



Checklist – Special Exception Application

Item	Yes	No	Not Applicable	Comments
Required application fee, \$355.00				
One 8½ x 14 inch or 11 x 17 inch copy of a physical survey				
One 8½ x 14 inch or 11 x 17 inch copy of a conceptual site plan				
Signature of property owner				
Is property in an AICUZ?				
Is property within ½ mile of other locality?				

Notes:

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____



DEPARTMENT OF CITY PLANNING

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 441-1569 (FAX)
www.norfolk.gov/planning

SPECIAL EXCEPTION APPLICATION



Application Procedures

1. **A pre-application meeting is required.** To arrange for an appointment, please call (757) 664-4752.
2. Submit completed application with all required attachments including:
 - Survey/Site Plan
 - \$355 check for required application fee made payable to the City of Norfolk (non-refundable).
 - Description and details of request.
3. Staff will review application to determine completeness.
4. Applicant to contact appropriate Civic League prior to public hearing. Providing written documentation to Planning staff of any meetings, input from the Civic Leagues concerning your request is helpful to the Planning Commission.
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. Prior to the public hearing the applicant may receive a copy of conditions pertaining to the request that staff is recommending. **Please review the conditions.** If you have any questions or concerns, please contact staff. If you understand and do not oppose the conditions please return a signed copy of the conditions to the appropriate Planning staff person.
8. Applicant must attend public hearing:
 - ▶ **Where:** City Hall Building
11th Floor, Council Chambers
 - ▶ **Time:** 1:45 p.m.: If the applicant has not provided a signed copy of the applicable conditions to Planning staff.

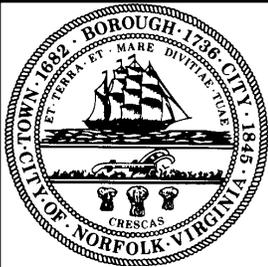
2:15 p.m.: If the applicant has provided a signed copy of the applicable conditions to Planning staff.
9. During the Commission's hearing:
 - ▶ Applicant must register to speak
 - ▶ Staff will present application and recommendation
 - ▶ Applicant/representative may make a presentation
 - ▶ Proponents may speak
 - ▶ Opponents may speak
 - ▶ Rebuttal

SPECIAL EXCEPTION APPLICATION

**DEPARTMENT OF CITY PLANNING
ZONING SERVICES**

5TH FLOOR

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



Application Procedures

10. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
11. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes Council's agenda).
12. In accordance with the *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 adoption of the ordinance; otherwise the ordinance shall be void.

SPECIAL EXCEPTION APPLICATION



**APPLICATION
SPECIAL EXCEPTION**

Special Exception for: _____

Date of application: _____

DESCRIPTION OF PROPERTY

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

Existing Use of Property _____

Current Building Square Footage _____

Proposed Use _____

Proposed Square Footage _____

Proposed Hours of Operation:

Weekday From _____ To _____

Friday From _____ To _____

Saturday From _____ To _____

Sunday From _____ To _____

Trade Name of Business (If applicable) _____

**Application
Special Exception
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APPLICANT

(If applicant is a LLC or a Corp./Inc., include name of official representative and/or all partners)

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

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

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

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

E-mail address of applicant: _____

AUTHORIZED AGENT (if applicable)

(If agent is a LLC or a Corp./Inc., include name of official representative and/or all partners)

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

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

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

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

E-mail address of applicant: _____

PROPERTY OWNER

(If property owner is a LLC or a Corp./Inc., include name of official representative and/or all partners)

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

Mailing address of property owner (Street/P.O. box): _____

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

Daytime telephone number of owner () _____ email: _____

CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

CERTIFICATION:

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

Print name: _____ **Sign:** _____ / _____ / _____
(Property Owner or Authorized Agent of Signature) (Date)

Print name: _____ **Sign:** _____ / _____ / _____
(Applicant) (Date)

ONLY NEEDED IF APPLICABLE:

Print name: _____ **Sign:** _____ / _____ / _____
(Authorized Agent Signature) (Date)

