

CITY OF LINEVILLE

ALCOHOLIC BEVERAGE LICENSE APPLICATION

APPLICATION PROCESS OVERVIEW

To obtain an Alcohol Beverage License for the City of Lineville, your business must be located inside the Lineville City Limits.

Application for a license to sell alcoholic beverages is different than the application for a general license for retail, wholesale, or service related business. Due to the regulatory nature of this type of business, there are additional requirements for the issuance of a license to sell alcoholic beverages. **Please be advised that selling retail only off premise wine and beer DOES NOT require a hearing and some of the other paper work.**

The typical amount of time required for the application process is a minimum of 45 days. This is due to the significant amount of documentation required to provide the City Council with an accurate insight into the financial, management, and personal background of the applicant and those involved with the business. There are also several inspections that must be scheduled and approved as a part of the process.

Applicants must meet with the City Clerk to review the application for completeness and/or to answer any questions you might have regarding the application. This is very important to the process to avoid misunderstandings. There are specific deadlines for several aspects of the application process. Missed deadlines will result in a delay in approval and, more importantly to you, the opening of your business!

The following steps, along with a brief description, are listed in the order of completion for a typical application, approval, and issuance of an alcoholic beverage license. There are only two (2) methods for making application; as a new licensee, or as a transfer of an existing license. If you are transferring an existing license by change of ownership, **DO NOT PURCHASE, BEGIN OPERATING, OR MANAGING THE BUSINESS UNTIL AFTER THE CITY HAS BEEN CONTACTED!**

Step 1. Verification of Zoning - Applicant must confirm that current zoning ordinance supports the intended use of the property. A copy of the legal description and most recent survey or plot plan for the address of the proposed business is required for this step.

Step 2. ABC Application – Prior to making application with the City of Lineville, you must apply with the State Alcoholic Beverage Control (ABC) Board. You may call the Calhoun County Office at (256) 237-3211, to schedule an appointment with the local ABC Agent to begin their application process.

Step 3. City Application Overview & Release – Upon the verification of zoning, and ABC Application Process, an application package for Lineville Alcohol Beverage License is released for completion. Forms are available in the City Clerk’s office. A meeting must be scheduled with the City Clerk and Building Inspector, (256) 396-2581, to go over the application and any specific requirements for your business.

Step 4. Departmental Approvals – It is the responsibility of the applicant to contact the Building, Fire and Health Departments to schedule the necessary inspections. All approvals by the council are contingent upon satisfactory department approvals. **(Form 2 and Form 3)**

Step 5. Background Investigation – All persons with any financial, operational, or management interest in the proposed business will be listed on the application. As part of the application process, a criminal background search is performed with the history provided for review by the Lineville Police Department. Review will generally require at least fourteen (14) days.

Step 6. Return Completed Application to City Clerk – The completed application, is returned and submitted for consideration. At this time, the applicant pays an application fee and any costs associated with the public notice.

Step 7. Public Hearing – After the City Council has reviewed the application, the City Clerk will notify the applicant to schedule a time and date for the required Public Hearing.

Step 8. Public Hearing and City Council Consideration –The Council meets on the first and third Monday of each month. The City Council will conduct the Public Hearing, as scheduled, and then consider the application for their vote. Any approval given is contingent upon satisfactory departmental approvals by Building, Fire, and Health (if applicable). There are several critical deadlines associated with this step, and these will be discussed when the application is received.

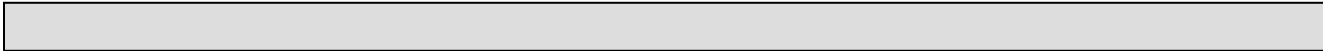
Step 9. Release of Approval – Upon receiving all approvals, the City Clerk will review the file and authorize the release of the City’s approval to the local representative of the State of Alabama Alcoholic Beverage Control (ABC) Board.

