CHANGE OF ZONING 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

CHANGE OF ZONING 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).
     - ◊ Application fee includes a non-refundable $5 technology surcharge.
     - ◊ If accompanied with a necessary map amendment to the City's adopted general plan, *plaNorfolk2030*, an additional technology surcharge of **$5** will be required.
   - 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. Applicant must attend public hearing:

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

   ►Time: 2:30 p.m.

8. 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

9. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
10. Applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
11. The rezoning request will appear on Council's agenda twice—the 1st time Council will vote on a hearing date, and the 2nd time will be the hearing.

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
ZONING SERVICES
5TH FLOOR
(757) 664-4752 / (757) 441-1569 (FAX)

APPLICATION
CHANGE OF ZONING

Date of application: _____

Change of Zoning

From: _____ Zoning To:_____Zoning

DESCRIPTION OF PROPERTY

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

_____

Existing Use of Property:_____

Current Building Square Footage_____

Proposed Use_____

Proposed Building Square Footage_____

Trade Name of Business (If applicable)_____

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 ( )_____

E-mail address of applicant:_____

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(Revised July, 2013)

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, **$705.00** (if check, make payable to Norfolk City Treasurer).
  - Application fee includes a non-refundable $5 technology surcharge.
  - If accompanied with a necessary map amendment to the City's adopted general plan, *plaNorfolk2030*, an additional technology surcharge of **$5** will be required.
- ✓ 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)
- ✓ Description and details of the operation of the business (i.e., # of employees, # of bays, reason for rezoning, etc…)

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)

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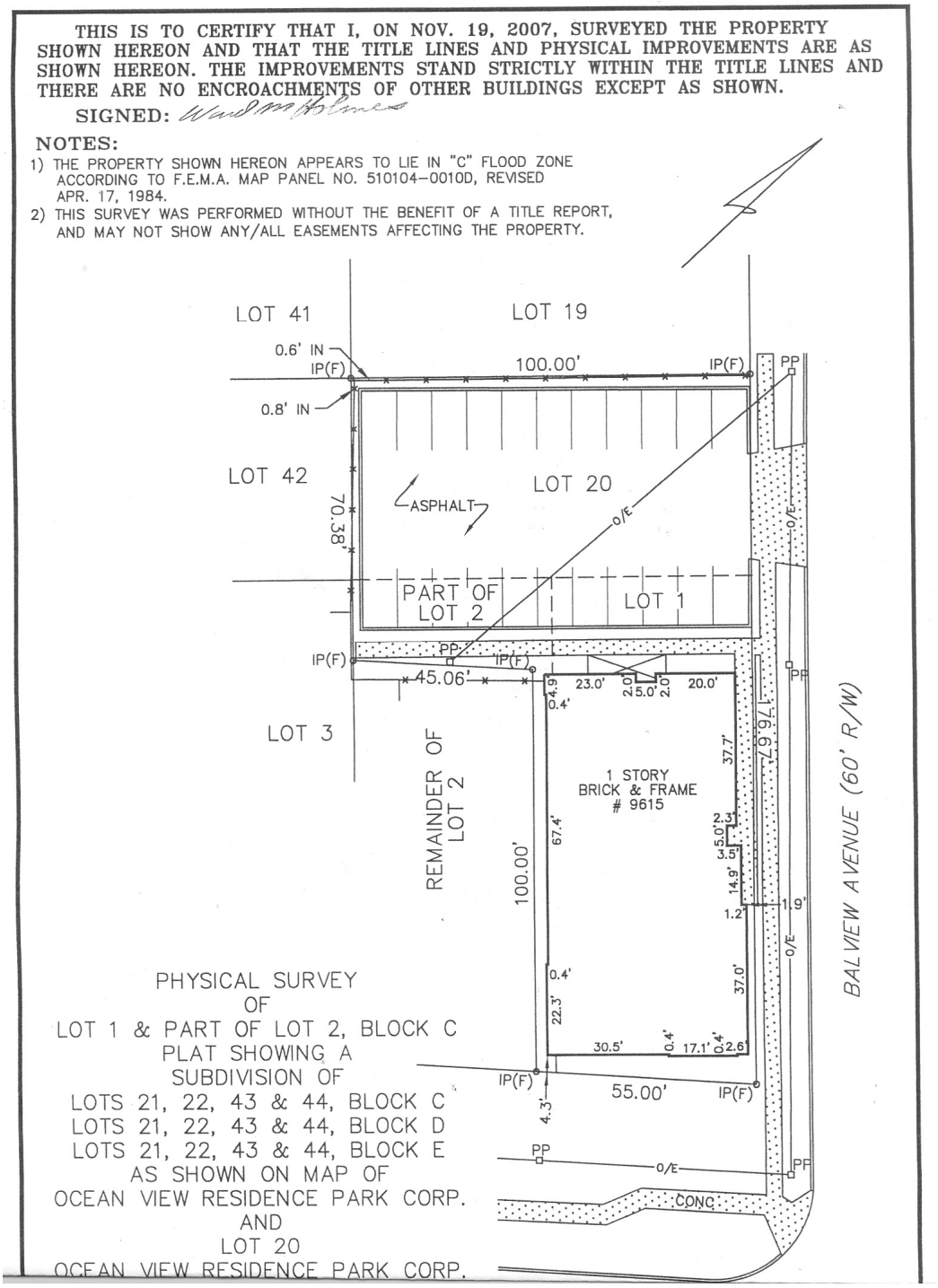
EXAMPLE

