



Smart Processing is a City of Norfolk initiative to provide exceptional customer service by ensuring businesses and citizens have a seamless experience while going through the city's processes.

In an effort to improve the city's development processes the following programs are being implemented:

Opening Winter 2014 - City Hall Development Services Center to provide more of a one-stop opportunity for businesses and citizens to access plan review and permitting services.

Technology upgrades including more detailed property data on NorfolkAir, digital site and building plan review and faster access to information on property inspections due to improved technology in the field.

Review and update of all operating procedures to provide better customer service.

The fees listed below represent the fees effective July 1, 2013

Permitting Activity	Fee	Permitting Activity	Fee
Design Review			
Certificate of Appropriateness/Design Review	\$5	<i>Certificate of Appropriateness/Design Review (after the fact)</i>	\$255
Planning Commission			
Development Certificate without Waivers	\$5	Development Certificate with Waivers	\$105
Plan Amendment with concurrent Application	\$5	Plan Amendment without concurrent Application	\$420
Rezoning (including Conditional Rezoning)	\$705	Special Exception	\$355
Street Closure	\$105	Text Amendment to the Zoning Ordinance	\$420
Board of Zoning Appeals			
Variance/Appeal of Zoning Administrator Decision	\$205	<i>Variance (after the fact)</i>	\$455

Permitting Activity	Fee	Permitting Activity	Fee
Wetlands/Environmental			
Chesapeake Bay Area Preservation Appeal Application (Variance)	\$205	Chesapeake Bay Area Preservation Review (Accessory Structures) (fee based on square feet)	\$105-\$405
Chesapeake Bay Area Preservation Review (Single Family)	\$205	Chesapeake Bay Area Preservation Review (Single Family Additions)	\$105
Dune Permit (1-3 Units)	\$130	<i>Dune Permit (1-3 Units) (after the fact)</i>	\$380
Dune Permit (All Others)	\$255	<i>Dune Permit (All Others) (after the fact)</i>	\$505
Land Disturbing (Erosion Control, Single Family) - Permit Fee for Plan Review	\$105	Land Disturbing (Erosion Control, Not Single Family) - Permit Fee for Plan Review	\$155
		<i>Tree Permit in Chesapeake Bay area on private property (after the fact)</i>	\$55
Wetlands	\$255	<i>Wetlands (after the fact)</i>	\$505
Staff Review/Approval			
Non-Standard Lot Review	\$5	Ownership Review Request (Buildable Lot Letter)	\$30
Site Plan (Commercial and Residential)	\$505	Subdivision Review – Preliminary Review	\$300+\$11/lot
Subdivision Review – Final Review	\$300+\$11/lot	Subdivision Review – Lot Vacation	\$100
Tax Abatement (1-4 Units)	\$55	Tax Abatement (All Others)	\$255
Zoning Compliance Letter	\$40	Moving Storage Container Registration (Pods) (fee depends on timeframe)	\$0-\$55
<p>Comments and Notes</p> <p>All planning permits and applications include a \$5 Technology Fee</p> <p>All “after the fact applications” except those listed above require a \$250 payment in addition to the original fee required.</p>			