



**DEPARTMENT OF PLANNING & COMMUNITY  
DEVELOPMENT**

810 Union Street  
Room 508  
Norfolk, VA 23510  
(757) 664-4752  
(757) 664-1569 (FAX)  
[www.norfolk.gov/planning](http://www.norfolk.gov/planning)

**ADULT USE SPECIAL EXCEPTION APPLICATION  
ENTERTAINMENT ESTABLISHMENT**



## Application Procedures

1. **A pre-application meeting is required.** To arrange for an appointment, please call (757) 664-4752.
2. Contact the Virginia Department of Alcoholic Beverage Control located at 1103 S. Military Highway, PO Box 1486, Chesapeake, VA 23327-1486; Telephone No.: 757-424-6700.
3. Contact appropriate Civic League prior to public hearing. Applicant must provide written documentation to Planning staff of the outcome of that meeting/discussion prior to the public hearing.
4. Provide 8 copies of the following documents to Planning staff:
  - ▶ Adult Use Special Exception – Entertainment Establishment Application
  - ▶ Floor Plan (to scale and stamped by a licensed architect—sample attached)
  - ▶ Security Plan (Sample template attached)
  - ▶ Emergency Action Plan
3. If it is determined that all required materials are provided, staff will submit the documents to Planning staff for distribution to the Entertainment Establishment Review Task force which consists of representatives from the following departments:
  - City Attorney's Office
  - Planning Department
  - Building Construction Services
  - Health Department
  - Crime Prevention
  - Commissioner of the Revenue
  - Fire and Rescue
  - Development
4. The owner/operator and all managers of the establishment shall attend an Entertainment Establishment Review Task Force meeting to present the operational characteristics of the establishment and review the documentation.
5. Comments from the Task Force members will be provided to the applicant regarding any necessary modifications to the application.
6. The applicant will have one 1 week to resubmit the modified materials to the department that requests modifications.
7. Once the necessary modifications are completed and approved, the special exception application may be submitted to the Department of Planning.
8. Planning Staff will place the request on the soonest possible Planning Commission public hearing date.
9. Staff to post legal notice of application in Virginian Pilot and on property and photograph subject property.

**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**  
**ZONING SERVICES**  
5TH FLOOR  
(757) 664-4752 / FAX (757) 664-1569

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## Application Procedures

10. The Planning Commission will visit the site on the 2nd Wednesday of the month. It is not necessary for the applicant to be present.
11. Applicant must attend public hearing:
  - ▶ Where: City Hall Building  
11th Floor, Council Chambers
  - ▶ Time: 2:30 p.m.
12. During the Commission's hearing:
  - ▶ Applicant must register to speak
  - ▶ Staff will present application and recommendation
  - ▶ Applicant/representative may make a presentation
  - ▶ Proponents may speak
  - ▶ Opponents may speak
  - ▶ Rebuttal
13. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
14. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the Council's agenda).
15. In accordance with The City of Norfolk Zoning Ordinance, construction shall begin or the use of land for which the special exception has been obtained shall commence within 12 months from the date the ordinance is adopted; otherwise the ordinance shall be void.
16. The special exception shall automatically expire upon a change in ownership, possession, operation or management of the facility.

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**ADULT USE SPECIAL EXCEPTION APPLICATION  
ENTERTAINMENT ESTABLISHMENT**



# City of Norfolk

## APPLICATION ADULT USE SPECIAL EXCEPTION ENTERTAINMENT ESTABLISHMENT

Date of Application: \_\_\_\_\_

### DESCRIPTION OF PROPERTY

Property location: (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Current Building Square Footage \_\_\_\_\_

Proposed Use \_\_\_\_\_

Proposed Building Square Footage \_\_\_\_\_

Trade Name of Business (If applicable) \_\_\_\_\_

### APPLICANT/ PROPERTY OWNER

1. Name of applicant: (Last) \_\_\_\_\_ (MI) \_\_\_\_\_ (First) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

E-mail address of applicant: \_\_\_\_\_

2. Name of property owner: (Last) \_\_\_\_\_ (MI) \_\_\_\_\_ (First) \_\_\_\_\_

Mailing address of property owner (Street/P.O. box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of owner ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

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**CIVIC LEAGUE INFORMATION**

