



## **Application Procedures Conditional Use Permit Production of Craft Beverages**

1. **A pre-application meeting is required.** Call 664-4752 for an appointment.
2. Contact the Virginia Department of Alcoholic Beverage Control located at 1103 S. Military Highway, PO Box 1486, Chesapeake, VA 23327-1486; Telephone No.: 757-424-6700.
3. Contact the appropriate Civic League and Business Association. Attendance at a Civic League meeting or a public meeting as organized by the applicant is required as part of a complete submission.
4. Meet with the Departments of Transit, and Recreation Parks and Open space for site recommendations prior to submittal of application.
5. Submit completed application with all required attachments including:
  - **Fee:** \$1,080 check for required application fee made payable to the City of Norfolk.
  - **Physical Survey:** 8½ x 11-inch or 11 x 17-inch copy of a physical survey, drawn to scale and showing site conditions including existing structures, driveways, parking, property lines, and landscaping (see attached example).
  - **Conceptual Site Plan:** 8 ½ x 11-inch or 11 x 17-inch copy of a conceptual site plan drawn to scale and showing:
    - All proposed site improvements
    - Proposed structures
    - Drive aisles and parking with dimensions
    - Proposed changes to parcel/property lines (including lease lines)
    - All recommendations of Department of Transit and Recreation Parks and Open Space.
  - **Floor Plan:** 8½ inch X 11-inch copy of a floor plan prepared by an architect depicting:
    - Tables/seats
    - Restroom facilities
    - Bar
    - Ingress and egress
    - Standing room
    - Disc Jockey/Band/Entertainment area)
    - Outdoor seating
    - Total maximum capacity (including employees)  
(see attached example).
  - **Taxes:** Proof that all City taxes are current.
  - **Business Association:** Letter or copy of email from local Business Association.
  - **Civic League:** Letter from Civic League or summary of public meeting.

**DEPARTMENT OF CITY PLANNING**

810 Union Street, Room 508

Norfolk, Virginia 23510

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- **Deliver to:**

- Department of Planning  
810 Union Street, Room 508  
Norfolk, Virginia 23510

6. Provide a brief description of the business (i.e., # of employees, current locations, type of restaurant, etc....).
7. Staff will review application to determine completeness.
8. Staff will conduct a site visit to post notice and photograph property (Applicant does not need to be present.)
9. Staff will advertise legal notice of application request in Virginian Pilot.
10. The Planning Commission will visit the site on the 2nd Wednesday of the month. (Applicant does not need to be present).
11. Prior to the public hearing the applicant will receive conditions pertaining to the request that staff is recommending. Please review the conditions, and if you have any questions or concerns, contact staff. If you understand and concur with the conditions, please return a signed copy of the conditions to the Planning Department.
12. Applicant **must** attend public hearing:
  - Where: City Hall Building  
11th Floor, Council Chambers
  - Time: 2:15 p.m.
13. During the Commission's hearing:
  - Applicant must register to speak prior to the 2:30 hearing start time.
  - Staff will present application and recommendation with conditions.
  - Applicant/representative may make a presentation.
  - Proponents may speak.
  - Opponents may speak.
  - Time will be provided for rebuttal.
14. The Planning Commission will make a recommendation on the application at the hearing which is forwarded to City Council.
15. After the Planning Commission public hearing, City Council will consider the request once scheduled on the City Council docket.
  - The applicant should be present at the City Council public hearing and must register to speak by 3:00 pm the day of the meeting.
  - To contact the Clerk's office and register to speak, please email [ccouncil@norfolk.gov](mailto:ccouncil@norfolk.gov) or call 757-664-4253.
16. In accordance with *The City of Norfolk Zoning Ordinance*, construction shall begin or the use of land for which the conditional use permit has been obtained shall commence within 12 months

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from the adoption of the ordinance; otherwise the ordinance shall be void.

17. The conditional use permit shall expire upon a change in ownership, possession, operation or management of the facility.

