

# CONSIDERATIONS

## PROTECTING THE PUBLIC AND YOURSELF

Before selecting a home project and starting construction, make sure that you understand everything that is required for the project. If you are unsure of your capabilities, then you should hire a contractor. If you do hire a contractor, make sure that they are licensed, bonded, and insured. This should cover anyone who may get hurt on your property. The **CITY OF NORFOLK** assumes no liability for any issue arising from or risks associated with the **Home Projects**.



IF YOU RENT, CONSULT WITH YOUR LANDLORD BEFORE MAKING ANY CHANGES.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is recommended to protect yourself and others around you when constructing any of the **Home Projects**. Items to consider include:

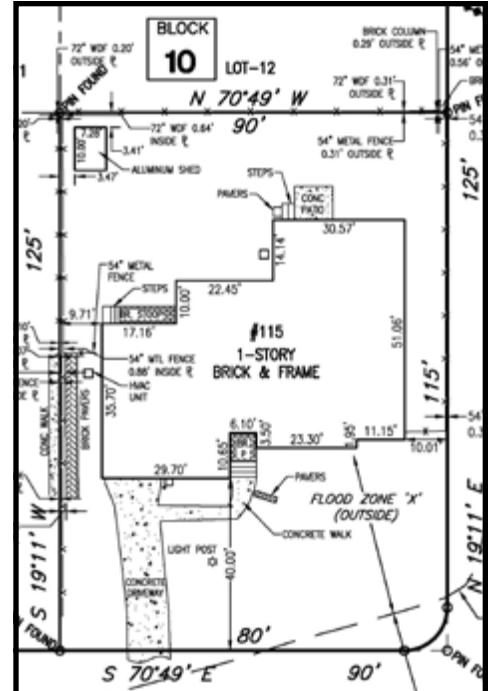
- Safety Glasses
- Gloves
- Earplugs
- Hair Ties or Clips
- Hard Hats
- Closed Toe Shoes or Boots



## MEASURE YOUR SPACE

There is always something you can do for your space, whether you have a small courtyard or a large lawn, even a simple project can have an impact. Take note of how much space you have and where you can put a Home Project. Each property will have different conditions and limitations. Some key items to take into consideration:

- Trees
- Utilities
- Sidewalks
- Driveways
- Changes in Elevation
- Distances Between Elements



# UTILITY MARKINGS

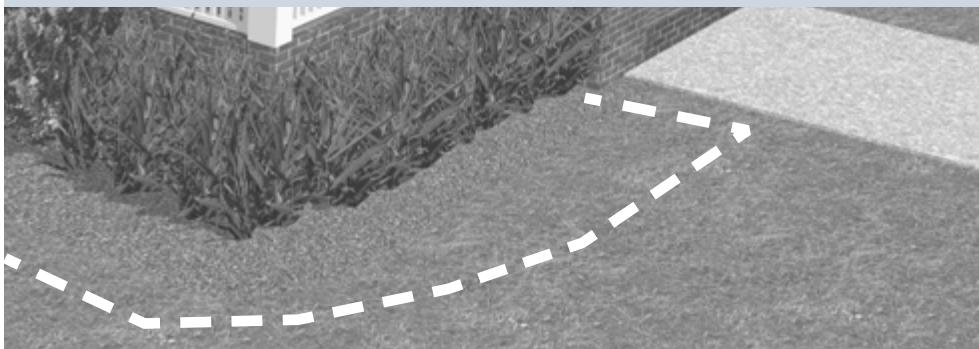
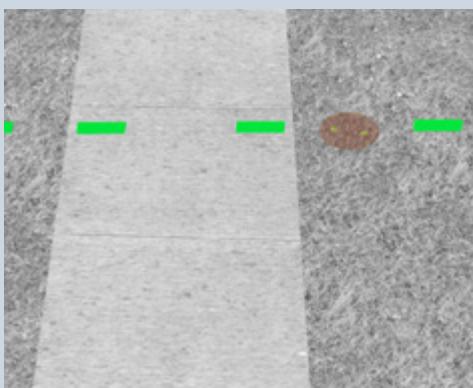
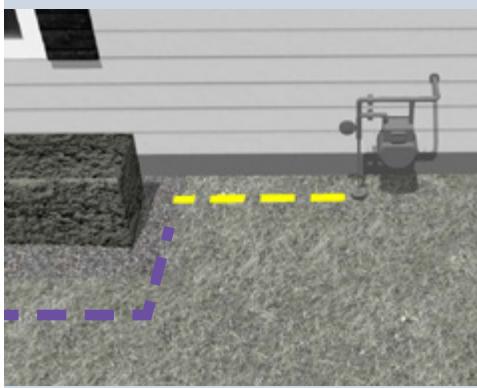
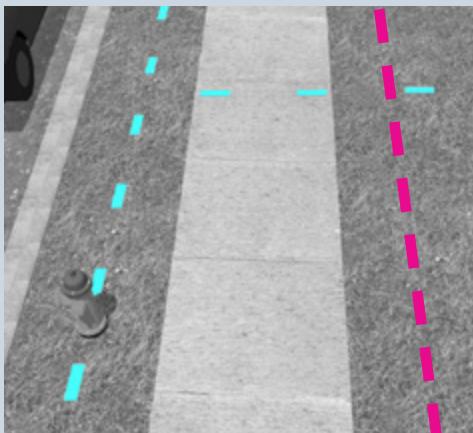
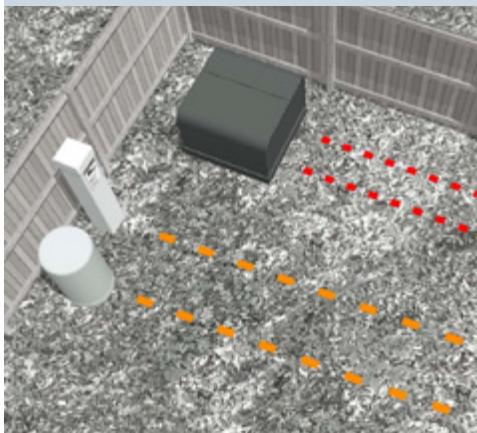
## BEFORE YOU DIG

