



## 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).

| 2026 Schedule                     |                  |                            |                  |
|-----------------------------------|------------------|----------------------------|------------------|
| Preliminary Application Submittal | BAT Meeting      | Final Application Deadline | Public Hearing   |
| December 1, 2025                  | December 4, 2025 | December 8, 2025           | January 22, 2026 |
| December 29, 2025                 | *December 31*    | January 12                 | February 26      |
| February 2                        | February 5       | February 9                 | March 26         |
| March 2                           | March 5          | March 9                    | April 23         |
| March 30                          | April 2          | April 13                   | May 28           |
| May 4                             | May 7            | May 11                     | June 25          |
| June 1                            | June 4           | June 8                     | July 23          |
| June 29                           | July 2           | July 13                    | August 27        |
| August 3                          | August 6         | August 10                  | September 24     |
| August 31                         | September 3      | September 7                | October 22       |
| September 28                      | October 1        | October 5                  | November 19      |
| October 26                        | October 29       | November 2                 | December 17      |

\*Holiday\*