SPECIAL EXCEPTION APPLICATION

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 441-1569 (FAX)
www.norfolk.gov/planning

Application Procedures

SPECIAL EXCEPTION APPLICATION

1. **A pre-application meeting is required**. To arrange for an appointment, please call (757) 664-4752.
2. Submit completed application with all required attachments including:
   - Survey/Site Plan
   - Check for required application fee made payable to the City of Norfolk (see fee schedule).
   - Description and details of request.
3. Staff will review application to determine completeness.
4. Applicant to contact appropriate Civic League prior to public hearing. Applicant must provide written documentation to Planning staff of the outcome of that meeting/discussion prior to the public hearing.
5. Staff will post legal notice of application request and photograph subject property.
6. The Planning Commission will visit the site on the 2nd Wednesday of the month (it is not necessary for the applicant to be present).
7. Prior to the public hearing the applicant may receive a copy of conditions pertaining to the request that staff is recommending. **Please review the conditions.** If you have any questions or concerns, please contact staff. If you understand and do not oppose the conditions please return a signed copy of the conditions to the appropriate Planning staff person.
8. Applicant must attend public hearing:

   ►**Where:** City Hall Building
   11th Floor, Council Chambers

   ►**Time:** 1:45 p.m.: If the applicant has not provided a signed copy of the applicable conditions to Planning staff.

   2:15 p.m.: If the applicant has provided a signed copy of the applicable conditions to Planning staff.

9. During the Commission's hearing:
   - ►Applicant must register to speak
   - ►Staff will present application and recommendation
   - ►Applicant/representative may make a presentation
   - ►Proponents may speak
   - ►Opponents may speak
   - ►Rebuttal

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
ZONING SERVICES
5TH FLOOR
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10. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
11. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes Council's agenda).
12. In accordance with the *Zoning Ordinance*, construction shall begin or the use of land for which the special exception has been obtained shall commence within 12 months from the adoption of the ordinance; otherwise the ordinance shall be void.
13. The special exception shall expire upon a change in ownership, possession, operation or management of the facility.

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APPLICATION
SPECIAL EXCEPTION

Special Exception for: _____

Date of application: _____

DESCRIPTION OF PROPERTY

Property location: (Street Number) _____ (Street Name) _____

Existing Use of Property _____

Current Building Square Footage _____

Proposed Use

Proposed Square Footage _____

Proposed Hours of Operation:

Weekday	From _____	To _____
Friday	From _____	To _____
Saturday	From _____	To _____
Sunday	From _____	To _____

Trade Name of Business (If applicable) _____

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APPLICANT/ PROPERTY OWNER

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 number (___) _____

E-mail address of applicant:_____

2. 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 (___) _____ Fax number (___) _____

CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

REQUIRED ATTACHMENTS:

- ✓ Required application fee, **$355.00** (if check, make payable to Norfolk City Treasurer).
  - Application fee includes a non-refundable $5 technology surcharge.
- ✓ Two 8½ x 14 inch copies of a survey or site plan drawn to scale showing:
  - Existing and proposed building structures
  - Driveways
  - Parking,
  - Landscaping
  - Property lines (*see attached example).

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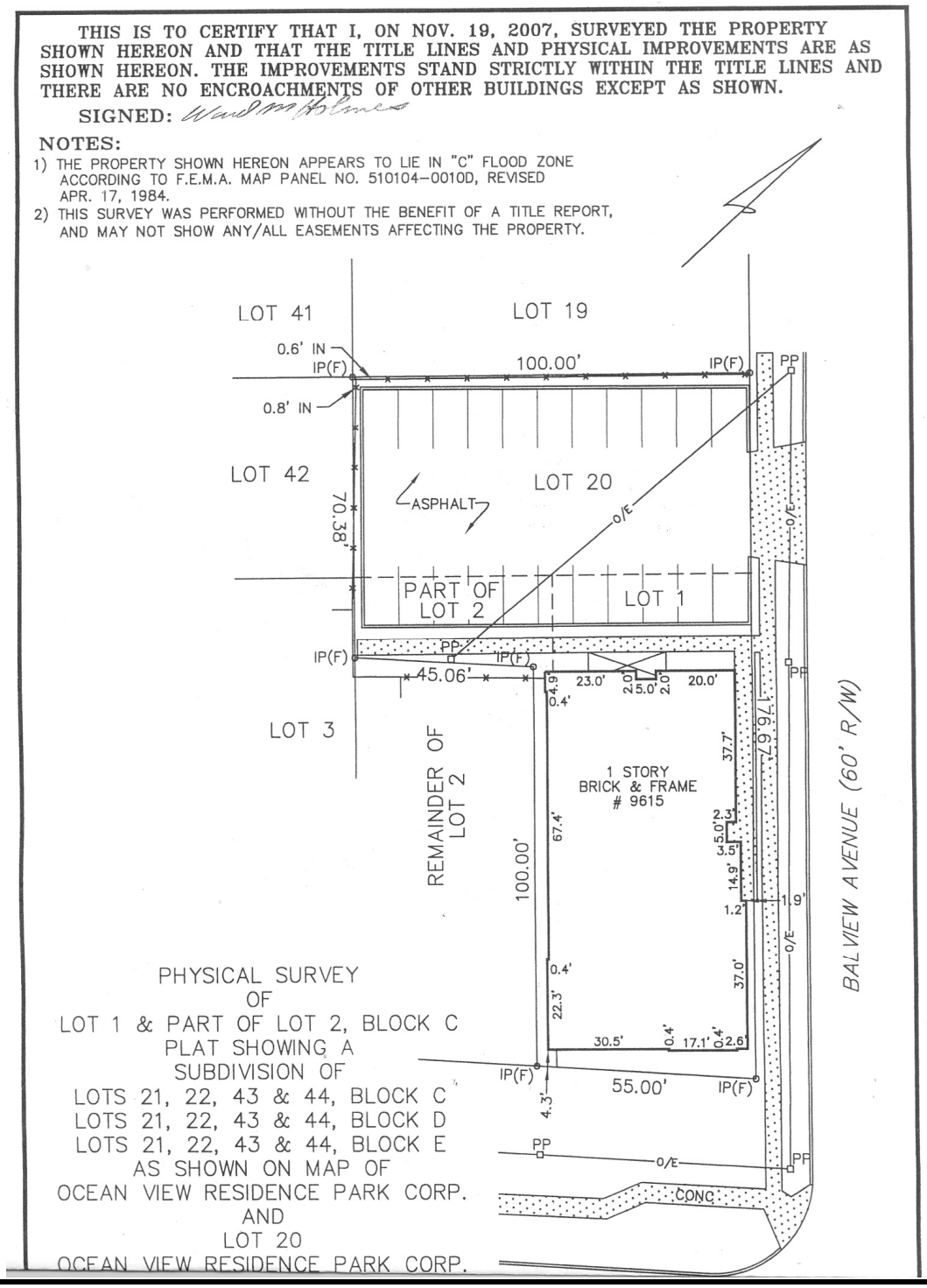
CERTIFICATION:
I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name:_____**Sign:**_____**/**_____**/**_____
(Property Owner or Authorized Agent Signature) (Date)

