

PUBLIC WORKS

SURVEY DEPARTMENT FAQ'S

**THE CITY OF NORFOLK PUBLIC WORKS SURVEY DIVISION DOES
NOT PERFORM PRIVATE SURVEYS NOR KEEP RECORDS OF
PRIVATE PHYSICAL SURVEY'S**

**TO SET UP A PRINT COPY REQUEST APPOINTMENT YOU WILL NEED A
RECORDED PLAT REFERENCE (MAP BOOK AND PAGE NUMBER) OR
(INSTRUMENT NUMBER). IF YOU DO NOT HAVE THE REQUIRED
INFORMATION:**

1. IF YOU ONLY HAVE AN ADDRESS AND NEED MAP BOOK AND PAGE NUMBER OR INSTRUMENT NUMBER.
 - CHECK THE CLOSING DOCUMENTS FROM WHEN THE PROPERTY WAS PURCHASED FOR THE (DEED) WHICH SHOULD CONTAIN MAP BOOK AND PAGE NUMBERS OR INSTRUMENT NUMBER OF THE PLAT.
 - IF YOU ARE LOOKING FOR A **DEED REFERENCE** YOU MAY ALSO GO TO **(NORFOLKAIR.GOV)** AND LOOK UP THE PROPERTY. THE DEED REFERENCE IS UNDER **(SALES HISTORY)**
2. PUBLIC WORKS SURVEYS APPOINTMENT TIMES ARE **MONDAY – FRIDAY, 10 AM OR 2 PM.** PUBLIC WORKS SURVEYS OFFICE MAIN PHONE **757-664-4674**
3. FOR QUESTIONS ABOUT **ZONING, BUILDING PERMITS AND SITE PLANS** CONTACT THE **PLANNING DEPARTMENT (757) 664-4752**
4. FOR OTHER QUESTIONS ABOUT CITY SERVICE, CONCERNS OR SEEKING ADDITIONAL INFORMATION ABOUT NORFOLK. PLEASE CONTACT NORFOLK CARES @ **(757)-664-6510**