

September 29, 2025

Dr. Susan Perry, Director
Department of Housing and Community Development
City of Norfolk
501-A Boush Street
Norfolk, VA 23510

Re: **Buildable Status**
247 W 31st Street
Tax Account: 05819300
Legal Description: 1 & 12 1/2ft-3 Blk 13
(hereafter identified as "the Property")

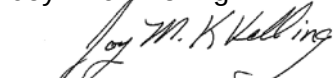
A review of City records has been completed for the Property identified above for the purpose of determining whether it can be improved with a single-family dwelling. Staff have determined that, as of the date set forth above, the Property is a buildable lot and can be improved with one (1) single-family home, subject to the following limitations:

- In the event that the ownership of this lot is transferred to the same person, persons, or other legal entity (trust, estate, corporation, etc.) who presently owns or in the past owned one or more parcels of land that abut the Property, then the determination that the Property is buildable with a single-family home shall no longer be valid after the date of the transfer.
- In the event that the ownership of one or more lots that abut the Property are transferred to the same person, persons, or other legal entity (trust, estate, corporation, etc.) who owns the Property, then the determination that the Property is buildable with a single-family home shall no longer be valid after the date of the transfer.
- In the event that the zoning classification for the Property or the text of the zoning regulations that apply to the Property are changed, then the determination that the Property is buildable with a single-family home shall no longer be valid after the effective date of the change.

The determination that the Property is buildable with a single-family home shall no longer be valid at any time that is more than one (1) year after the date of this letter, even if no transfer of ownership or change of zoning has occurred.

Questions about lot determination may be directed to the undersigned.

Joy Kirch-Kelling



Department of City Planning
757-943-0531 joy.kirch-kelling@norfolk.gov

Be Advised

Site plans for lots that measure 37.5 feet or less at the front yard setback, must undergo a review process. This can be accomplished by either obtaining a Conditional Use Permit, which involves reviews by the Architectural Review Board, Planning Commission, and City Council. Or plans can conform to the requirements of a Zoning Certificate.

Zoning Certificate Requirements

In addition to meeting any flood zone and overlay specifications, new construction and/or substantial improvements on lots that measuring 37.5 feet or less at the front yard setback, are required to have a house design which is compatible with the surrounding neighborhood (*ref: Zoning Ordinance 6.4.3.*). Compatibility is guided by the form standards under Table 6.4.3 and the preliminary field report, see attachments.

Elements that preliminary field report evaluate are:

- The proposed height, massing, location of the main entrance, and elevation of the finished first floor of the single-family dwelling will be consistent with the prevailing pattern of single-family dwellings in the neighborhood.
- The proposed location of the single-family dwelling in relation to the street reflects the average setback of the closest developed lots on either side, subject to a variation of no more than one and one-half feet.
- Any proposed off-street parking is situated in relation to the single-family dwelling in the same manner as the prevailing pattern of off-street parking, unless the prevailing pattern indicates an absence of off-street parking, in which case none shall be provided.
- The proposed location of any vehicular access to the single-family dwelling or the lot is located in respectively the same location as the prevailing pattern, unless the prevailing pattern indicates an absence of vehicular access, in which case none shall be provided.
- The proposed location and treatment, including exterior details such as porches, fenestration, roof lines, or the main entrance of the structure, are consistent with the prevailing pattern.

The City's Senior Design & Rehabilitation Consultant or Zoning Administrator reserves the final determination of a site plan's degree of neighborhood compatibility.

See Section 6.4.3 of the *Norfolk Zoning Ordinance* for more information.

Other Zoning Requirements

This site may be required to adhere to other overlay requirements.

Any overlay requirements that exceed Section 6.4 design standards shall take precedence.

Resilience Quotient Requirements

Stormwater Management: Either of the following shall be implemented:

1) Roof drainage shall be intercepted and detained on site within a system providing no less than 200 gallons of total storage capacity; these requirements shall be memorialized in an agreement in lieu of a plan for stormwater.

or

2) For each 25 ft. of lot frontage, rounded down (but never less than one (1)), one of the following shall be preserved or planted on site in accordance with Table 5.2.5(B), Minimum Tree and Shrub; one large or medium tree or two small trees.

Energy Resilience: The electrical systems of the dwelling shall be designed with pre-installed wiring and connections to allow safe use of a generator during electricity outages and/or connection of solar, wind, or other locally generated electricity source.