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**Application  
Conditional Use Permit  
Production of Craft Beverages**

Date \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

Address: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Current Building Square Footage: \_\_\_\_\_ Proposed Building Square Footage: \_\_\_\_\_

Trade Name of Business (if applicable): \_\_\_\_\_

**APPLICANT\***

1. Name of applicant: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City): \_\_\_\_\_ (State): \_\_\_\_\_ (Zip Code): \_\_\_\_\_

Daytime telephone number of applicant: \_\_\_\_\_

**AUTHORIZED AGENT\* (if applicable)**

2. Name of applicant: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City): \_\_\_\_\_ (State): \_\_\_\_\_ (Zip Code): \_\_\_\_\_

Daytime telephone number of applicant: \_\_\_\_\_ Fax \_\_\_\_\_

**Application**

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**PROPERTY OWNER\***

**3. Name of property owner: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_**

**Mailing address of property owner (Street/P.O. box): \_\_\_\_\_**

**(City): \_\_\_\_\_ (State): \_\_\_\_\_ (Zip Code): \_\_\_\_\_**

**Daytime telephone number of owner: \_\_\_\_\_**

**\*(If applicant/agent/property owner is a LLC or a Corp./Inc., include name of official representative and/or all partners)**

**CIVIC LEAGUE - BUSINESS ASSOCIATION - HOA INFORMATION**

**Civic League contact: \_\_\_\_\_**

**Date meeting attended/held: \_\_\_\_\_**

**Local Business Association (if applicable) contact: \_\_\_\_\_**

**Date meeting attended/held: \_\_\_\_\_**

**Home/Property/Condominium Owners Association (if applicable) contact: \_\_\_\_\_**

**Date meeting attended/held: \_\_\_\_\_**

**Ward/Super Ward information: \_\_\_\_\_**

**CERTIFICATION**

**I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:**

**Print name: \_\_\_\_\_ Sign: \_\_\_\_\_  
(Property Owner) \_\_\_\_\_ (Date) \_\_\_\_\_**

**Print name: \_\_\_\_\_ Sign: \_\_\_\_\_  
(Applicant) \_\_\_\_\_ (Date) \_\_\_\_\_**

**(If Applicable)**

**Print name: \_\_\_\_\_ Sign: \_\_\_\_\_  
(Authorized Agent Signature) \_\_\_\_\_ (Date) \_\_\_\_\_**

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**EXHIBIT "A"**  
**Description of Operations**  
**Production of Craft Beverages**

Date of Application: \_\_\_\_\_

Name of business: \_\_\_\_\_

Address of business: \_\_\_\_\_

Name(s) of business owner(s)\*: \_\_\_\_\_

Name(s) of property owner(s)\*: \_\_\_\_\_

Name of business managers/operators \_\_\_\_\_; \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

\*If business or property owner is partnership, all partners must be listed.

\*If business or property owner is an LLC or Corporation, all principals must be listed.

**1. Proposed Hours of open to the public:**

**Sale of Alcohol for Off-Premises**

**(Only for alcohol brewed on-site)**

**Sale of Alcohol Sales for On-Premises**

**(Other than tastings)**

Weekday From: \_\_\_\_\_ To: \_\_\_\_\_ Weekday From: \_\_\_\_\_ To: \_\_\_\_\_

Friday From: \_\_\_\_\_ To: \_\_\_\_\_ Friday From: \_\_\_\_\_ To: \_\_\_\_\_

Saturday From: \_\_\_\_\_ To: \_\_\_\_\_ Saturday From: \_\_\_\_\_ To: \_\_\_\_\_

Sunday From: \_\_\_\_\_ To: \_\_\_\_\_ Sunday From: \_\_\_\_\_ To: \_\_\_\_\_  
(Brewing operations permitted 24-hours)

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**Exhibit A – Page 2**  
**Production of Craft Beverages**

2. Will video games, pool tables, game boards or other types of games be provided?  
 Yes (If more than 4, additional application required)  No

2a If yes, please describe type and number of each game to be provided:

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3. Will patrons ever be charged to enter the establishment?

Yes  No

3a. If yes, why:

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5b. Which days of the week will there be a cover charge (circle all applicable days):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

4. Will the facility or a portion of the facility be available for private parties?

Yes  No

4a. If yes, explain:

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5. Will a third party (promoter) be permitted to lease, let or use the establishment?

Yes  No

5a. If yes, explain:

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6. Will there ever be a minimum age limit?

