

*NOTE: This is NOT an application for a Building or Demolition Permit*

Project Name & Address (if applicable): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address (zip): \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant E-mail: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

**Brief project description/scope:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Application (check all that apply):** *(These are NOT building permit applications)*

New Construction, Additions &

Landscaping

Substantial Renovations

Windows & Doors

Sign, Canopy & Outdoor Dining

Discussion

**BEFORE you submit:**

\_\_\_\_ Are comments from your respective Civic League or homeowner's association included? These documents must be attached for a **complete** application. Comments are not required for discussion items.

If you are encroaching into the public right-of-way, have you met with the respective City agencies?

Agency/Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Agency/Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Submit a one (1) digital copy of your application with the supporting documentation. **Digital copy must have all the pages in the direction that they will be read (Not separate individual scanned pages/files).** The completed application is due by 12:00 p.m. on the day of the meeting deadline.

## City of Norfolk Architectural Review Board (ARB)

*This is NOT an application for a Demolition Permit*

This type of application submission indicates that the applicant has reviewed and is familiar with the *City of Norfolk Zoning Ordinance, Article 2.4.10.D(3). Certificate of Appropriateness, Review Standards for Demolition*; has had a preliminary meeting with the historic preservation staff person; and has presented the project to the respective civic league. The ARB shall review the circumstances and the condition of the structure or part proposed for demolition and shall report the findings. There are two determinations for demolition, structurally unsound or economic infeasibility and in both cases the burden to prove either is with the applicant and the ARB shall consider objective information.

**NOTE: This application requires public noticing in the newspaper. The fee for this is passed on to the applicant and the cost is generally between \$800-\$1100. Due to this noticing requirement this type of application may take up to six weeks to be scheduled in front of the ARB.**

The applicant should provide the following information in order to facilitate review of the proposed project:

### **Structural Soundness:**

- Description of the proposed project
- A detailed certified structural report by a certified structural engineer that focuses on historic structures. Include but not limited to:
  - Digital, color photographs
  - Itemized cost analysis for repair
- Interim plans for the property

### **Economic Infeasibility:**

- A current appraisal of the property where the demolition is proposed (within 90 days of ARB meeting)
- A current survey of the property that is accurate with the existing conditions (within 36 months of this request)
- An itemized report, completed by a person with demonstrated expertise in historic structures, detailing the estimated cost to perform a historic rehabilitation of the property
- A detailed certified structural report by a certified structural engineer that focuses on historic structures
  - Digital, color photographs
  - Itemized cost analysis for repair
- Any other document or information that might be requested by the ARB during consideration of this request
- Offer for sale, if you are formally denied by the ARB you may offer the property for sale under the following conditions:
  - Set price at fair market values for a specified period of time:
    - Three (3) months when the property is offered for less than \$25,000
    - Four (4) months when the property is offered between \$25,00 to \$40,000
    - Five (5) months when the property is offered between \$40,000 to \$55,000
    - Six (6) months when the property is offered between \$55,000 to \$75,000

Submit one (1) digital copy with the application. Digital copy must have all the pages in the direction that they will be read (*Not separate individual scanned pages/files*). The completed application is due by 12:00 p.m. on the day of the meeting deadline.

## City of Norfolk Architectural Review Board (ARB)

*This is NOT an application for a Demolition Permit*

- Seven (7) months when the property is offered between \$75,000 to \$90,000
- Twelve (12) months when the property is offered for more than \$90,000
- Market the sale to any party willing to preserve and restore the landmark, building or structure and the surrounding land

**If a Certificate of Appropriateness (COA) is issued for the demolition for a contributing or eligible structure two sets (hard copy and digital copy) of the following information needs to be provided (one of the Planning Office and the other for the Sargent Memorial Collection of the Norfolk Public Library):**

*Scale must be clearly noted and must not distort when expanded in digital format*

- Photographs of property and surrounding area include adjacent structures
- Site plan or survey:
  - North arrow
  - Plan scale
  - Label adjacent streets
  - Items to be demolished
  - Indicate landscaping, denote any to be removed or how it will be maintained
  - Existing landscaping, denote changes (i.e.-tree or shrub renewal)
  - Site improvements such as fencing, walls, paved areas, lighting, etc.
- Floor plans
  - Plan scale
  - North arrow
  - Identify ground floor public spaces
- Roof plan
  - Rooftop mechanical equipment indicating level of visibility and screening, if visible
- Exterior elevation views
  - Plan scale
  - Elevation direction
  - Windows-indicate operable/fixed/spandrel/blind windows
  - Floor elevations
  - Identification of all major finishes
  - Stairs, ramps, railings, garage openings, gates
  - Rooftop equipment and screening
  - Grade at the face of the building
  - Specification information for exterior materials include finish and color
- Typical wall section
  - Indicate scale
  - Identify materials and components
  - Identify materials on the underside of soffits and balconies
- Exterior elevations or renderings
- Any other information that would be of value to the ARB in reviewing the project
  - Streetscape elevation (plan and elevation)
  - Block site plan
- Other materials as requested by planning staff

Submit one (1) digital copy with the application. Digital copy must have all the pages in the direction that they will be read (*Not separate individual scanned pages/files*). The completed application is due by 12:00 p.m. on the day of the meeting deadline.