



# Checklist – Non-Standard Lot Application

Item	Yes	No	Not Applicable	Comments
Required application fee, <b>\$5.00</b>				
Two 8½ x 14 inch copies of a survey or site plan drawn to scale showing all existing and proposed building structures, driveways, parking, landscaping, property lines				
Architectural elevations				
Copy of Buildable Lot Letter				

Notes:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DEPARTMENT OF CITY PLANNING

5TH FLOOR, ROOM 508  
810 UNION STREET  
NORFOLK, VA 23510  
(757) 664-4752  
(757) 441-1569 (FAX)  
[WWW.NORFOLK.GOV/PLANNING](http://WWW.NORFOLK.GOV/PLANNING)

**APPLICATION FOR NONSTANDARD LOTS**



## Application Procedures

1. A pre-application meeting is strongly recommended. To arrange for an appointment, please call 664-4752.
2. The following materials will be required for a complete Nonstandard lot application:
  - Completed Checklist
  - Check made payable to the City of Norfolk; fee is non-refundable (see fee schedule).
  - A buildable lot letter from the Department of City Planning.
  - A survey depicting the footprint of the proposed house.
  - Preliminary architectural elevations of the proposed house
3. Staff will review the above materials, and if sufficient, the applicant shall submit the required materials to the City's Senior Design Specialist within the Department of Planning, for review of the architectural elevations of the home.
4. Application material may be sent to:

Ronald Moore  
Senior Design Specialist  
810 Union Street, Suite 508  
Norfolk, VA 23510

5. Upon approval of the architectural elevations, the Department of Planning will provide the applicant with a letter and a stamped copy of the site plan and architectural elevations indicating that the design is acceptable.
6. The approval letter and stamped plans must be submitted with Building Permit.
7. If the applicant chooses to pursue a design that is not acceptable to the Department of Planning, a Special Exception will be required.

**NONSTANDARD LOT APPLICATION**

### **DEPARTMENT OF CITY PLANNING ZONING SERVICES**

5TH FLOOR, ROOM 508

(757) 664-4752 / (757) 441-1569 (FAX)

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## Application NONSTANDARD LOTS

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) \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

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 ( ) \_\_\_\_\_

### **NEIGHBORHOOD**

Civic League: \_\_\_\_\_

Dates contacted: \_\_\_\_\_

Ward/Superward: \_\_\_\_\_

**DEPARTMENT OF CITY PLANNING**  
810 Union Street, Room 508  
Norfolk, Virginia 23510  
Telephone (757) 664-4752 Fax (757) 441-1569

**REQUIRED ATTACHMENTS:**

- ✓ Required technology fee, **\$5.00**; nonrefundable (if check, make payable to Norfolk City Treasurer)
  - ✓ Two 8½ x 14 inch 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).
  - ✓ Architectural elevations
  - ✓ Copy of Buildable Lot Letter
- 

**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)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Sign Date  
(Applicant)