Yes  No

7. Additional comments/description/operational characteristics or prior experience:

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**Exhibit A – Page 3**  
**Production of Craft Beverages**

Note: If smoking is permitted, then floor plans must be submitted showing all necessary building code requirements for such facility

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Signature of applicant/owner

## EXAMPLE

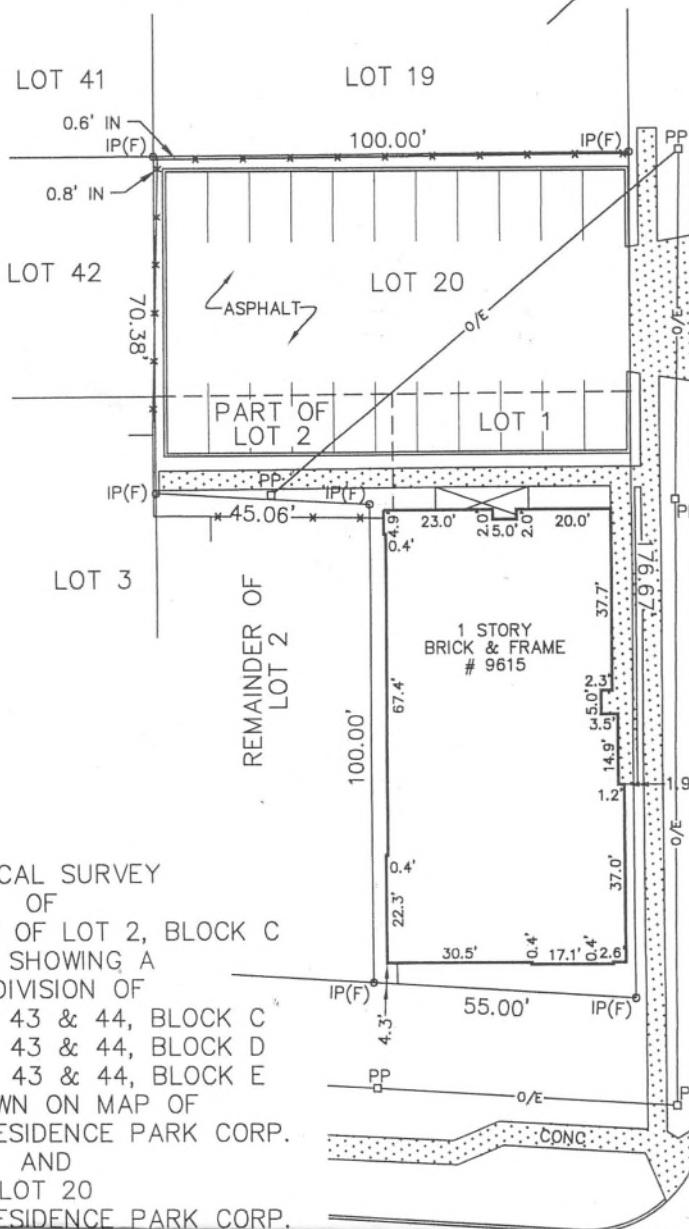
### Survey

THIS IS TO CERTIFY THAT I, ON NOV. 19, 2007, SURVEYED THE PROPERTY SHOWN HEREON AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN HEREON. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS EXCEPT AS SHOWN.

SIGNED: *Ward M. Holmes*

#### NOTES:

- 1) THE PROPERTY SHOWN HEREON APPEARS TO LIE IN "C" FLOOD ZONE ACCORDING TO F.E.M.A. MAP PANEL NO. 510104-0010D, REVISED APR. 17, 1984.
- 2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT, AND MAY NOT SHOW ANY/ALL EASEMENTS AFFECTING THE PROPERTY.