Step 10. Presentation of ABC License and Issuance of City License – Upon releasing the City’s approval of your business for sales of alcoholic beverages, the State ABC Board will issue their License. (The ABC Board has an entirely separate application process that should be simultaneous with this application.) The ABC License must be presented to the City Clerk’s Office. The City will also issue separate licenses for other business activities dependent upon the exact nature of your business (e.g., restaurant, grocery, etc.).

COSTS ASSOCIATED WITH ALCOHOLIC BEVERAGE LICENSING APPLICATION:

CITY OF LINEVILLE APPLICATION FEE: **\$150.00** (Non-refundable)

IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE CONTACT THE CITY CLERK AT
(256) 396-2581



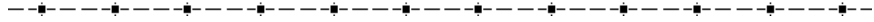
IMPORTANT PHONE NUMBERS AND CONTACTS:

City Clerk	(256) 396-2581	Cynthia Harris
Fire Department	(256) 396-2581	Chief Bill Johnson
Zoning and Building Department	(256) 396-2581	Rusty Taylor
Police Department	(256) 396-2633	Monty Giddens
Clay County Health Department	(256) 396-6421	

IT IS THE APPLICANT’S RESPONSIBILITY TO CONTACT THE HEALTH DEPARTMENT (if applicable) FOR THE NECESSARY INSPECTIONS REQUIRED FOR THE ALCOHOL LICENSE.

CITY OF LINEVILLE

ALCOHOLIC BEVERAGE LICENSE APPLICATION



*** CONFIDENTIAL ***

Please type or print legibly.

Application No _____

Date of Application: _____

New Transfer

Check the following Licenses for which you are applying:

- | | |
|---|---|
| <input type="checkbox"/> Beer Wholesale | <input type="checkbox"/> Retail Table Wine (On-premises) |
| <input type="checkbox"/> Table Wine Wholesale | <input type="checkbox"/> Retail Beer (On-premise) |
| <input type="checkbox"/> Retail Beer (Off-premises) | <input type="checkbox"/> Special Events Retail (On-premise) |
| <input type="checkbox"/> Special Retail (On-premise) | <input type="checkbox"/> Retail Liquor (Class I) |
| <input type="checkbox"/> Private Club Retail Liquor (Class I) | <input type="checkbox"/> Manufacturer |
| <input type="checkbox"/> Retail Liquor (Off-premises) | <input type="checkbox"/> Restaurant Retail Liquor (Class I) |
| <input type="checkbox"/> Retail Table Wine (Off-premises) | |

SECTION I. APPLICANT INFORMATION.

1. Name of Applicant: _____

2. Date of Birth: _____

Mailing Address: _____

Phone No.: _____

Social Security No.: _____

Driver's License No.: _____

3. Type of Ownership: _____ Individual _____ Partnership
 _____ Corporation _____ Association _____ LLC

4. Corporation or LLC Name:

5. Names and Addresses of Partners, Members, Officers, or Directors: (*Attach a separate sheet if necessary.*)

List the following for individuals, partners and members, association, corporate officers, etc. for the past ten (10) years. (Attach separate sheet, if necessary)

NAME	TITLE	DATE OF BIRTH	CURRENT ADDRESS	SSN

<u>Fee Schedule</u> : Must be paid in order to sell or offer to sale to a consumer, or to serve or dispense for reward to a consumer, or to offer to serve or dispense for reward to a consumer, or have in possession or custody for any such purpose in the City of Lineville	<u>Alcohol License Fee</u>
RETAIL LIQUOR LICENSE - CLASS II, PACKAGE STORE (No one under 21 years of age admitted, no on-premises consumption in package store)	\$375.00
LOUNGE RETAIL LIQUOR LICENSE - CLASS I (No one under 21 years of age allowed to consume)	\$150.00
RESTAURANT RETAIL LIQUOR LICENSE (Must serve food that requires utensils & eaten while seated)	\$150.00
RETAIL BEER LICENSE (ON PREMISES) Must have Lounge Retail Liquor License Class I	\$75.00
RETAIL BEER LICENSE (OFF PREMISES)	\$75.00
RETAIL TABLE WINE LICENSE (ON PREMISES) Must have Lounge Retail Liquor License Class I	\$75.00
RETAIL TABLE WINE LICENSE (OFF PREMISES)	\$75.00
SPEACIL EVENTS RETAIL LICENSE Not to exceed 7 days (any one of the following: beer, liquor or wine or all) Note: Must apply 120 days in advance of date needed.	\$75.00
WHOLESALE TABLE WINE ONLY	\$275.00
WHOLESALE BEER ONLY	\$275.00
Private Club - Must have Lounge Retail Liquor License Class I	\$150.00
Manufacturing	\$250.00
** All Fees are subject to change	

