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 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:** $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 Public Works 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: (     ) _______________
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 Checklist

<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, <strong>$915</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?</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: ________________