



## PROCEDURES ESTABLISHMENT WITH LIVE ENTERTAINMENT

Anyone applying for a Conditional Use Permit for Live Entertainment (or Live Entertainment in conjunction with an Eating and Drinking Use) must:

- Schedule a pre-application meeting.
  - Staff will review all requirements of a complete application and review important dates with the applicant.
- Submit a completed application with all necessary signatures and attachments by noon as indicated on the schedule below (Preliminary Application Submittal).
- Applicant, and all managers listed on the application, to meet with the Business Action Team (BAT):
  - The team consists of Staff from:
    - City Attorney's Office
    - City Planning
    - City Treasurer
    - Commissioner of the Revenue
    - Police
    - Fire Marshal
    - Alcohol Beverage Commission
    - Old Dominion University/Norfolk State University (when relevant)
  - At the meeting, there will be an introduction of the team members and a discussion on how they can assist the applicant. The team members will work with the applicant to ensure that the application is complete.
- Submit a final application containing all revisions resulting from the BAT meeting by 12:00 noon on the deadline as indicated below (Final Application Deadline).

<b>2019 Schedule</b>			
<b>Preliminary Application Submittal</b>	<b>BAT Meeting</b>	<b>Final Application Deadline</b>	<b>Public Hearing</b>
November 26, 2018	November 29, 2018	December 10, 2018	January 24
December 31	January 3	January 14	February 28
January 28	January 31	February 11	March 28
February 25	March 7	March 11	April 25
March 25	April 4	April 8	May 23
April 29	May 2	May 13	June 27
May 20	May 30	June 10	July 25
June 24	*July 2*	July 8	August 22
July 29	August 1	August 12	September 26
August 26	August 29	September 9	October 24
September 16	September 19	September 30	November 14
October 14	October 17	October 28	December 12