



**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).

2021 Schedule			
Preliminary Application Submittal	BAT Meeting	Final Application Deadline	Public Hearing
November 30, 2020	December 3, 2020	December 14, 2020	January 28, 2021
January 4	January 7	January 11	February 25
February 1	February 4	February 8	March 25
March 1	March 4	March 8	April 22
March 29	April 1	April 12	May 27
April 26	April 29	May 10	June 24
May 24	June 3	June 7	July 22
June 28	July 1	July 12	August 26
July 26	July 29	August 9	September 23
August 30	September 2	September 13	October 28
September 13	September 16	September 27	November 18
October 18	October 21	October 25	December 16