EXAMPLE

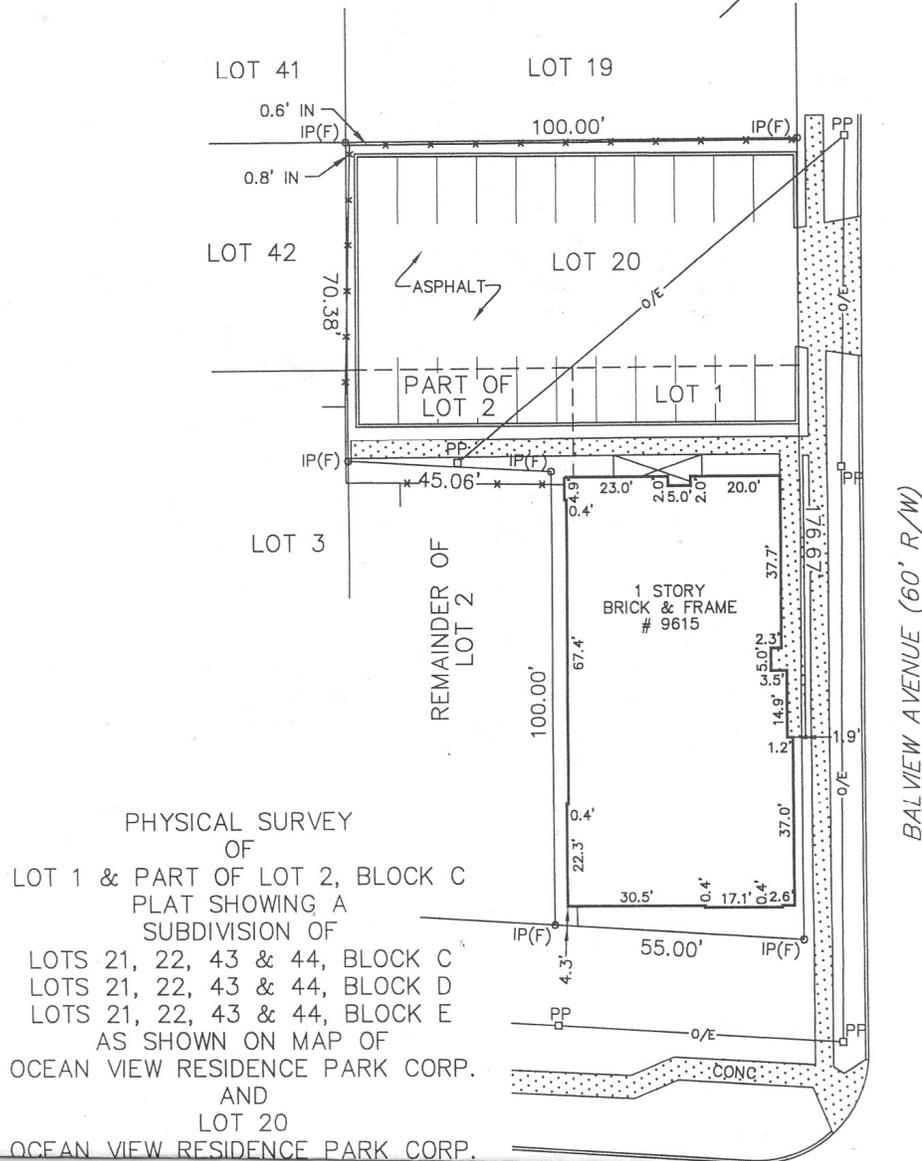
Survey

THIS IS TO CERTIFY THAT I, ON NOV. 19, 2007, SURVEYED THE PROPERTY SHOWN HEREON AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN HEREON. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS EXCEPT AS SHOWN.

SIGNED: *Wendy M. Holmes*

NOTES:

- 1) THE PROPERTY SHOWN HEREON APPEARS TO LIE IN "C" FLOOD ZONE ACCORDING TO F.E.M.A. MAP PANEL NO. 510104-0010D, REVISED APR. 17, 1984.
- 2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT, AND MAY NOT SHOW ANY/ALL EASEMENTS AFFECTING THE PROPERTY.



