



# City of Norfolk, Virginia Architectural Review Board Application

810 Union Street, Suite 508  
Norfolk, VA 23503  
757/823-1451 Phone  
[Susan.mcbride@norfolk.gov](mailto:Susan.mcbride@norfolk.gov)

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

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

Applicant Address: \_\_\_\_\_

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*):

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> New Construction, Additions & | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Substantial Renovations       | <input type="checkbox"/> Discussion  |
| <input type="checkbox"/> Sign, Canopy & Outdoor Dining | <input type="checkbox"/> Demolition  |

### BEFORE you submit (*check all that apply*):

Have you met with your respective Civic League or homeowner's association for approval and comments?

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

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

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

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

Submit five (5) collated, hard copies and one (1) digital copy. Digital copy must have all the pages in the direction that they will be read. The completed application is due by 12:00 p.m. on the day of the meeting deadline.

## City of Norfolk Architectural Review Board (ARB)

Application for

### **LANDSCAPING**

Landscaping applications include any changes to the property that are visible from any public right-of-way. This includes the addition or removal of landscape features not limited to: trees, shrubs, walkways, patios, driveways, landscape beds, lighting, fencing, walls, gates, gazebos, arbors, flagpoles, statuary, and fountains. You do not need to make a landscaping application if you are planting flowers in existing landscape beds; pruning trees; mowing the lawn; replacing walkways and driveways with the same material in the same size footprint; or replacing like plantings with like. These items are considered to be ordinary maintenance on private property. It is recommended that applicants review the: *City of Norfolk Historic District Design Guidelines*; *Code of the City of Norfolk Chapter 45: Trees and Other Vegetation*; and *A Pattern Book for Norfolk Neighborhoods*” pages 64-67 (links are listed on next page). Contact the historic preservation staff person for a pre-application meeting to address any questions and inquires as applicable to the scope of work.

The applicant shall provide the following information as applicable to the scope of work being requested in order to facilitate the review of the proposal:

- Description of proposed project
- Photographs of property and surrounding area
- Avoid invasive plant species\*
- A current scaled site plan or survey (should contain existing conditions):
  - North arrow
  - Orientation and approximate location of proposed roads, walks and parking
  - Approximate location of existing structures
- Indicate items that shall be removed
- Indicate added features and their proposed location on the plan
  - Include plant species (age of species at planting and estimated height and width of plant at maturity)
- Any other information that would be of value to the ARB in reviewing the project
  - Relationship to adjacent properties
  - Location of berms, hills, culverts, etc. (if applicable)
  - Method of watering/irrigation (if applicable)
- Other materials as requested by planning staff

*If any of your plantings will be in or encroach into the public right-of-way please contact Recreation, Parks and Open Space (RPOS) at 757/823-4023, BEFORE you submit your application to the ARB.*

When planning your project you may be interested in reviewing Preservation Brief #36 *Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes* by the National Park Service (APPLICATION)

*The ARB recommends that you meet with your respective civic league or homeowners association BEFORE your scheduled meeting date with the ARB.*

Submit five (5) collated, hard copies and one (1) digital copy. Digital copy must have all the pages in the direction that they will be read. The completed application is due by 12:00 p.m. on the day of the meeting deadline.

City of Norfolk Architectural Review Board (ARB)

Application for

**LANDSCAPING**

**\*Invasive species to avoid**

<b>Scientific Name</b>	<b>Common Name</b>
Ailanthus altissima	Tree-of-Heaven
Akebia quinata	Five-Leaf Akebia
Albizia julibrissin	Mimosa
Alternanthera philoxeroides	Alligator Weed
Carex kobomugi	Asiatic Sand Sedge
Celastrus orbiculata	Oriental Bittersweet
Centaurea biebersteinii	Spotted Knapweed
Elaeagnus umbellata	Autumn Olive
Hedera helix	English Ivy (unless contained)
Ligustrum sinense	Chinese Privet
Lonicera japonica	Japanese Honeysuckle
Microstegium vimineum	Japanese Stilt Grass
Phyllostachys aurea	Golden Bamboo
Polygonum cuspidatum	Japanese Knotweed
Pueraria montana	Kudzu Vine
Ranunculus ficaria	Lesser Celandine
Sorghum halepense	Johnson-grass
Wisteria sinensis	Chinese Wisteria

**Useful links to resources:**

<http://www.norfolk.gov/DocumentCenter/View/1801>

[http://www.norfolkva.gov/communityenrichment/norfolk\\_pattern\\_book/index.html](http://www.norfolkva.gov/communityenrichment/norfolk_pattern_book/index.html)

<https://library.municode.com/index.aspx?clientID=10121&stateID=46&statename=Virginia>

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Submit five (5) collated, hard copies and one (1) digital copy. Digital copy must have all the pages in the direction that they will be read. The completed application is due by 12:00 p.m. on the day of the meeting deadline.