I. BUSINESS INFORMATION

Answer all questions completely and accurately. If additional space is needed, attach a separate sheet.

- 1. Indicate the name under which the business is to be operated:**

- 2. Physical address of business:**

- 3. If you are purchasing an existing business, please indicate the name and City of Lineville license type and license number for that business and length of time business was at this location:**

- 4. Are you currently operating a business at this location? _____
If so, please indicate the name of the business, type of business, and the length of time you have been operating.**

- 5. Are you currently a member in good standing of the Responsible Vendor Program of the State of Alabama?**

- 6. If you are not currently a member, do you plan on participating in the Responsible Vendor Program?**

- 7. Have you or your business ever been “decertified” from the Responsible Vendor Program?**

- 8. What policies or procedures do you have in place or plan to execute concerning sale of alcoholic beverages?**

- 9. Are there currently people consuming alcohol in close proximity to your establishment and if so, how do you plan to prevent this problem?**

- 10. Are there currently minors routinely in your establishment and if so, how do you plan to prevent sales to minors from becoming a problem?**

11. Are you aware of any opposition to this license being issued?

If so, please describe.

12. Has this APPLICANT(s), Manager, etc. ever applied for and been refused a State or City permit or license, or had a permit or license suspended or revoked by a State or City authority?

If so, please describe completely.

13. Has an alcoholic beverage license ever been suspended, revoked, or denied to anyone at the location for which this application is submitted?

If so, please describe completely.

14. Have you or one of your employees ever been charged with a violation of the Alcoholic Beverage Control Laws of the State of Alabama or any State or Municipality?

If yes, explain the circumstances, And what corrective action, if any, was taken at the result of the charge?

II. LOCATION INFORMATION

15. Physical Address of Business:

16. Indicate the name under which the business is to be operated:

- 17. Detailed description of the primary business to be operated from this location:**
- 18. Will any building renovations, remodeling, or repairs be completed prior to opening your business at this address? _____
If so, please describe the nature and extent of this work.**
- 19. Does the APPLICANT(s) own the property listed in the above address?
If so, is a copy of the recorded deed attached?**
- 20. Does the APPLICANT(s) have a contract to purchase the property? If so, is a copy of the sales contract attached?**
- 21. Does the APPLICANT(s) lease the property? _____ If so, is a copy of the lease agreement attached?**
- 22. What is the name, address, and contact phone number of the property owner/lessor?**
- 23. What are your planned hours of operation?**
- 24. How many marked parking spaces, on premises, are available for customers?**
- 25. What is the total number of square feet of floor space in the retail area?**
- 26. How many restrooms are available?**
- 27. How many are A. D. A. (American Disabilities Act) accessible?**
- 28. Approximately what distance is the nearest residence from your business?**

III. RESTAURANT (Complete this section only if applicable to your business)

****Submit menu and floor plan of the restaurant with application****

29. What is the total number of square feet of floor space in the dining room?

30. Indicate the maximum capacity of persons who can be seated at tables or booths at any one time in the dining room

31. Is the food preparation area separate but adjoining the dining room?

32. How frequently will meals be offered to the public? (e.g., daily, twice daily, continuously)

33. Does the premises have a fully equipped and operational kitchen and storage equipment necessary to prepare on premises all of the items listed on the submitted menu?

