



Checklist – Special Exception Application (Brewery/ Microbrewery/ Brewpub)

Item	Yes	No	Not Applicable	Comments
Required application fee, \$355.00				
One 8½ inch x 11 inch copy of a floor plan showing layout of establishment showing square footages of brewery and assembly spaces and the location of ABC (See example floor plan in application)				
One 8½ x 14 inch or 11 x 17 inch copy of a physical survey				
One 8 ½ x 14 inch or 11 x 17 inch copy of a conceptual site plan				
Completed Exhibit A, Description of Operations (with corporate name)				
Signature of property owner(s)				
Is property located in a AICUZ?				
Is property within ½ mile of another locality?				

Notes:

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____



DEPARTMENT OF CITY PLANNING

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 441-1569 (FAX)
www.norfolk.gov/planning

**SPECIAL EXCEPTION APPLICATION
MICROBREWERY**

Application Procedures

1. **A pre-application meeting is required.** To arrange for an appointment, please call (757) 664-4752.
2. Contact the Virginia Department of Alcoholic Beverage Control, 1103 S. Military Highway, PO Box 1486, Chesapeake, VA 23327-1486, 757-424-6700.
3. Contact the appropriate Civic League to inform them of the request. Providing written documentation to Planning staff of any meetings, input from the Civic Leagues concerning your request is helpful to the Planning Commission.
4. Submit completed application with all required attachments including:
 - \$355 check for required application fee made payable to the City of Norfolk (non-refundable).
 - ◊ Application fee includes a non-refundable \$5 technology surcharge.
 - Exhibit A, Description of Operations (attached)
 - Floor plan prepared by registered design professional
 - Must be approved by Bureau of Building Safety prior to processing application
 - Physical Survey showing site conditions and improvements to the street curb
 - Conceptual site plan (may be necessary if any site improvements are proposed or required)
 - Security Plan (Sample template attached)
 - Emergency Exit Plan
5. Staff will conduct a site visit to post notice and photograph property. Applicant does not need to be present.
6. Legal advertisement will be posted in *Virginian-Pilot*.
7. The Planning Commission may visit the site (generally on the 2nd Wednesday of the month). It is not necessary for the applicant to be present.
8. Prior to the public hearing the applicant will receive a copy of conditions pertaining to the request that staff is recommending. Please review the conditions. If you understand and do not oppose the conditions please return a signed copy of the conditions to the appropriate Planning staff person. If you have any questions or concerns, please contact staff.
9. Failure to attend the public hearing may result in a denial by the Planning Commission if there are questions about the request.

**SPECIAL EXCEPTION APPLICATION
MICROBREWERY**

**DEPARTMENT OF CITY PLANNING
LAND USE SERVICES
5TH FLOOR
(757) 664-4752 / FAX (757) 441-1569**

Application Procedures

10. Public Hearing

- Where: City Hall Building
11th Floor, Council Chambers
- Time: 1:45 p.m.: If the applicant has not provided a signed copy of the applicable conditions to Planning staff.

2:15 p.m.: If the applicant has provided a signed copy of the applicable conditions to Planning staff.

11. During the Commission's hearing:

- All those wishing to speak must register
- Planning staff will present application and recommendation if there are unresolved issues
- Applicant/Representative may make a presentation
- Proponents may speak
- Opponents may speak
- The Planning Commission may ask questions at any time
- The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council

12. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.

13. In accordance with the *Zoning Ordinance*, construction shall begin or the use of land for which the special exception has been obtained shall commence within 12 months from the date the ordinance is adopted; otherwise the ordinance shall be void.

14. The special exception shall automatically expire upon a change in ownership, possession, operation or management of the facility.

**SPECIAL EXCEPTION APPLICATION
MICROBREWERY**



**APPLICATION
MICROBREWERY**

Date of Application: _____

DESCRIPTION OF PROPERTY

Property location: (Street Number) _____ (Street Name) _____

Existing Use of Property _____

Current Building Square Footage _____

Proposed Use _____

Proposed Building Square Footage _____

Trade Name of Business (If applicable) _____

APPLICANT

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

1. Name of applicant: (Last) _____ (First) _____ (MI) _____

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

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax () _____

E-mail address of applicant: _____

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(Revised September, 2015)

AUTHORIZED AGENT (if applicable)

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

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 () _____

E-mail address of applicant: _____

PROPERTY OWNER

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

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 () _____ email: _____

CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

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)