Site Plan



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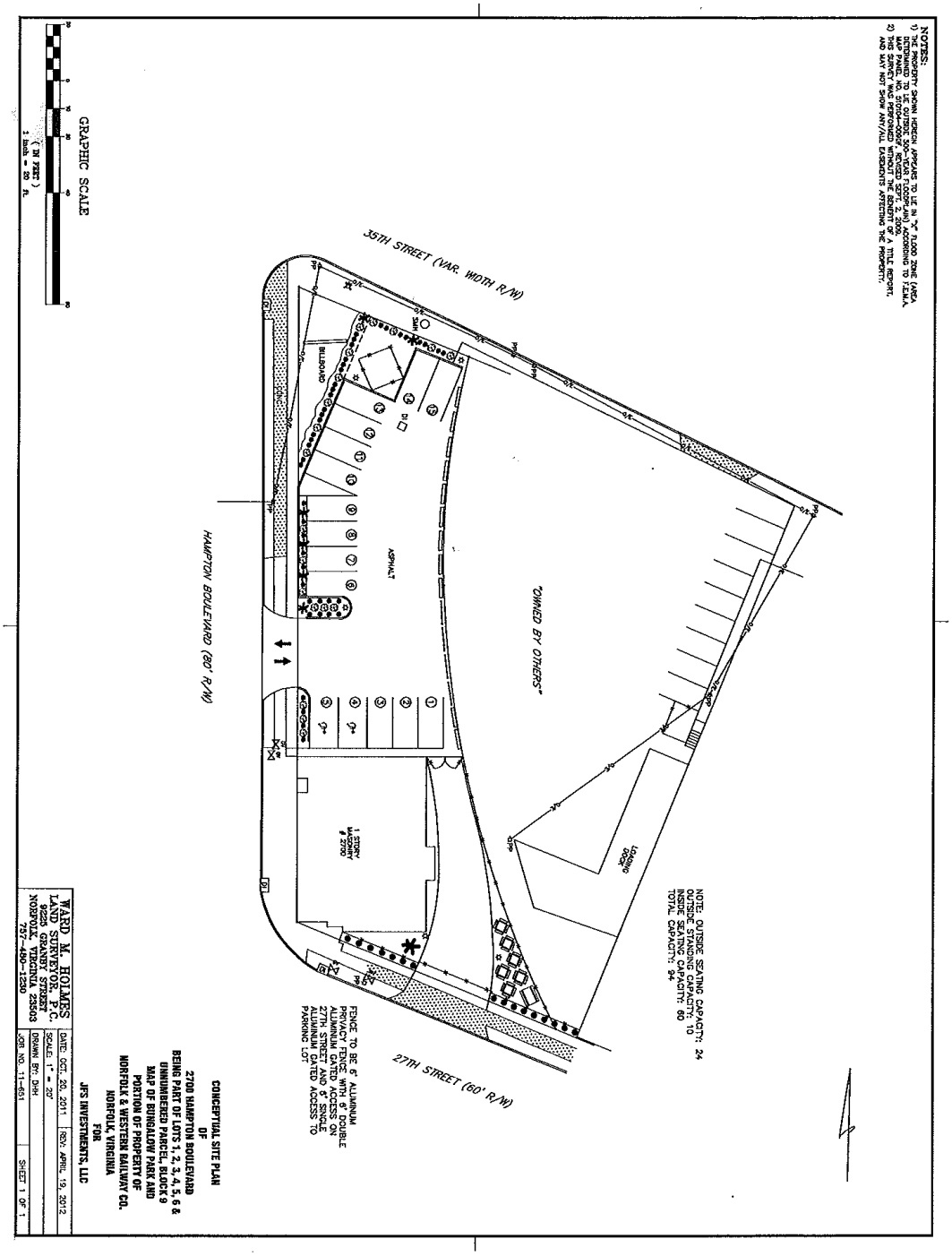
EXAMPLE

Conceptual Site Plan

(required for new construction or site improvements)



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