



COUNTY OF PRINCE WILLIAM

Land Development
 5 County Complex Court, Suite 180
 Prince William, VA 22192-9201
 Main 703-792-6830 | Fax 703-792-4758
 Internet: www.pwcv.gov/zoning

Case #ZPA _____
 Planner: _____
 Due Date: _____

Wade A. Hugh, Director
 Development Services

date stamp

APPLICATION FOR LIVE ENTERTAINMENT APPROVAL

Fee with Security Plan | Fee without Security Plan

(Fees in accordance with current fee schedule. Please make check payable to PWC)

(Please complete and print)

Company Name		
Contact Name		
Mailing Address		
City	State	Zip Code
Phone	E-mail	

<input type="checkbox"/> Type of Live Entertainment	<input type="checkbox"/> DJ <input type="checkbox"/> Dancing <input type="checkbox"/> Live Music <input type="checkbox"/> Karaoke <input type="checkbox"/> Modeling <input type="checkbox"/> Comedy Performances <input type="checkbox"/> Other – specify _____
<input type="checkbox"/> Hours of Business Operation	MON: TUE: WED: THU: FRI: SAT: SUN:
<input type="checkbox"/> Hours that Live Entertainment Will be Provided (By Day of Week)	MON: TUE: WED: THU: FRI: SAT: SUN:
<input type="checkbox"/> Cover Charge or Other Admission Fee	Yes _____ No _____
<input type="checkbox"/> Projected Size of Participants or Audience	(Range) _____

SUBMITTAL CHECKLIST (Please Submit three (3) copies the Following):

<input type="checkbox"/> Site Plan showing the building or unit
<input type="checkbox"/> Existing and proposed floor plan showing the seating arrangement, the square footage and designated live entertainment areas such as dance floor, stage, and karaoke station(s)
<input type="checkbox"/> Description of the proposed live entertainment and sound amplification system

Property Information	Site Address		
	GPIN	Zoning District	Acreage

 Signature of Applicant

 Date

THIS IS NOT AN OCCUPANCY PERMIT OR ANY OTHER TYPE OF LICENSE

PERMIT REVIEW STATUS SHEET

ZNA CASE NUMBER _____

Fire Marshal's Office

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

Development Services – Building Development

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

Building Permit Required: Yes No

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

Police Department

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

Transportation

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

Land Development – Zoning

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

**Prince William County Police Department
Live Entertainment Security Plan Checklist**

The intent of the following checklist is to assist the applicant in preparing a security plan as part of an application for a Certificate of Live Entertainment (CLE). It is not intended to serve as the security plan for an establishment.

Security Guards

Certification, number, and positioning within/outside the establishment.

General Security

Maximum occupancy, reporting of threatening, intimidating, or criminal behavior and emergency evacuation.

Age Restrictions

Curfew ordinance and visual age/identification checks.

Signage

No loitering policy and posting of signs.

The District Commander or his/her designee may modify any security plan submitted if it is determined that the approved live entertainment jeopardizes the health, safety, and general welfare of the public.

Failure to comply with all conditions of any approved security plan could result in a suspension of an establishment's CLE. Subsequent violations could result in a permanent revocation.