

## Conditional Use Permit Process

Below is a graphical representation of the typical conditional use permit process. Some applications, such as those involving alcohol sales, may require additional steps beyond those outlined here.



## Additional Information

Questions regarding the conditional use permit process? Please contact the Norfolk Department of City Planning at: **(757) 664-4752** or email at: [planning@norfolk.gov](mailto:planning@norfolk.gov).

Suggestions for improvement? Please call or email the Department of City Planning with your ideas.



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## CONDITIONAL USE PERMIT PROCESS



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## What is a Conditional Use Permit?

A **conditional use permit (CUP)** is a permit to allow a use on property that requires additional review to ensure it is appropriate at the site proposed.

## When is a CUP necessary?

A conditional use permit is needed when a use is proposed in a zoning district that requires a careful review of its location, design, or configuration to minimize any negative impact on surrounding properties.

## What is the process?

Applicants must submit an application for a CUP to the **Planning Department**. Applications are then considered at a public hearing before the **City Planning Commission (CPC)**, which makes a recommendation for consideration by the **City Council**.

## How long does the process take?

The typical CUP request takes **2-3 months** to complete the process from beginning to end. This may vary, however, as some items may require additional time to process or review prior to CPC consideration. Contact the Planning Department to determine whether any additional time will be required.

## How much does an application cost?

The application fee is **\$1080.00**.

## Application Procedure

1. A pre-application staff conference is required. Contact the Planning Department to request a conference.
2. Staff will schedule a pre-application staff conference and ensure appropriate city staff are in attendance.
3. Provide the relevant application materials to staff at least three business days before the pre-application staff conference.
4. Meet with the appropriate Civic League(s) – or host a meeting – to complete the pre-application neighborhood meeting requirement. Meeting(s) must take place prior to application submittal.
5. Submit completed application with all required attachments, including:
  - Survey/Site plan
  - Floor Plan, prepared by a licensed architect (if business will sell alcohol or provide entertainment)
  - Description and details of request
  - Other documentation as requested
6. Staff will review the application to determine completeness.
7. Staff will post legal notices in local media and on subject property.
8. The Planning Commission will visit the site prior to the public hearing.
9. A staff report will be prepared by the Planning staff.
10. Prior to the public hearing the applicant will receive a copy of any

conditions that staff is recommending. Applicant should review these conditions and return a signed copy to Planning Department staff.

11. The applicant must attend Planning Commission Public Hearing:
  - City Hall Building, 11<sup>th</sup> Floor Council Chambers at 2:30 p.m.
12. During the hearing:
  - The applicant must register to speak.
  - Planning staff will present application and recommendation.
  - The applicant/representative may make a presentation.
  - Any proponents/opponents may speak.
  - Both proponents and opponents will be allowed time to respond to issues raised.
13. The Planning Commission will make a recommendation, which will be forwarded to City Council.
14. The CUP request will appear on a City Council agenda within several weeks of the CPC public hearing.
15. Staff will send written notice to the applicant of City Council's decision.

## Where to apply

Conditional use permit applications are available at Planning Department offices or online at: [www.norfolk.gov/planning](http://www.norfolk.gov/planning) >> Applications and Forms >> Planning Applications and Forms.