For more information see Section 5.12 of the *Norfolk Zoning Ordinance*

Park Place Neighborhood Resilience Overlay (NRO)

Build To Zone: General rule: At least 75% of the width of the ground floor front, façade of all principal buildings shall be located not less than 12 feet and not more than 15 feet from the front property line. Special rule for irregular blocks: If not less than 25% of the block face frontage includes buildings with front yard depths greater or less than the range set forth in subsection (1), above, the ZA may determine that the applicable build-to line is the average of the location of the front façades of buildings along the block face, in which case 75% of the width of the front façade of any principal building shall be located within 1.5 feet of the applicable build-to line. In making such a determination, the ZA may elect to ignore non-conforming uses and structures, in whole or in part, to ensure compatibility with conforming structures and uses along the block face. For purposes of determining compliance with this provision, the wall behind the front porch shall be considered the front façade of the building.

Building Orientation: Primary entrances of every principal building shall face the street. On corner lots, primary entrances of principal buildings shall face the street which most buildings in the vicinity face.

Front Porch: Ground story front porches extending toward the street from the front façade are required. Front porches shall be a minimum of 6 feet in depth and a minimum of 8 feet in width. Second floor porches are permitted.

Garage: Front-loaded garage: A front-loaded, attached garage is not permitted. Side-loaded garage: The entrance to any side-loaded, attached garage shall not be oriented to the same street as the primary entrance of the principal building. The façade of that portion of the building where the garage door is located shall not be blank and must be developed with the same architectural fenestration as the front façade.

Driveway: No driveway shall be located in the area between the front façade of the principal building and the front property line.

For more information see Section 3.9.16 (E) (5) of the *Zoning Ordinance*

Zoning Certificate applicants are required to schedule an appointment with the City's Senior Design & Rehabilitation Consultant, Mr. Lwandiko. He can be reached at biyengo.lwandiko@norfolk.gov or 757-334-8849.

City of Norfolk Ordinance

6.4.3. DEVELOPMENT OF NONCONFORMING ZONING LOTS

A. DEVELOPMENT OF SINGLE-FAMILY DWELLING ON NONCONFORMING ZONING LOTS

Residential lots which do not comply with the minimum lot area or width requirements of the applicable zoning district or overlay district in which they are located, may be developed with a single-family dwelling where:

- (1)** *Neither the lot nor any portion of it has been held in common ownership with any adjacent lot so that the combined property holdings of the landowner form a zoning lot of sufficient width and area to conform to the requirements of this Ordinance at any time during the period of common ownership;*
- (2)** *The lot was created or re-subdivided lawfully and in accordance with the minimum lot width or area requirement which would allow by-right development of a single-family dwelling in the zoning district applicable at the time of its creation or re-subdivision; and*
- (3)** *The landowner has received one of the following permits or development approvals:*
 - (a)** *A Zoning Certificate, which in addition to meeting the review standards in Section Zoning Certificate, demonstrates the proposed single-family dwelling to be built on the lot complies with the following:*
 - (i)** *For nonconforming lots of less than 37.5 feet in width located in the Traditional and Coastal character districts (see Section Character Districts) new construction and substantial improvements shall be consistent with the prevailing development pattern of lots in the neighborhood as specified below. The prevailing development pattern shall be determined by assessing the characteristics of a majority of residential structures fronting on the same street as the proposed development within 500 feet of the site, or, where the opposite side of the street is located in a Non-Residential district, a majority of residential structures on the same block face as the proposed development, provided any structures within 500 feet which is located in a non-residential district, across a street 75 or more feet in width, or across a body of water shall not be included.*
 - (ii)** *For nonconforming lots of 37.5 feet in width and greater located in the Traditional and Coastal character districts, the Zoning Certificate shall be granted where the proposed development satisfies the requirements found in Table 6.4.3, Single-Family Detached Dwelling Form Standards – Nonconforming Zoning Lots, subject to any requirements of an applicable Neighborhood Resilience Overlay (NRO) district or the Alternative Dimensional and Design Standards of the Residential-Coastal district. Those proposals that will not meet the requirements of this subsection may be reviewed under the standards of subsection (i)(A) through (i)(E), above.*
 - (iii)** *For any nonconforming lot located in the Suburban character district, the Zoning Certificate shall be granted where the proposed development satisfies the requirements found in Table 6.4.3. Single-Family Detached Dwelling Form Standards – Nonconforming Zoning Lots, subject to any requirements of an applicable Neighborhood Resilience Overlay (NRO) district. Those proposals that will not meet the requirements of this subsection may be reviewed under the standards of subsection (i)(A) through (i)(E), above.*
 - (b)** *A Conditional Use Permit in accordance with Section 2.4.8. [Conditional Use Permit](#).*

