



# City of Norfolk

## Department of City Planning

Site Plan Review Application (Effective May 2, 2014)

Date \_\_\_\_\_

Applicant/Authorized Agent: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Developers Name: \_\_\_\_\_ Property Owner: \_\_\_\_\_

### Project Summary:

Site Plan Title: \_\_\_\_\_

Description of Project \_\_\_\_\_

Address/Location \_\_\_\_\_

Proposed/Existing Use: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_

Project Area: \_\_\_\_\_ Area of Land Disturbance: \_\_\_\_\_ Building Area: \_\_\_\_\_

### Submittal Checklist:

- One (1) Digital Copy of the Site Plan including:
  - The requirements of Chapter 26 of the Zoning Ordinance including the Landscape Plan, Photometric Lighting Plan, and other plans as required during a pre-submittal meeting (see attached checklist).
  - Project Summary/Narrative that summarizes all pending or granted actions from City Council, Commissions, or Boards and any previous discussions or agreements with departments or reviewers.
  - Stormwater Calculation Book/Worksheets  
<http://www.norfolk.gov/index.aspx?NID=1499>
  - Utilities Calculations/Checklists  
<http://www.norfolk.gov/index.aspx?NID=566>
  - Fire Flow Calculations (ISO and IFC)
- Two (2) folded copies of the Site Plan
- Review Fee (See City of Norfolk Fee Schedule)

Applicants Signature: \_\_\_\_\_

*I have reviewed my submittal package and all information, to the best of my knowledge, is complete. I understand that if parts of the package are incomplete, review times may be extended or submittals may be denied for review.*

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