IV. HOTEL / MOTEL (Complete this section only if applicable to your business)

34. Indicate the total number of fully equipped rooms available for transient lodging.

35. Does the APPLICANT own, operate, or lease dining facilities within this location? If so, please describe.

36. Indicate the square footage of the dining facilities.

37. Indicate the maximum capacity of persons who can be accommodated at one time in the dining space.

38. Is the food preparation area separate but adjoining the dining space?

V. LOUNGE (Complete this section only if applicable to your business)

39. Do you allow dancing? Is music or live entertainment provided?

VI. CLUB LIQUOR LICENSE – CLASS I & II

(Complete this section only if applicable to your business)

****Submit a copy of application for membership, current membership list, current articles of incorporation and by-laws****

40. Does the Club charge and collect dues from members?
41. How many paid-up members are there in the Club?
42. Are regular meetings held? If so, when? Is business conducted through officers regularly elected?
43. Who are the current officers and members of the Club's Board of Directors? (Attach additional sheet if necessary)
44. Are members admitted by written application, investigation, and/or ballot?
45. For what purpose is the Club organized and operated:
Social? Patriotic? Political? Athletic?
46. Does the property used, as well as the advantages of membership, belong to all the members?
47. Does the operations of the club benefit any individual members, officers, directors, agents or employees of the Club rather than to the benefit of the entire membership?

VII. SPECIAL RETAIL/SPECIAL EVENTS RETAIL LICENSE

(Complete this section only if applicable to your business)

48. Is event more than seven days? If not, what is the start and end date?
49. Location of event:
50. Detailed description of event:

***NOTE: THE CITY RESERVES THE RIGHT TO REQUEST FURTHER OR ADDITIONAL INFORMATION.

CRIMINAL HISTORY. *(All applicants MUST complete this section.)*

1. The applicant and all other parties listed hereby authorize the Lineville Police Department to furnish the governing body of the City of Lineville with any and all information concerning them as relates to their criminal history and general reputation and character. Information of a confidential and privileged nature may be included in this investigation and report as determined through a search of City, State, National and Federal law enforcement records. This information will be used by the City of Lineville to determine qualifications for obtaining an alcoholic beverage license by the applicant.

I / we understand our rights under Title 5, United States Code, Section 552A, including the Privacy Act of 1974, and willingly waive those rights with the understanding that any information collected will be used by the City of Lineville in conjunction with alcoholic beverage licensing procedures. I / we hereby release the City of Lineville, its agents, employees, and governing body from any liability or damage which may result from the investigation into my/our criminal history. The applicant acknowledges that each party named has been informed of the contents of this application and has authorized the applicant to sign and execute such waiver on their behalf. The applicant agrees to hold the City of Lineville, its agents, employees, and governing body harmless from any damages arising out of any disclosures of any information arising from investigation of criminal history or of any part of this application relating to the applicant or any other persons named herein.

Signed: _____

Date: _____

Title/Position:

(Must be signed by a principle applicant or authorized officer, if corporate entity.)

AFFIRMATION. (This Section MUST be completed and notarized.)

The undersigned agree, if a license is issued as hereinabove for, to comply at all times with and to fully observe all the provisions of the Alabama Beverage Control Act, as appears in Code of Alabama, Title 28, all laws of the State of Alabama and Ordinances of the City of Lineville relative to the handling of alcoholic beverages. The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the Board and the Municipal Ordinance of the City of Lineville relative to all alcoholic beverages. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County, or Municipality in which the licensed premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him in connection with, adjoining, or adjacent thereto, whether connected or not, and whether used by him as his private dwelling or not, at any time. The undersigned understands that should he or she violate any of the provisions of Code of Alabama, Title 28, or any of the rules and regulations of the Alcoholic Beverage Control Board, or the City of Lineville rules and Municipal Ordinances his license shall be subject to revocation. The undersigned understands that the City reserves the right to file for suspension, revocation, or an objection with the Alabama Alcoholic Beverage Control Board to a license renewal for failure to follow the Alcoholic Beverage Control Laws of the State of Alabama and the Rules and Municipal Ordinances of the City of Lineville or the creation of a nuisance. The undersigned further understands and agrees that no changes in the manner of operation, nature of owner, and no deletion or discontinuance of any services or facilities as described in this application will be allowed without prior written approval of the City of Lineville and the Alabama Alcoholic Beverage Control Board.