Civic League contact: \_\_\_\_\_

Date(s) contacted: \_\_\_\_\_

Ward/Super Ward information: \_\_\_\_\_

**REQUIRED ATTACHMENTS**

- ✓ Check for \$265.00 made payable to Norfolk City Treasurer.
- ✓ 2 8½x14 copies of a survey or site plan drawn to scale showing:
  - Existing and proposed building structures
  - Driveways
  - Parking
  - Landscaping
  - Property lines (see attached example).
- ✓ 2 8½x14 copies of a floor plan drawn to scale showing seats, tables, bar, dance floor area, disc jockey area, and ingress and egress (see attached example).
- ✓ Completed Exhibit A, Description of Operations.
- ✓ Please provide a brief description of the business (i.e., # of employees, current locations, type of restaurant, etc...).

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**CERTIFICATION:**

**I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:**

**SIGNED:**

\_\_\_\_\_ / /  
(Property owner or authorized agent signature) (Date)

**SIGNED:**

\_\_\_\_\_ / /  
(Applicant signature) (Date)



# City of Norfolk

## EXHIBIT "A" Description of Operations Entertainment Establishment

Date of Application \_\_\_\_\_

Trade name of business: \_\_\_\_\_

Address of business: \_\_\_\_\_

Name(s) of business owner(s)\* \_\_\_\_\_

Name(s) of property owner(s):\* \_\_\_\_\_

Name(s) of business manager(s)/operator(s): \_\_\_\_\_

Daytime telephone number: (        ) \_\_\_\_\_

\* If business or property owner is an LLC or Corporation, all partners must be listed.

### 1. Proposed Hours of Operation:

<u>Facility</u>		<u>Alcoholic Beverage Sales</u>	
Weekday	From _____ To _____	Weekday	From _____ To _____
Friday	From _____ To _____	Friday	From _____ To _____
Saturday	From _____ To _____	Saturday	From _____ To _____
Sunday	From _____ To _____	Sunday	From _____ To _____

### 2. Seating (Approved floor plan must be attached)

#### a. Indoor

Number of seats \_\_\_\_\_      Number of bar seats \_\_\_\_\_  
(not including bar seats)      Number of tables \_\_\_\_\_

#### b. Outdoor

Number of seats \_\_\_\_\_      Number of tables \_\_\_\_\_

**Exhibit A  
Entertainment Establishment  
Page 2**

**c. Number of employees** \_\_\_\_\_

**Total Occupancy (Indoor and Outdoor and employees)** \_\_\_\_\_

3. Describe type tables and booth (i.e., rounds of 4, booth seats 6, etc.)

\_\_\_\_\_ 2-Tops    \_\_\_\_\_ 4-Tops    \_\_\_\_\_ 6 Tops

Other: \_\_\_\_\_

4. Will indoor or outdoor entertainment be provided?  
(Entertainment consists of anything more than one, unamplified musician)

Yes         No

4a. If yes, describe in detail:

\_\_\_\_\_  
\_\_\_\_\_

5. Will a dance floor be provided?

Yes         No

5a. If yes, square footage of establishment \_\_\_\_\_  
square footage of dance floor \_\_\_\_\_

6. Type of alcoholic beverage applied for:

Beer         Wine         Mixed Beverage

7. Will video games, pool tables, game boards or other types of entertainment be provided?

Yes         No

7a. If yes, please describe type and number of each game to be provided:

\_\_\_\_\_  
\_\_\_\_\_

8. Will patrons ever be charged to enter the establishment?

Yes         No

**Exhibit A  
Entertainment Establishment  
Page 3**

8a. If yes, why:

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8b. Which days of the week will there be a cover charge (circle all applicable days):

Monday      Tuesday      Wednesday      Thursday      Friday  
Saturday      Sunday

9. Will the facility or a portion of the facility be available for private parties?

Yes       No

9a. If yes, explain:

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10. Will a third party (promoter) be permitted to lease, let or use the establishment?

