

East Ocean View Civic League

Developer Submittal Guidelines for Seeking Project Support

Purpose:

The purpose of these guidelines is to ensure that the civic league members have adequate information and time to evaluate the proposed real-estate development (project, business, residences, etc.). Civic league support is often sought as supplementary information to the City of Norfolk permitting or zoning board and ultimately city council. These guidelines will facilitate and expedite the civic league process. These documents are intended to articulate the concept and it is understood that final design-level drawings may not yet be available.

Minimum Submittal Requirements:

- **General Summary.** *(Required)* Submit a summary of the project, business, or development that will help the members understand its community impact. This type of information generally includes the size of the development, traffic impact, business impact, expected benefits, etc.
- **Zoning Change/Variance Documents.** *(Required)* If a zoning change or waiver will be needed for this project to be constructed, submit documents describing the zoning change required. City of Norfolk zoning change or variance applications/packages will suffice.
- **Site Plan.** *(Required)* Submit a concept site plan showing general location, the development footprint with related facilities on site (parking lot, walls, etc.), neighboring streets, and labeled adjacent properties. This information can be presented as a concept civil engineering site plan drawing, satellite photo mock-up, or other drawings showing the relevant information at an appropriate scale. "Google Earth" allows an over view that will show the proposed project and neighboring properties. The concept is to see the proposed development in proximity to the surrounding neighborhood.
- **Elevations or Rendering.** *(Required)* Submit elevations or renderings depicting the general exterior public appearance of the proposed development. This may include materials, colors, and other major elements that affect the street side public appearance.
- **Floor Plan.** *(Optional)* The developer may submit representative floor plans of the building or units as additional information. A floor plan is not required unless it is relevant to identifying key spaces for the permitting process, zoning change, or the subject of the necessary support.
- **Supplemental Information.** *(Optional)* Submit any additional information that you may want the civic league members to consider in the support of the development. This may be a traffic study, market information, or other relevant information.
- **Document Format:** Documents must be submitted electronically as Adobe PDF or JPG Photo files with appropriate resolution and detail to be viewed or printed for review.

Submittal and Review Process:

- **Submittal:** The developer should submit the required documents to the civic league BOARD at least 10 days prior to the general civic league meeting when a vote of support is requested.
- **BOARD Review:** The developer should attend the BOARD meeting held one week prior to the general meeting for validation of the submittal materials.
- **Distribution:** The BOARD will then distribute the materials electronically to members for review.
- **General Meeting:** At the general civic league meeting, the developer will make their formal presentation using the submittal materials plus any additional audio/visual aids. A question/answer period will be held. A vote will be taken and recorded for inclusion in the civic league letter.
- **Re-Validation:** If relevant details change on the development prior to the City of Norfolk approval process, the developer must inform the BOARD for coordination in validating continued league support or support may be withdrawn.