To avoid damaging underground utility lines, notify Miss Utility of Virginia to get your underground utility lines marked before you dig. If you are using any type of heavy equipment, you are required by law to call. Even hand tools can damage utility lines. Dial **1-800-552-7001**, or **811** at least three working days ahead of time. You can also submit a request Online <https://va811.com/homeowners/>. A representative from each utility company with existing service on your property will mark the location of their underground lines with different colors of spray paint. There is no cost to this service.



**Know what's below.  
Call before you dig.**

## TYPES OF UTILITY MARKINGS



## PAINT MARKING LEGEND:

- PINK - SURVEY MARKERS
- RED - ELECTRIC
- ORANGE - COMMUNICATIONS
- YELLOW - GAS • OIL • STEAM
- GREEN - SEWER • DRAINAGE
- BLUE - POTABLE WATER
- PURPLE - RECLAIMED WATER • IRRIGATION
- WHITE - PROPOSED EXCAVATION • PROJECT LOCATION



# PERMITS & APPROVALS

## BEFORE YOU START

Review the information below for special considerations that need to be taken.

### Historic Districts & Cultural Conservation Zones

If you wish to complete a project in one of the below areas you will need to go through the Design Review Process conducted by Architectural Review Board (ARB) and City Planning Commission to obtain a Certificate of Appropriateness:

**IF** the project is in one of the established Historic and Cultural Conservation Base Zoning districts

- Ghent: HC-G1, HC-G2, HC-G3
- West Freemason: HC-WF1, HC-WF2
- East Freemason: HC-EF

**OR** if the project is in a Historic Overlay District

- Downtown Historic Overlay
- Norfolk & Western Historic Overlay

*Information on this process can be found at <https://www.norfolk.gov/1090/Architectural-Review-Board>*

Or by contacting the Planning Department at **(757) 664-4752** or [planning@norfolk.gov](mailto:planning@norfolk.gov) to begin this process.



### Chesapeake Bay Preservation Act (CBPA)

If your property is located in the CBPA Buffer Area:

- you must obtain a CBPA tree permit for removal of any tree and require replacement planting for any trees lost. Contact Jack Erwin at [jack.erwin@norfolk.gov](mailto:jack.erwin@norfolk.gov) to begin this process.
- you must go through a minor site plan review for installation of permeable pavers. Contact Environmental Services at **(757) 664-4368** to first discuss your project and then they will guide you to the next steps.

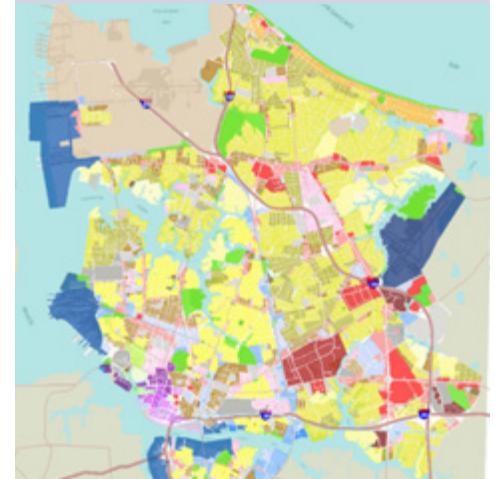
Information on the Site Plan Review can be found here:

<https://www.norfolk.gov/1647/Site-Plan-Review>

### Coastal Resilience Overlay

If the project is located within the Coastal Resilience Overlay, all plants are to be of native and salt tolerant species. In order to determine if your property is located in any of these zones visit the Norfolk Air site <https://air.norfolk.gov/#/> to type in your address into search bar. Scroll down to the **Planning** section to see Zone(s), Overlay District(s), CBPA, and Historic District Name references.

Screen shot of Norfolk Air map showing zoning and overlay districts..



### Right-of-Way

For all tree related matters in the ROW including pruning, removing, and planting, submit a Tree Permit Application to the City Forester. For all other projects in the ROW you must go through the Design Review Process conducted by the ARB and City Planning Commission. Then you will submit a ROW Encroachment Application to ROW management, second floor City Hall. Note that you must list the **CITY OF NORFOLK** as an additional insured on liability coverage for the property to which the encroachment is attached.

### Tree Permit Application

<https://www.norfolk.gov/DocumentCenter/View/917/Tree-Street-Application?bidId=>

### ROW Encroachment Application

<https://www.norfolk.gov/DocumentCenter/View/44215/Encroachment-Application?bidId=>

# THE PUBLIC RIGHT-OF WAY (ROW)

## LOCATION

The public right-of-way is defined as the area parallel to the roadway outside of your property lines. This includes the sidewalk, the apron of driveway that connects to the street, the space between the sidewalk and street, and any ditch or curbs. This area is public property under **CITY OF NORFOLK** jurisdiction and **CITY PERMISSION IS REQUIRED** if a home project is desired within the public right-of-way.

See Permits & Approvals on page **14** for more information - click —»

