



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).

2022 Schedule			
Preliminary Application Submittal	BAT Meeting	Final Application Deadline	Public Hearing
November 29, 2021	December 2, 2021	December 13, 2021	January 27, 2022
January 3	January 6	January 10	February 24
January 31	February 3	February 7	March 24
February 28	March 3	March 14	April 28
April 4	April 7	April 11	May 26
May 2	May 5	May 9	June 23
May 23	June 2	June 13	July 28
June 27	June 30	July 11	August 25
August 1	August 4	August 8	September 22
August 29	September 1	September 12	October 27
September 26	September 29	October 3	November 17
October 17	October 20	October 31	December 15