Yes       No

10a. If yes, explain:

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11. Type of ABC license applied for (check all applicable boxes):

On-Premises       Off-Premises (second application required)

12. Will there ever be a minimum age limit?

Yes       No

13. Additional comments/description/operational characteristics:

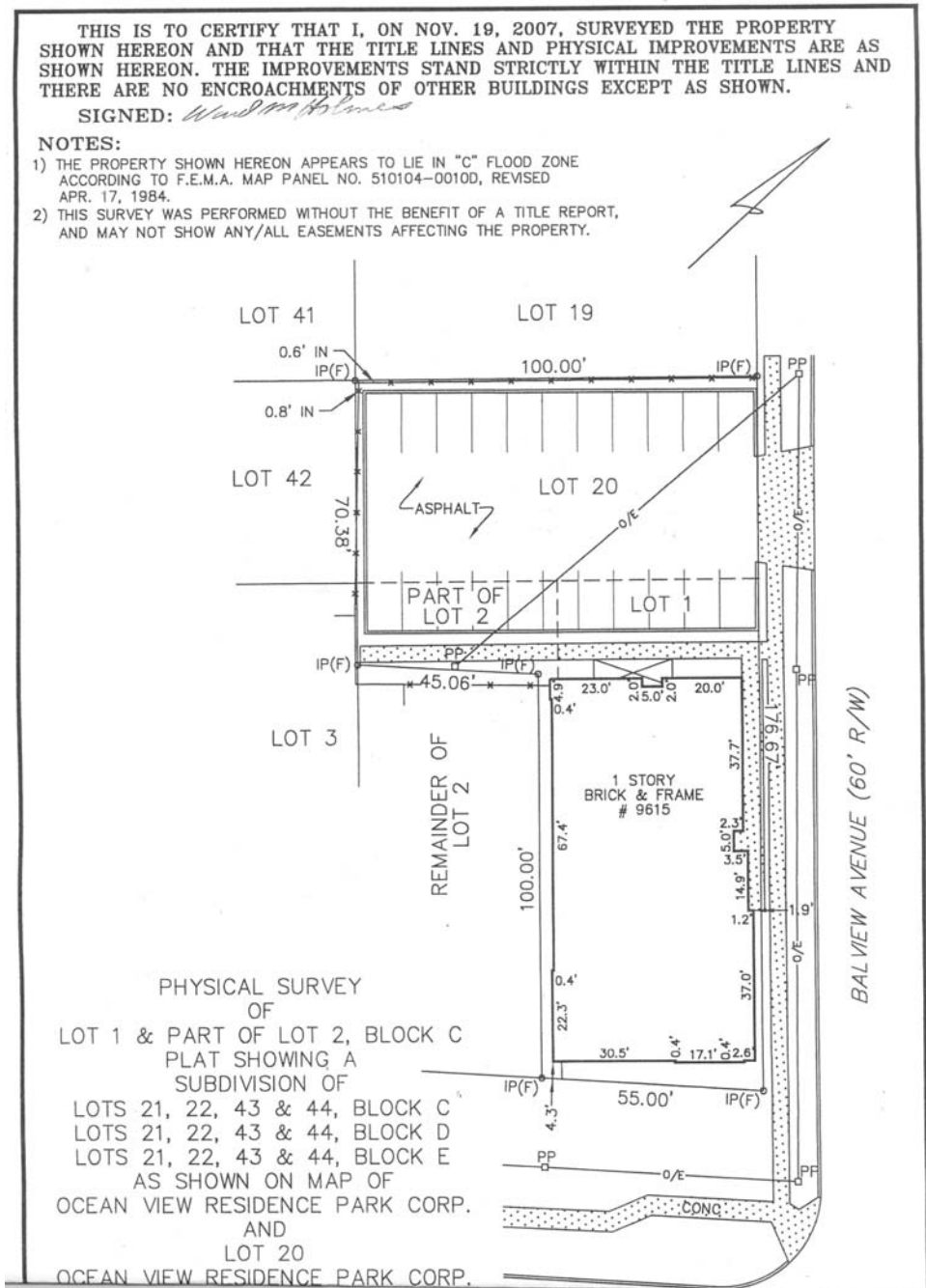
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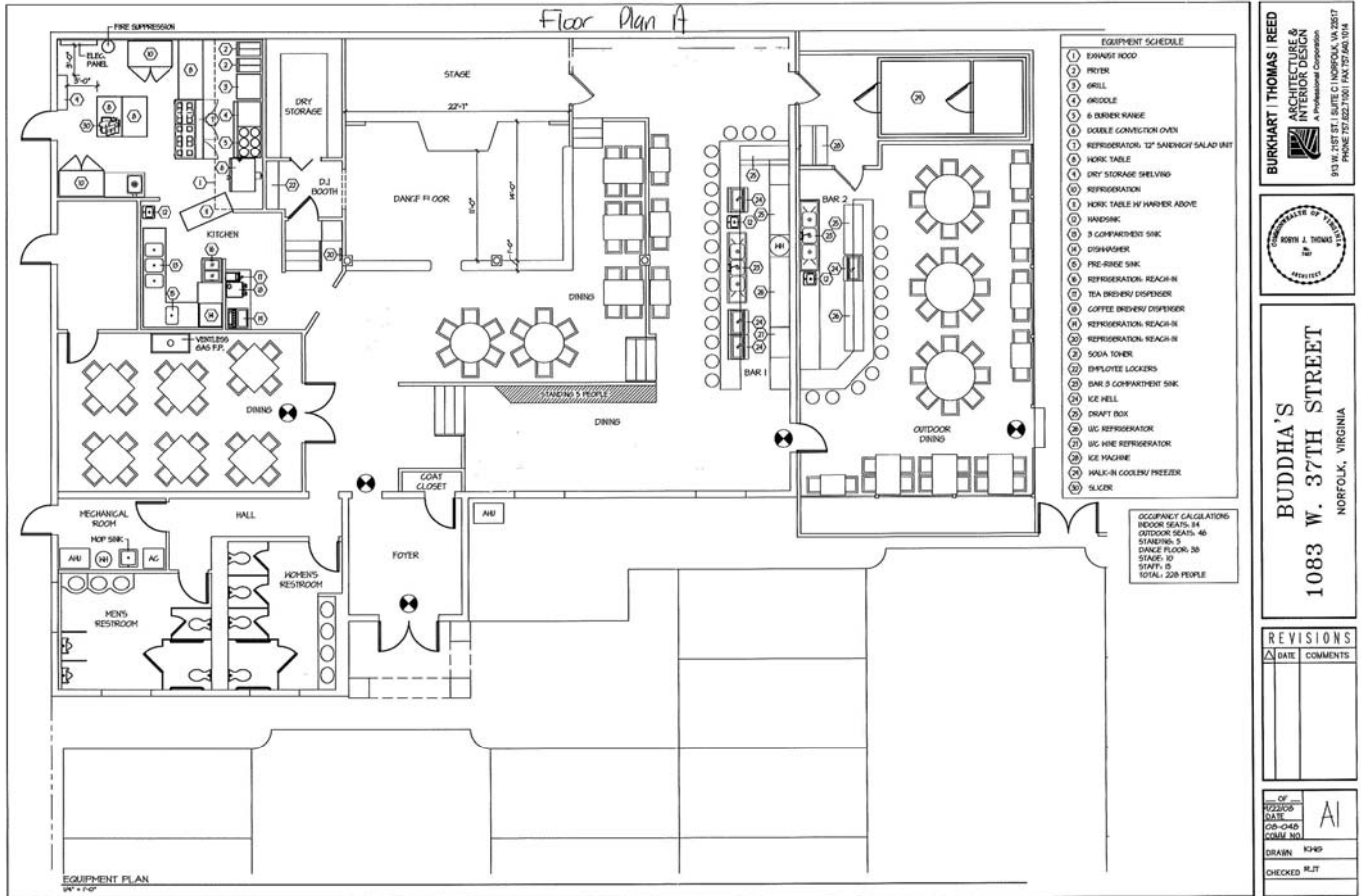
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**Signature of Applicant**

