Application Procedures
Future Land Use Map Amendment

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:**
     - $15 if in concurrent with other application
     - 1065 without concurrent application
   - **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.
   - **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 Future Land Use Map Amendment).
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.
   - 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 4\textsuperscript{th} Tuesday of the following month. The applicant must be present.
   - **Where:** City Hall Building
     11th Floor, Council Chambers
   - **Time:** 7:00 p.m.
Application
Future Land Use Map Amendment
(Please Print)

Date: ____________________  

Future Land Use Map Amendment
From: ____________________  To: ____________________

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: (    ) _______________Fax: (    )________________

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: ____________________________________________________

________________________________________________________________________
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)
### Checklist

**Future Land Use Map Amendment**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Not Applicable</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Required application fee, $15 with concurrent application $1,065 without concurrent application</td>
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<td>Pre-application meeting with Zoning Staff</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 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>Proposed Text</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>One 8½ x 14 inch or 11 x 17-inch scaled copy of a conceptual site plan</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 (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: ________________