



**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.pwcva.gov/zoning

Mandi Spina, Director  
 Development Services

Case #ZPA \_\_\_\_\_  
 Planner: \_\_\_\_\_  
 Due Date: \_\_\_\_\_

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.