



**OWNERSHIP REVIEW REQUEST**

Location to be researched \_\_\_\_\_

Property owner \_\_\_\_\_

Response letter to be sent to:

Name \_\_\_\_\_

Address \_\_\_\_\_  
City, State Zip

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Step 1:** Legal Subdivision Verification – Form must be submitted in person to Department of Public Works, Division of Surveys (810 Union Street, Rm 750)

<b>For Division of Surveys Office Use Only</b>
More subdivision research needed? YES: ___ NO: ___ Staff initials ___ Date _____
Notes from Surveys:
Has sufficient documentation been provided?: YES: ___ NO: ___ Staff initials ___ Date _____ Subdivision Plat Req'd: YES: ___ NO: ___

**Step 2:** Ownership Review/Buildable Lot Determination, this form then must be submitted to the Planning Department (810 Union Street, Room 508) with the following:

- Physical survey of the property
- \$30.00 application fee (checks payable to the *Norfolk City Treasurer*)
- Staff will make a zoning determination and a letter will be mailed to the address stated above.

\_\_\_\_\_  
 Signed Date

All information submitted with this application is non-returnable and will be kept as a record of processing this request.