ONLY NEEDED IF APPLICABLE:

Print name: _____ **Sign:** _____ / _____ / _____
(Authorized Agent Signature) (Date)



EXHIBIT "A"
Description of Operations
Microbrewery

Date of Application: _____

Name of business: _____

Address of business: _____

Name(s) of business owner(s)*: _____

Name(s) of property owner(s)*: _____

Name(s) of business manager(s)/operator(s): _____

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:

ABC Off-Premises Sales

On-Premises Alcohol Sales (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
Microbrewery

3. As a general rule, the City does not approve selling beer in a single-sized serving container or selling wine in a bottle that is less than 375 milliliters. If you are seeking approval to sell servings that do not meet these criteria, please explain your justification as well as indicate what sizes you would sell:

Signature of applicant/owner

EXAMPLE

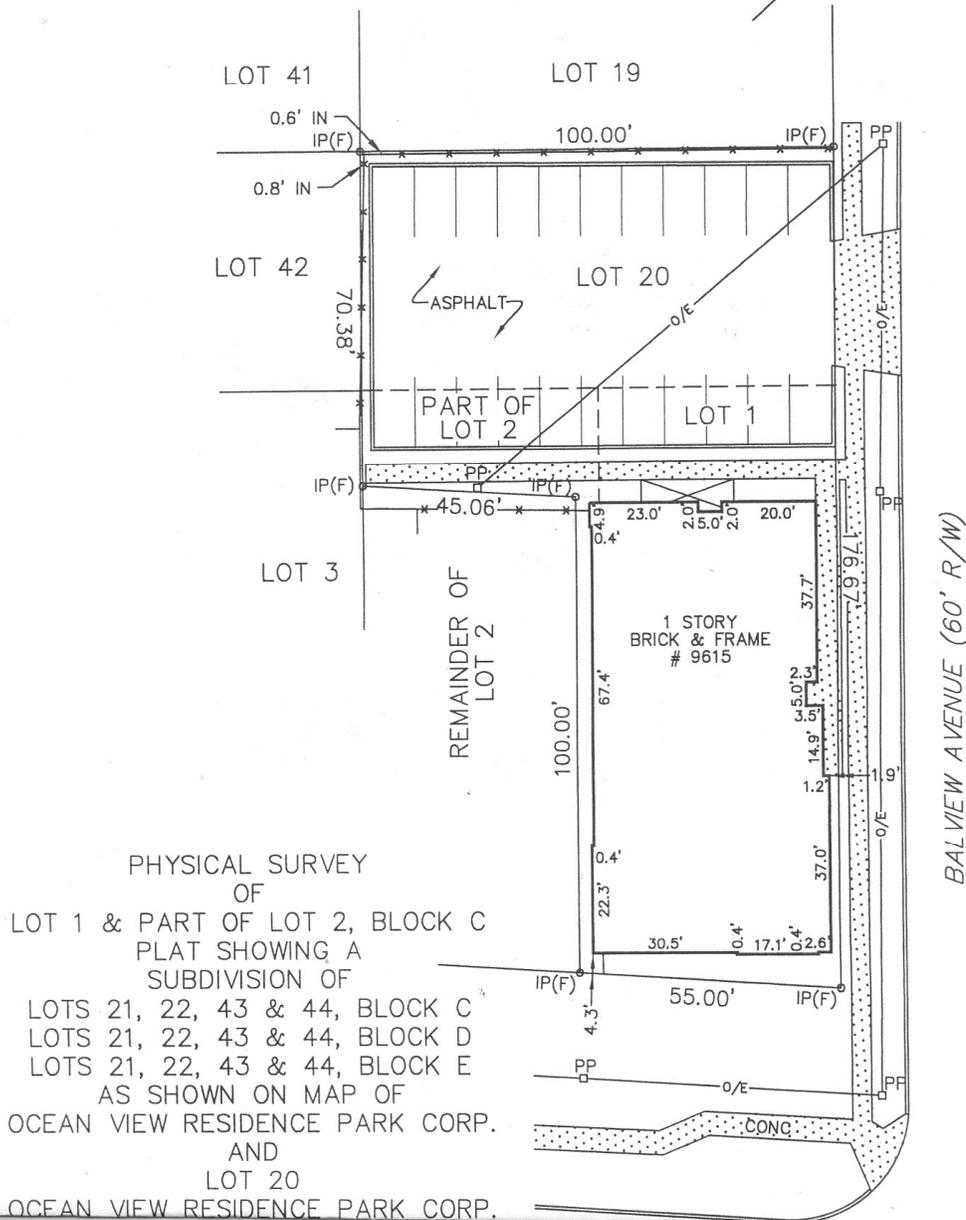
Survey

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*

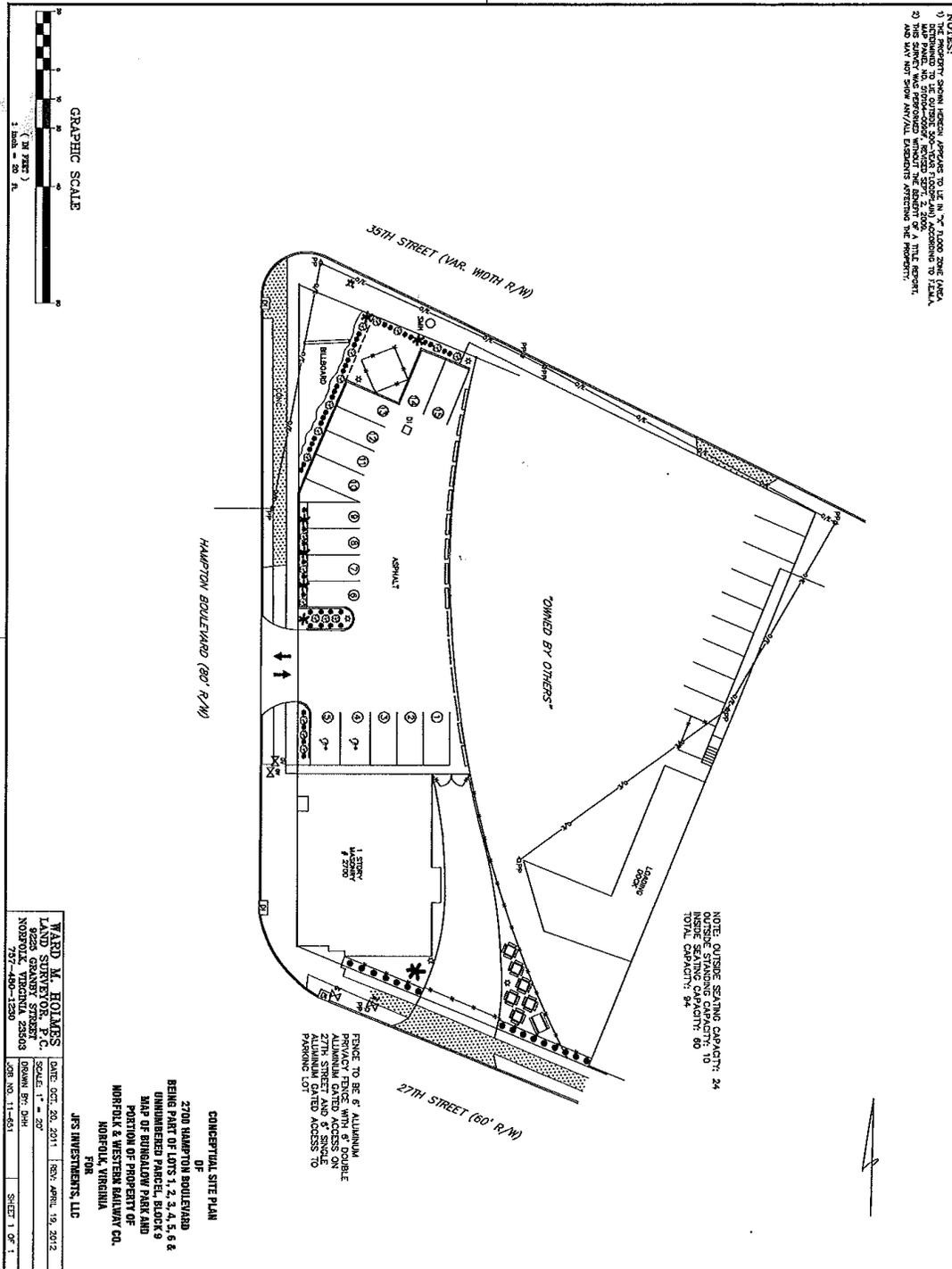
NOTES:

- 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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Conceptual Site Plan



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