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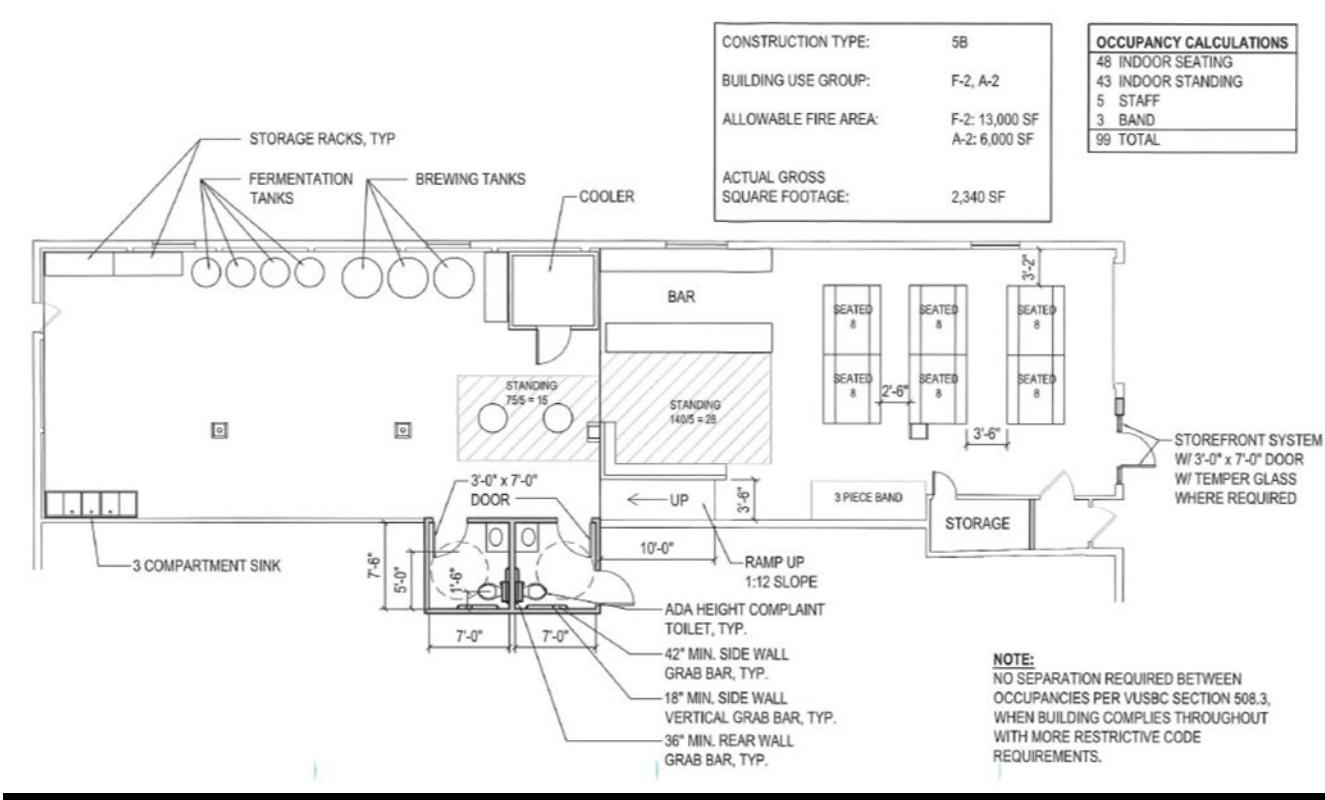
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## EXAMPLE