DEPARTMENT OF CITY PLANNING

810 Union Street, Room 508

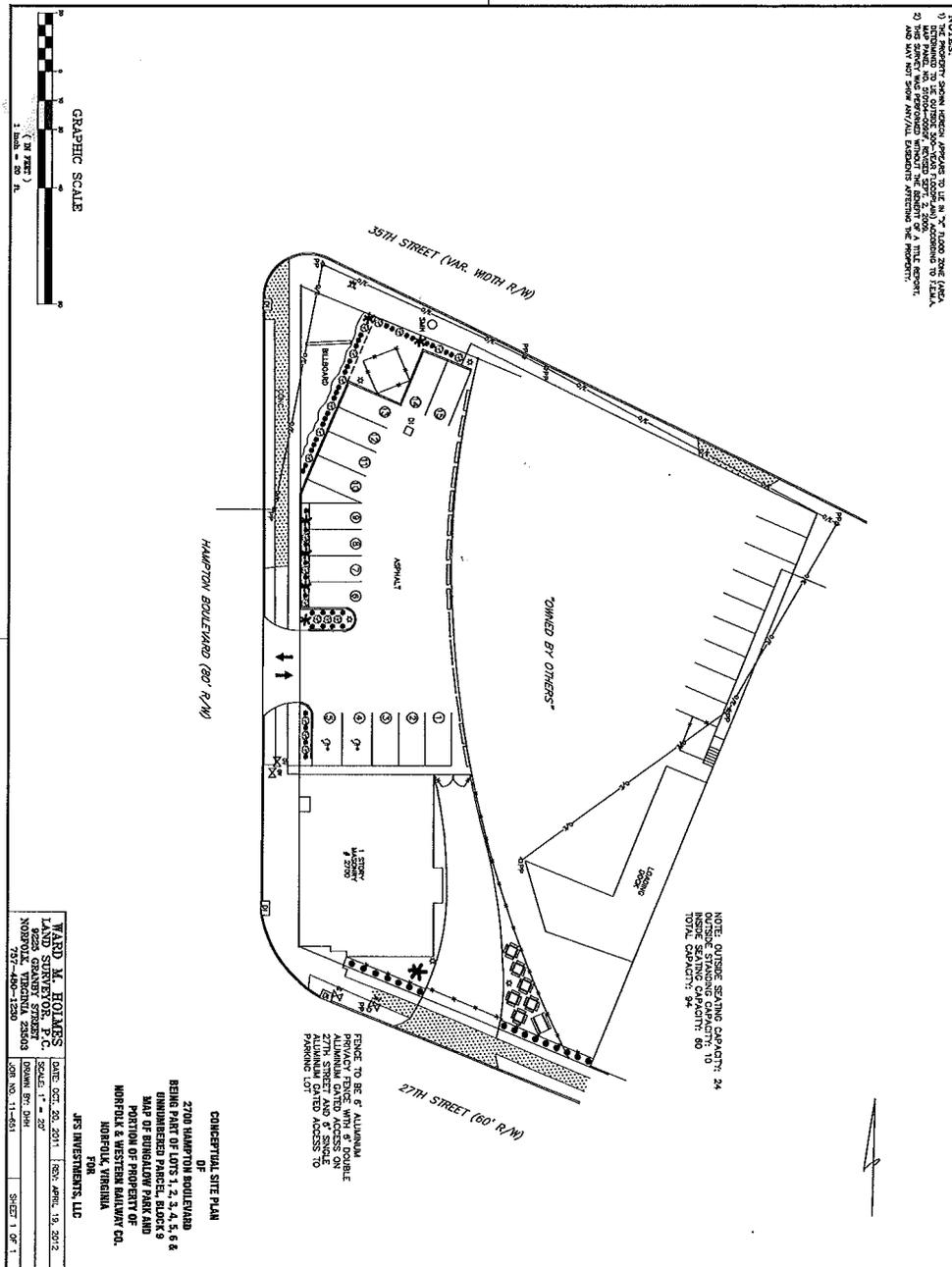
Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised January, 2015)

EXAMPLE

Conceptual Site Plan
(required for new construction or site improvements)



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 Norfolk, Virginia 23510
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 (Revised January, 2015)