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).

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<th>Preliminary Application Submittal</th>
<th>BAT Meeting</th>
<th>Final Application Deadline</th>
<th>Public Hearing</th>
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