# EXAMPLE Survey



EXAMPLE  
Floor Plan  
(with entertainment)



**SECURITY PLAN  
OF  
[NAME OF BUSINESS OWNER]  
FOR  
[NAME OF BUSINESS  
[STREET ADDRESS]  
Norfolk, VA [ZIP CODE]**

**Definition of “Security”**

se·cu·ri·ty – noun

1. freedom from danger, risk, etc.; safety.
2. freedom from worry, anxiety, or doubt; well-founded confidence.
3. something that secures or makes safe; protection; defense.
4. precautions taken to guard against crime, attack, etc.

**Goals:**

- [List all goals of security plan]
- [Example: To create a safe and secure environment within [name of business] patrons.]
- [Example: To provide a level of control and safety for all arriving and departing guests of [name of business].]
- [Example: To mitigate any noise or inappropriate conduct by patrons of [name of business] entering or leaving the facility which impairs the quiet enjoyment of immediate neighbors, particularly residents living nearby. ]
- [Example: To peacefully and effectively resolve all dangerous situations before any injury to any person or property may occur. The [name of business] staff or security team shall provide an assertive presence by displaying integrity and professionalism while executing their duties and responsibilities in an effort to maintain security, protection, and safety of members of the public.]
- [Example: To ensure a complete, orderly, safe, and swift evacuation of the facility in case of fire, explosion, or any other uncontrolled dangers within the building.]
- [Example: To protect and promote the courteous, inviting, and hospitable character of the neighborhood and the City of Norfolk generally.]

**Features of the Plan:**

**Security Team:**

[Describe the basic nature of the security plan, including use of security firm and/or staff members. If a security firm is used, name the firm or firms.]

**Rules and Regulations:**

[Describe the nature of any dress code, age limit, code of conduct, and restrictions on carrying controlled substances, guns, knives, Tasers<sup>®</sup>, or any item which may be used as a

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weapon. This description should include an explanation of how each of these policies is to be enforced against patrons in violation.]

[Describe how drink limits are enforced and how intoxicated patrons are to be handled. Describe how unruly patrons are to be handled. If the facility is a smoke-free restaurant, describe how patrons who violate the smoking prohibition are handled.]

**Access:**

[Discuss how pedestrian and vehicular traffic to and from the facility or its parking area will be managed.]

**Integration:**

[Explain how the business will interface or cooperate with law enforcement in situations which either involve the possible commission of a crime or which warrant police intervention. Also address any cooperative efforts to work with neighboring entertainment establishments to address issues which might come up between business or in the public areas immediately adjacent to the businesses.]

**[Title:]**

[As necessary, list any other features unique to the security plan or the facility which warrant special mention.]

**Uniform for Security Team**

Uniforms are intended to help patrons, law enforcement, and emergency responders readily identify who from the facility is designated as responsible for maintaining security and empowered to implement or impose the facilities rules and regulations.

[Describe who will be wearing a uniform and what articles of clothing will be required. If different members of the security and/or staff team will wear different uniforms, describe each type of uniform and explain reasons why multiple uniforms are necessary. **PLEASE NOTE: Virginia law does not permit any person who is not certified by the Department of Criminal Justice Services to wear any article of clothing identifying himself as “Security.”** This means that staff members who are hired by the facility in order to provide security may not display “Security” on their person. A designation of “Staff” is acceptable.]

**Security Team:**

**Personnel:**

[Describe the composition of the security and/or staff team, indicating the title of each position, the number of persons assigned to each position and the duties and responsibilities of each position.]

- [Example: 1 Security Team Leader]
- [Example: At least 1 Door Security Person. Whenever occupancy exceeds 250 persons or the queue of patrons waiting to be admitted exceeds 25, at least 2 Door Security Persons.]

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- [Example: At least 2 Roving Security Person. Whenever occupancy exceeds 500 persons, at least 3 Roving Security Persons.]

At all times, at least one of the persons in each of the designated positions shall be certified by the Virginia Department of Criminal Justice Services (DCJS).

**General Duties and Responsibilities:**

[Describe the general duties applicable for all security team members.] [Example: Each member of the Security Team will be trained to set up and control queuing in accordance with any floor plans approved through the City's special exception process. All members shall work in concert to maintain order within the facility and outside in the immediate surroundings so as to prevent any activity which would interfere with the quiet enjoyment of nearby property owners or leaseholders.]

[Example: All team members will coordinate with any personnel who may be hired by the property owner to provide security immediately outside of the facility and will be responsible for communicating wait times and cut-offs for any prospective patron queuing up to gain entry.]

[Example: All team members will be knowledgeable of each other's duties and responsibilities so as to be able to assist one another whenever necessary.]

