22, 43 & 44, BLOCK C
LOTS 21, 22, 43 & 44, BLOCK D
LOTS 21, 22, 43 & 44, BLOCK E
AS SHOWN ON MAP OF
OCEAN VIEW RESIDENCE PARK CORP.
AND
LOT 20
OCEAN VIEW RESIDENCE PARK CORP.
EXAMPLE

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