TABLE 6.4.3. DEVELOPMENT OF NONCONFORMING ZONING LOTS : SINGLE-FAMILY DETACHED DWELLINGS FORM STANDARDS – NONCONFORMING ZONING LOTS

A = STANDARD APPLIES NA = STANDARD DOES NOT APPLY

STANDARD (FOR NONCONFORMING LOTS OF 50 FEET IN WIDTH AND GREATER, USE FORM STANDARDS FOUND IN SECTION 5.9.3, SINGLE-FAMILY DETACHED DWELLINGS FORM STANDARDS)	CHARACTER DISTRICT		
	TRADITIONAL	SUBURBAN	COASTAL (OUTSIDE THE R-C DISTRICT)
Component 1: Building Orientation and Configuration			
If located on an improved street, the primary entrance shall face the street.		A	
If located on a lot fronting the water, the primary entrance may face the water.	A	A, if not on an improved street	A
All <u>building façades</u> shall have window or door openings.		A	
All windows on the front façade shall be vertically aligned and balanced.		A	
Required building width not including attached <u>garage</u> .		Minimum of 55% of lot width	NA, garage may serve as a pedestal for the residence
Building limited to a maximum of 1.5 stories if more than 50% of conforming <u>residential uses</u> within 500 feet on the same <u>block face</u> are 1.5 stories or less.	A	NA	A
Component 2: Front Porches			
A front <u>porch</u> shall be installed with the dimensions established.	At least 48 sq. ft. with 6 ft. minimum dimension	At least 36 sq. ft. with 4 ft. minimum dimension	
A front porch shall be installed in the location established.		50% of the covered area of the porch shall project beyond the front façade	
A second-floor deck may be substituted in place of the front porch provided it meets the minimum dimensions established.		NA	A
Component 3: Ground Floor Height			
The ground story finished floor shall be elevated above the highest existing grade adjacent to the front façade of the structure (subject to requirements of <u>FPCH-Q</u> district).	Minimum 24 inches	Minimum 24 inches, unless more than 50% of conforming residential uses within 500 feet on the same block face are less, then 16 inches	Minimum 24 inches
Component 4: Garage and Driveway Location			
The front façade of any attached garage shall be set back from the front façade of the building.	No less than 10 ft.	No less than 4ft.	No less than 10 ft.
The front façade of any attached side-loading garage shall have window or door openings.		A	
The total horizontal length of garage doors facing the street, for any attached garage, shall not exceed the length established.	8 ft.	8 ft. each door	
On <u>corner lots</u> , attached garages (if permitted) shall be side or rear loading.		A	
Vehicular access to the property shall be placed in the same location as the prevailing pattern, unless the prevailing pattern indicates an absence of vehicular access, in which case none shall be provided		A	
Component 5: Design Standards			
Siding shall be wood, brick, stucco, fiber-cement, or other similar material.	A	A, vinyl siding may also be used with a minimum gauge of 0.044	
Siding materials shall be of a material native or typical to the area.		A	
Porches, foundations, and garages shall have a brick or stucco foundation skirt a minimum of 24 inches or higher if located within the Special Flood Hazard Area.		Match ground floor height as required above	
Minimum 4-inch (nominal) window trim around all windows.	A	NA	A
Minimum 6-inch (nominal) trim around exterior doors and between double windows.	A	NA	A
Gutters and downspouts with splash block or <u>rain barrels</u> shall be installed.		A	
All columns shall be wrapped, finished or designed with detailing; posts shall not be bare wood posts.		A	
<u>Rooflines</u> facing a street shall minimize changes and variations unless adding dormers.		A	

Preliminary Architectural Field Report for developed properties within 500' of 247 W 31st St