I understand that by completing this application, I am requesting inspection of the premises by all applicable departments and agencies whose approval is or may be required to process this application. All code violations must be corrected prior to submission of the application to the City Council.

Applicant for the Alcoholic Beverage license, requested by the foregoing applicant hereby swears or affirms that he or she has read said application and all the statements and facts set forth therein or in supporting documents are true and correct, and that, except as otherwise indicated herein, the applicant is the only person interested in the business for which license is requested.

Signature of Applicant(s)

State of Alabama
Clay County

I, _____, a Notary Public in and for the State at Large, hereby certify that, _____ whose name is signed to the forgoing document, and Who is known to me, or Whose identify I proved on the basis of _____, or Whose identify I proved on the oath/affirmation of _____, a credible witness to the signer of the above document and that being informed of the contents of the document, he/she executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this the _____ day of _____, 20____.

Notary Public _____

My Commission Expires:

**CITY OF LINEVILLE
ALCOHOLIC BEVERAGES LICENSE APPLICATION
APPLICANT CHECKLIST**

THE FOLLOWING LISTED ITEMS ARE TO BE INCLUDED BY ALL APPLICANTS AS ATTACHMENTS TO THE ALCOHOLIC BEVERAGE LICENSE APPLICATION:

- 1. ZONING VERIFICATION from Building/Zoning Department.**
- 2. ACKNOWLEDGEMENT of receipt of Application and payment of application fees. (Form 1)**
- 3. COPIES OF THE LEASE OR SUBLEASE FOR THE BUSINESS LOCATION.
This can be a proposed lease, with an executed lease to be submitted at a later date.**
- 4. ARTICLES OF INCORPORATION / PARTNERSHIP AGREEMENT.**
- 5. CERTIFICATION FROM BUILDING INSPECTOR (Form 2)**
- 6. CERTIFICATION FROM FIRE DEPARTMENT (Form 3)**
- 7. HEALTH DEPARTMENT CERTIFICATION, if applicable.**
- 8. MENU(if applicable) & LOCATION SKETCH**

CITY OF LINEVILLE, ALCOHOL BEVERAGE LICENSING

ACKNOWLEDGEMENT

By signing below, I certify that I have had the requirements of Ordinance No. _____, as amended, explained to me with reference to the \$150.00 filing fee.

I understand that if my application is denied, said application fees will not be refunded.

Proposed Licensee

Trade Name

City Clerk

Date: _____

CITY OF LINEVILLE, ALCOHOL BEVERAGE LICENSING

Certification by City of Lineville Building Inspector

NOTE: No inspections will be performed until classification of liquor sales type has been Verified by the Alcohol Beverage Control (ABC) Board.

Date: _____

*I hereby certify that _____ doing business
_____ does meet all requirements as prescribed
by the City of Lineville, to operate _____ in the City of Lineville.*

Building Inspector

Notes: _____

CITY OF LINEVILLE, ALCOHOL BEVERAGE LICENSING

Certification by City of Lineville Fire Department

NOTE: No inspections will be performed until classification of liquor sales type has been

Verified by the Alcohol Beverage Control (ABC) Board.

Date: _____

*I hereby certify that _____ doing business as
_____ does meets the requirements
as prescribed by the City of Lineville, to operate _____ in the City of Lineville.*

Fire Chief

Notes:

