



## 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>2023 Schedule</b>			
<b>Preliminary Application Submittal</b>	<b>BAT Meeting</b>	<b>Final Application Deadline</b>	<b>Public Hearing</b>
November 28, 2022	December 1, 2022	December 12, 2022	January 26, 2023
January 2	January 5	January 9	February 23
January 30	February 2	February 6	March 23
February 27	March 2	March 13	April 27
April 3	April 6	April 10	May 25
May 1	May 4	May 8	June 22
May 22	June 1	June 12	July 27
June 26	June 29	July 10	August 24
July 31	August 3	August 14	September 28
August 28	August 31	September 11	October 26
September 18	September 21	October 2	November 16
October 16	October 19	October 30	December 14