[Example: IT IS THE DUTY OF EVERY MEMBER OF THE TEAM TO PROTECT THE ESTABLISHMENT, ITS PATRONS, AND EMPLOYEES FROM ANY AND ALL PERCEIVED AND REAL THREATENING SITUATIONS.]

**[Example: Security Team Leader:]**

- [Enumerate each duty which falls exclusively within the role of this position.]
- [Example: Supervise all other security team members and monitors all members' compliance with this Security Plan.]
- [Example: Enforce occupancy limits in accordance with any floor plans approved through the City's special exception process. The Leader may rely on information about the number of patrons entering and leaving the facility that might be gathered by other members of the security team.]
- [Example: Report directly the facility's manager.]
- [Example: Rove entire venue during operating hours to ensure patron flow and maintenance of open aisles and clear pathways to exits.]
- [Example: Liaison to state and city enforcement officers and emergency responders.]
- [Example: Coordinate configuration of the floor plan on a daily basis under the direction of the General Manager and in accordance with any floor plans approved through the City's special exception process.]
- [Example: Provide or arrange security accompaniment for employees departing at the end of their shift.]
- [Example: During emergency evacuation, ensure that all security team members are properly executing emergency duties and responsibilities.]
- [Example: Maintain CPR certification.]

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### **[Example: Door Security:]**

- [Enumerate each duty which falls exclusively within the role of this position.]
- [Example: Control activity at main entrance(s) at all times, monitoring entry of patrons and maintaining a clear egress.]
- [Example: Control access to the venue.]
- [Example: Check for proper identification of patrons seeking admission.]
- [Example: Enforce dress code, age limitation, legitimacy of identification cards (watching out for counterfeit IDs) and code of conduct.]
- [Example: Enforce restrictions on contraband by employing one or more of the following techniques: searching of bags/purses, metal-detector wands, pat-downs, walk-through metal detectors.]
- [Example: Keep count all persons entering and leaving the club.]
- [Example: During emergency evacuation, direct patrons out of exits and to a location far enough from the building to be safe and to allow room for other patrons to continue to move away from the building and assemble.]
- [Example: Maintain security presence in restroom corridor.]
- [Example: Maintain CPR certification.]

### **[Example: Stationary and Roving Security:]**

- [Enumerate each duty which falls exclusively within the role of this position.]
- [Example: Monitor continual compliance with Virginia ABC regulations.]
- [Example: Identify and address hazards as they arise throughout the facility.]
- [Example: Maintain security around bar area(s).]
- [Example: Maintain security in restroom corridor.]
- [Example: Rove entire venue during operating hours to ensure patron flow and maintenance of open aisles and clear pathways to exits.]
- [Example: Regularly check emergency exits to ensure they are clear and accessible.]
- [Example: During emergency evacuation, report to stairway in Zones E and F (see below) to direct those in dance floor and stage areas to use rear exits.]
- [Example: Maintain CPR certification.]

### **Communication:**

[Describe technology and protocols to be used to enable security team members as well as facility managers to communicate during different types of events and emergencies.]

[Example: Security Team members will carry a hand-held radio (i.e. walkie-talkie).

Surveillance attachments (ear piece/microphone) will be utilized as warranted, particularly for personnel who need to have both hands free in order to execute their responsibilities. The Security Team Leader will monitor all radio traffic. Flashlights will be utilized by all security staff members as a back-up form of communication inside the facility whenever the situation warrants.]

### **Electronic Security:**

[Describe technology and protocols to be used monitor activity inside and outside the facility, including the location of cameras, microphones, closed-circuit television monitors, staff assigned to watch monitors, storage and reuse of videotapes or digital storage media. Also describe any alarm systems, including security systems and fire/smoke/carbon monoxide

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systems, identifying the location of sensors in and around the building. If recorded data will be made available to law enforcement in the event of an investigation, describe how readily the data will be made available, in what formats, and who will be responsible for working with authorities.]

### **Emergency Evacuation Plan:**

[Describe how the facility is to be evacuated in case of an emergency, using a diagram if possible. Indicate which members of the Security Team will be responsible for ensure the orderly and complete evacuation of each portion of the interior. Describe where exiting patrons will be directed to assemble once they are a safe distance from the building. Describe contingent plans in the event one or more of the exits are blocked.]