

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