Address	Corner Lot	Front Loaded Garage	Driveway Location	Apprx Lot Width in feet	Apprx House Width in feet	% of Lot Development	Approx SF Porch Size	Property Use	Year Built	Story	Roof
301 W 31st St	Y	No	To the REAR	33	22	67%	8x20	Single Family Detached	2005	2	Gable
307 W 31st St	N	No	Along SIDE of house	67	20	30%	8x28	Single Family Detached	1993	2	Gable
311 W 31st St	N	No	None	25	20	80%	9x20	Duplex	1913	2	Gable
313 W 31st St	N	No	In FRONT of house	25	19	76%	None	Single Family Detached	1985	1	Gable
315 W 31st St	N	No	None	25	19	76%	6x19	Single Family Detached	1914	2	Hip
317 W 31st St	N	No	None	25	19	76%	6x14	Single Family Detached	1914	2	Hip
319 W 31st St	N	No	None	25	20	80%	8x20	Single Family Detached	1918	2	Hip
321 W 31st St	N	No	None	25	20	80%	8x20	Single Family Detached	1918	2	Gable
323 W 31st St	N	No	Along SIDE of house	50	20	40%	9x28	Single Family Detached	1995	2	Gable
325 W 31st St	Y	No	None	50	41	82%	6x17	Apartment	1910	3	Flat
401 W 31st St	Y	No	To the REAR	34	26	76%	6x26	Single Family Detached	1907	2	Hip
322 W 31st St	Y	No	To the REAR	75	21	28%	7x19	Single Family Detached	1900	2	Gable
318 W 31st St	N	Yes	Leading to Garage	50	37	74%	5x25	Single Family Detached	2007	2	Gable-Hip
316 W 31st St	N	No	Along SIDE of house	50	28	56%	8x24	Single Family Detached	1910	2	Gable-Hip
312 W 31st St	N	No	None	25	20	80%	7x20	Single Family Detached	1917	2	Gable
308 W 31st St	N	No	In FRONT of house	75	68	91%	None	Apartment	1987	2	Gable
250 W 31st St	N	No	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
246/244 W 31st St	N	No	Along SIDE of house	62	20	32%	6x18	Duplex		2	Gable
242 W 31st St	N	No	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
240 W 31st St	N	No	Vacant	50	22	44%	8x22	Single Family Detached	1905	2	Gable-Hip
236 W 31st St	N	No	None	25	16	64%	6x19	Duplex	1907	2	Gable
234 W 31st St	N	No	None	25	20	80%	7x18	Single Family Detached	1901	2	Gable
232 W 31st St	N	No	Along SIDE of house	37	22	59%	7x22	Single Family Detached	1907	2	Gable-Hip
226 W 31st St	N	No	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
224/222 W 31st St	N	No	Along SIDE of house	50	28	56%	7x9	Duplex	1907	2	Hip
220 W 31st St	N	No	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
218 W 31st St	N	No	None	25	20	80%	8x20	Single Family Detached	1917	2	Gable
216 W 31st St	N	No	Along SIDE of house	37	21	57%	8x31	Single Family Detached	1900	2	Gable
212 W 31st St	N	No	Along SIDE of house	37	22	59%	5x22	Single Family Detached	2018	2	Gable
207 W 31st St	N	No	Along SIDE of house	37	20	54%	7x20	Single Family Detached	1916	2	Gable
211 W 31st St	N	No	Along SIDE of house	50	30	60%	6x28	Single Family Detached	2009	2	Gable
215/213 W 31st St	N	No	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
225 W 31st St	N	No	None	50	37	74%	None	Fourplex	1963	2	Hip
227 W 31st St	N	Yes	Leading to Garage	50	30	60%	5x18	Single Family Detached	2007	2	Gable
231 W 31st St	N	No	Along SIDE of house	50	34	68%	8x31	Single Family Detached	2006	2	Gable
235 W 31st St	N	No	Along SIDE of house	50	34	68%	None	Single Family Detached	2022	2	Gable
237 W 31st St	N	No	None	37	24	65%	8x22	Duplex	1906	2	Gable
241 W 31st St	N	No	Along SIDE of house	37	24	65%	8x24	Single Family Detached	1906	2	Hip
245 W 31st St	N	No	Along SIDE of house	37	22	59%	8x22	Single Family Detached	1908	2	Hip
				41.32	25.47058824	65%					
										2	



247 W 31st St	City Of Norfolk	2006-Current	September 25, 2025
	Brown, Leonard C Et Als	1994	
	Bryant, Emanuel Sr Et Al	1979	
245 W 31st St	Burrows, Elizabeth April	2020-Current	
	Dave Greig, Inc	2018	
	Certificateholders Of The Cwalt, Inc	2017	
	Certificateholders Of The Cwalt, In	2017	
	Melton, Donyeill T	2001	
	First Investment Inc Et Al	2000	
	Bankers Trust Co Of Ca Na	2000	
	Caldwell, Christopher	1998	
	Anthony, Gregory	1998	
	Housing & Urban Development	1997	
	Jem Enterprises LP	1994	
	Stephens, Alan R	1994	
	Stephens, Alan R Et Al	1994	
	Vaughan, Curtis S & Bernice S	1985	
	Haynes, Gilbert A. & Lelia B.	1963	
244 W 30th St	Pollock, Susan Et Al	2019-Current	
	Pollock, Susan	2014	
	Gilchrist Enterprises, Llc	2007	
	Ziskind, Kathy	2007	
	Daniel, Tracey	2006	
	Cain, Marilyn D	1979	