Application Procedures
Zoning Ordinance Text 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:** $915 check for required application fee made payable to the City of Norfolk (non-refundable). If a plaNorfolk2030 amendment is required, an additional processing fee of $15 will be charged.
   - **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 rezoning).
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 with conditions.
   - 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 4th Tuesday of the following month. The applicant must be present.
   - Where: City Hall Building  
     11th Floor, Council Chambers
   - Time: 7:00 p.m.
Application
Zoning Ordinance Text Amendment
(Please Print)

Date: ____________________

Zoning Ordinance Text Amendment
Amend Section(s) ____________________ Add New Section(s) ______________________

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: ____________________    ______________
(Property Owner) (Date)

Print name: ______________________ Sign: ____________________ _______ ______ __
(Applicant) (Date)

(If Applicable)

Print name: ______________________ Sign: ____________________   _______ ______ __
(Authorized Agent Signature) (Date)
## Zoning Ordinance Text Amendment

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<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, $915</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 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><strong>Proposed Text</strong></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?</td>
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<td>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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<td>Applicant Signature: ________________________________ Date: ___________</td>
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<td>Staff Signature: ________________________________ Date: ___________</td>
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