### Special Exception – Microbrewery FLOOR PLAN

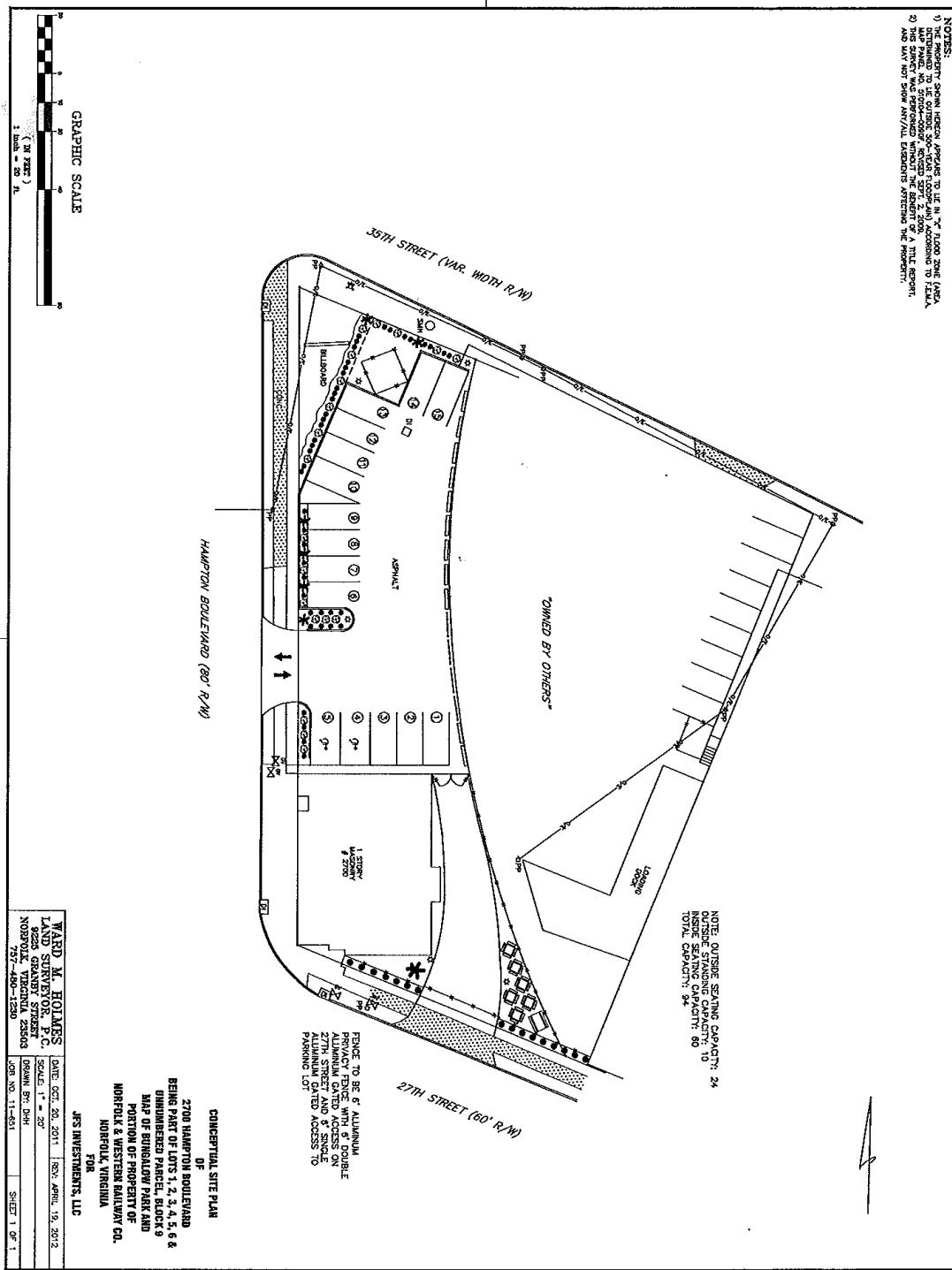


### Floor Plan

- 8½ x 14 inch or 11 x 17 inch in size
- Must be drawn to scale – showing square footages for both brewery and assembly space
- Brewing/fermentation tanks
- Brewery portions open to public if applicable (for tours/assemblies)
- Location/display of all alcohol available for retail sales (off-premises consumption)
- Tables/Chairs
- Restrooms
- Occupancy calculations
- Construction type
- Current building use group
- Proposed building use group
- Gross square footage
- Outdoor seating/assembly
- Ingress/egress

# EXAMPLE

## Conceptual Site Plan



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## **Checklist – Conditional Use Permit Production of Craft Beverages**

| Item  | Yes | No | Not Applicable<br>(Staff to fill-out) | Comments |
|---|-----|----|---------------------------------------|----------|
| Required application fee, <b>\$1,080.00</b>   |     |    |                                       |          |
| Pre-application meeting with Zoning Staff (At least 3 business days prior to deadline)            |     |    |                                       |          |
| Has this proposal been coordinated with the appropriate Civic League(s) or a public meeting held? |     |    |                                       |          |
| Has this application been coordinated with the Department of Transit (757) 664-7300?              |     |    |                                       |          |
| Has this application been coordinated with Recreation, Parks and Open Space (757)-441-2400?       |     |    |                                       |          |
| One 8½ x 14 inch or 11 x 17-inch scaled copy of a physical survey                                 |     |    |                                       |          |
| One 8½ x 14 inch or 11 x 17-inch scaled copy of a conceptual site plan                            |     |    |                                       |          |
| Signature of all property owners?   |     |    |                                       |          |
| Is property in an AICUZ?<br>Clear zone/Accident Potential Zone (APZ)/Noise zone                   |     |    |                                       |          |
| Is property within ½ mile of another locality, or 3,000 feet of a military installation?          |     |    |                                       |          |
| Proof of all City Taxes paid?   |     |    |                                       |          |

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_