Print name:_____**Sign:**_____**/**_____**/**_____
(Applicant or Authorized Agent Signature) (Date)

EXAMPLE

Survey



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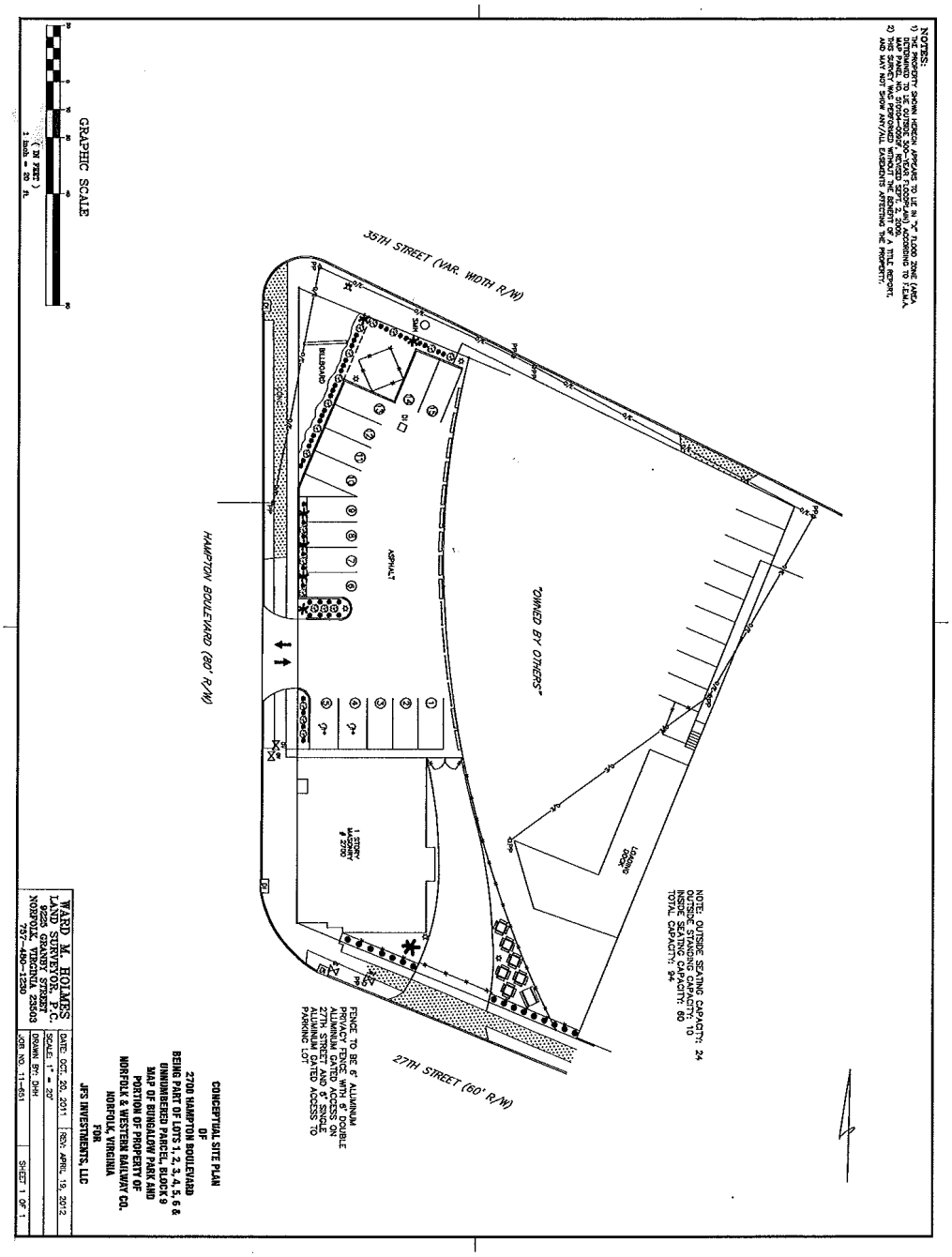
EXAMPLE

Conceptual Site Plan

(required for new construction or site improvements)



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