



**CITY OF NORFOLK
PLANNING COMMISSION**

**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

5TH FLOOR, ROOM 508
810 UNION STREET
NORFOLK, VA 23510
(757) 664-4752
(757) 664-1569 (FAX)
WWW.NORFOLK.GOV/PLANNING

SPECIAL EXCEPTION APPLICATION



Application Procedures

1. A pre-application meeting is strongly recommended. To arrange for an appointment, please call 664-4752.
2. Submit completed application with all required attachments including Survey/Site Plan (*see attached Site Plan example), check for \$265 made payable to Treasurer, City of Norfolk, and Description of request.
3. Staff will review application to determine completeness.
4. Applicant to contact appropriate Civic League **prior to public hearing**. Applicant must provide staff written documentation 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. The 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. In accordance with the City of Norfolk 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 effective date of said ordinance; otherwise said ordinance shall be void.

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

ZONING SERVICES

5TH FLOOR, ROOM 508

(757) 664-4752 / (757) 664-1569 (FAX)

WWW.NORFOLK.GOV/PLANNING

SPECIAL EXCEPTION APPLICATION



City of Norfolk

Application For Public Hearing SPECIAL EXCEPTION

| |
|---|
| Special Exception for: _____ Fee..... \$265.00 |
|---|

Date of application: _____

Name of applicant: (Last) _____ (MI) _____ (First) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax number () _____

DESCRIPTION OF PROPERTY

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

Lot number(s) _____ Block Number _____ Zoned _____ Subdivision _____

Legal Description _____

Existing Use of Property _____

Proposed Use _____

Trade Name of Business (If applicable) _____

| | | |
|---|------------|----------|
| <u>List Proposed Hours of Operation:</u> | | |
| Weekday | From _____ | To _____ |
| Friday | From _____ | To _____ |
| Saturday | From _____ | To _____ |
| Sunday | From _____ | To _____ |
| DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT | | |

810 Union Street, Room 508
 Norfolk, Virginia 23510
 Telephone (757) 664-4752 Fax (757) 441-1569

2. Name of property owner: (Last)_____ (MI) _____ (First) _____

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:

- ✓ Check for \$265.00 made payable to: Norfolk City Treasurer.
- ✓ 2 8½x14 copies of a survey or site plan drawn to scale showing all existing and proposed building structures, driveways, parking, landscaping, property lines (*see attached example).

CERTIFICATION:

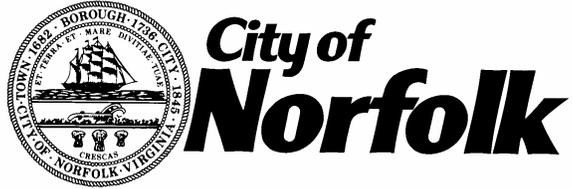
I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

SIGNED:

_____/_____/_____
Print Sign Date
(Property owner or authorized agent signature)

SIGNED:

_____/_____/_____
Print Sign Date
(Applicant signature)

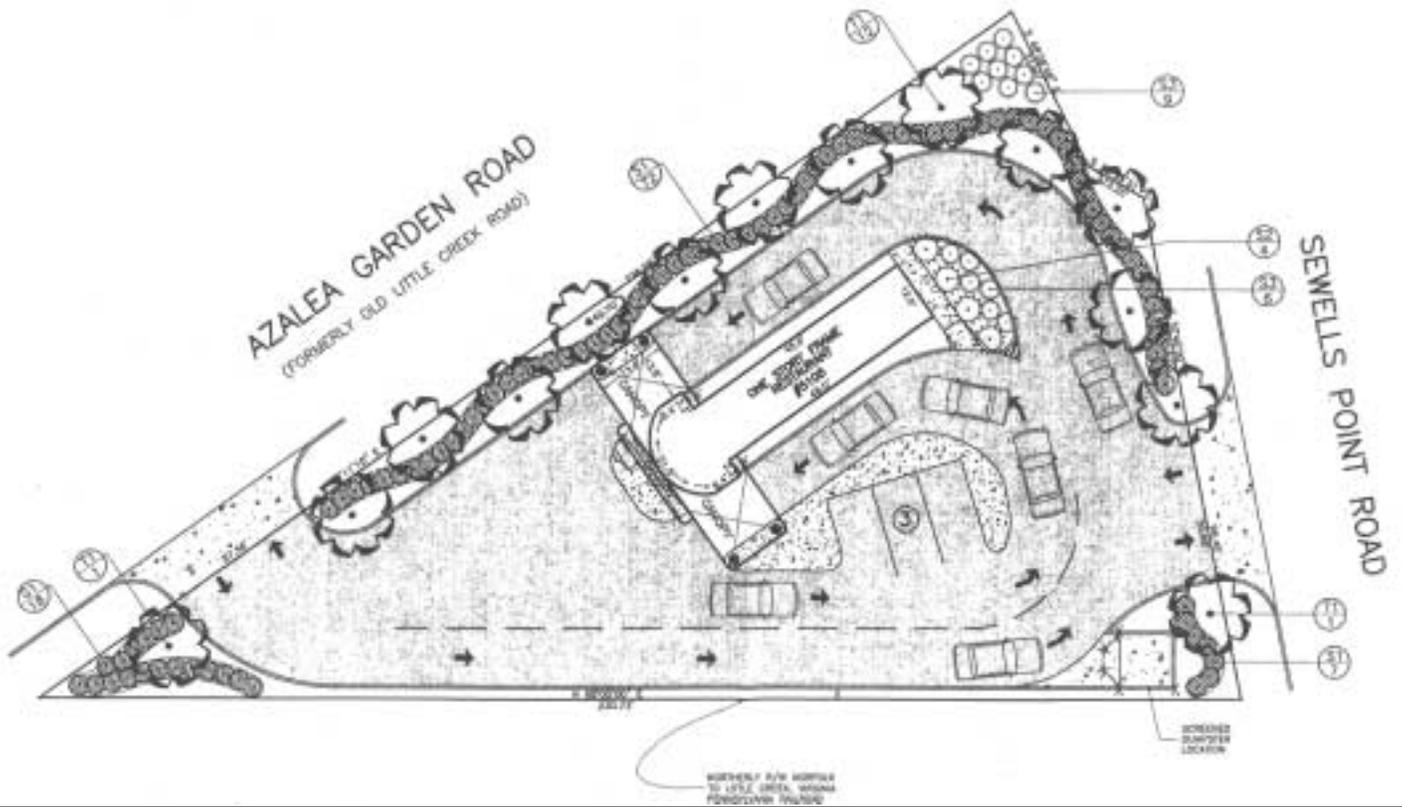


City Planning Commission Public Hearing Schedule and Filing Deadlines

| <u>FILING DEADLINE</u> | <u>HEARING DATE</u> |
|------------------------|-------------------------|
| December 10, 2007 | January 24, 2008 |
| January 14, 2008 | February 28, 2008 |
| February 11, 2008 | March 27, 2008 |
| March 10, 2008 | April 24, 2008 |
| April 07, 2008 | May 22, 2008 |
| May 12, 2008 | June 26, 2008 |
| June 09, 2008 | July 24, 2008 |
| July 14, 2008 | August 28, 2008 |
| August 11, 2008 | September 25, 2008 |
| September 08, 2008 | October 23, 2008 |
| October 6, 2008 | November 20, 2008 |
| November 3, 2008 | December 18, 2008 |
| December 08, 2008 | January 22, 2009 |

EXAMPLE

SITE PLAN



Survey/Site Plan

- 8 1/2 x 14 in size
- Must be to scale
- Shall meet all requirements of the City of Norfolk Zoning Ordinance, 1992
- Must show: all existing and proposed building footprints, driveways, parking, landscaping, and property lines.
- A sealed survey is preferred, however, a site plan meeting all of the above criteria may be acceptable.