

City of Northport
 3500 McFarland Blvd
 P.O. Box 569
 Northport, AL 35476
 205-339-7000

ALCOHOLIC BEVERAGE LICENSE APPLICATION
 TYPE APPLICATION

OFFICE USE ONLY			
Date applied at ABC Board _____	Date Rec'd Background approval/denial _____	Council Date _____	
Date Application Rec'd _____	City Limits _____	PJ _____	Date Sent to Inspections _____

I. Applicant Information

Name of applicant(s): _____
 Circle One: Ind. Part. Assoc. Corp. LLC

Business Name: _____

Physical Address of Business: _____

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

Name / Title	Social Security #	Drivers License State & Number	Date of Birth/Place	Present Address	Past Address

CHECK THE TYPE OF LICENSE APPLYING FOR:

	BASE LICENSE FEE	APPLICATION FEE
LOUNGE RETAIL LIQUOR LICENSE – CLASS II PACKAGE STORE 445310 <input type="checkbox"/>	\$ 300.00	\$ 30.00
LOUNGE RETAIL LIQUOR LICENSE – CLASS I 722410 <input type="checkbox"/>	\$ 650.00	\$ 30.00
RESTAURANT RETAIL LIQUOR LICENSE 722400 <input type="checkbox"/>	\$ 300.00	\$ 30.00
RETAIL BEER LICENSE (ON PREMISES) 722113 <input type="checkbox"/>	\$ 75.00	\$ 30.00
RETAIL BEER LICENSE (OFF PREMISES) 445320 <input type="checkbox"/>	\$ 50.00	\$ 30.00
RETAIL TABLE WINE LICENSE (ON PREMISES) 722112 <input type="checkbox"/>	\$ 75.00	\$ 30.00
RETAIL TABLE WINE (OFF PREMISES) 445323 <input type="checkbox"/>	\$ 75.00	\$ 30.00
SPECIAL RETAIL LICENSE – MORE THAN 30 DAYS 722401 <input type="checkbox"/>	\$ 125.00	\$ 30.00
WHOLESALE TABLE WINE ONLY 422820 <input type="checkbox"/>	\$ 275.00	\$ 30.00
WHOLESALE BEER ONLY 422810 <input type="checkbox"/>	\$ 250.00	\$ 30.00
WHOLESALE BEER & WINE DISTRIBUTOR 422800 <input type="checkbox"/>	\$ 375.00	\$ 30.00
BREW PUB 312213 <input type="checkbox"/>	\$ 500.00	\$ 30.00

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 Northport 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. What policies or procedures do you have in place or plan to execute concerning sale of alcoholic beverages? _____

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

7. Are you aware of any opposition to this license being issued? If so, please describe.

8. 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.

9. 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.

10. 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 as the result of the charge?

11. Does the APPLICANT(s) currently possess any other license issued by the State of Alabama or the City of Northport for the sale of alcoholic beverages? If so, please list the name under which the license is issued, physical address of the licensed business type, date of issuance and license number.

12. Does the APPLICANT(s) own or control, either directly or indirectly, or hold any lien against any real or personal property which is rented, leased, or used in the operation of business by the holder of a permit or license issued under the authority of any alcoholic beverage law? If so, please describe completely.

13. Is the APPLICANT(s) receiving, either directly or indirectly, ANY loan, credit, cash, or equivalent from any other alcoholic beverage licensee, or from any individual, firm, association, or corporation operating under or regulated by the authority of any alcoholic beverage law? If so, please describe completely.

14. Have you or one of your employees ever been convicted of a felony or of a crime of dishonesty or false statement? If yes, explain.

15. List below the criminal convictions, in the last ten (10) years if any, of each owner, partner, shareholder, manager, etc. (DO NOT include traffic violations, except D.U.I.), if NO record, state NONE.

LOCATION INFORMATION

16. Physical Address of Business: _____

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

18. Detailed description of the primary business to be operated from this location: _____

19. Will any building renovation, remodeling, or repairs be completed prior to opening your business at this address? If so, please describe the nature and extent of this work:

**20. Does the APPLICANT(s) own the property listed in the above address? _____
If so, is a copy of the recorded deed attached? _____**

**21. Does the APPLICANT(s) have a contract to purchase the property? _____
If so, is a copy of the recorded sales contract attached? _____**

**22. Does the APPLICANT(s) lease the property? _____
If so, is a copy of the lease agreement attached? _____**

**What is the name, address, and contact phone number for the property owner/leaser? _____
_____**

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?
_____**

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? _____

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? _____

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

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

RETAIL LIQUOR – SPECIAL EVENTS – MORE THAN 30 DAYS

40. Is the event more than 30 days? _____ What is the start and end date? _____

41. Detailed description of the event: _____

42. Location of event: _____

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

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 the Code of the City of Northport 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 Code of the City of Northport 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, 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 Code of Northport or the creation of 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 Northport 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 approvals are 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 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
Tuscaloosa 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 identity I proved on the basis of _____, or
- Whose identity I proved on the oath/affirmation of _____, a credible witness to the signer of the above 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 Northport
Revenue Department

ALCOHOLIC BEVERAGE APPLICATION PROCESS

- Before you can begin the process with the City of Northport, you must begin **ALL** Alcoholic Beverage Applications with the State of Alabama Alcoholic Beverage Control Board located at 6050 Mimosa Circle, Tuscaloosa, AL 35405. They can be reached by phone to set up an appointment at 205-758-7501. While at the State of Alabama Alcoholic Beverage Control Board they will provide you with the necessary information to begin your process for your ABI background check and the necessary paperwork to take to the Northport Police Department to begin the fingerprint process for the FBI background check.
- Once you have placed an application with the State of Alabama Alcoholic Beverage Control Board you will need to bring a copy of that application to our office in order to start the City's process.
- A City of Northport Application for Beer, Wine and Liquor is to be completely filled out, it must be signed, **no initials**, and notarized. The information that you have provided must be identical to your State of Alabama Alcoholic Beverage Control Board Application. Each application requires a \$30.00 filing fee. This filing fee can be paid by a personal or company check, cash, cashiers check or money order made payable to: **City of Northport**
- A standard City of Northport Business License application is to be completely filled out, it must be signed, **no initials**, and notarized. The information that you have provided must be identical to your State of Alabama Alcoholic Beverage Control Board Application.
- If the applicant is a corporation, LLC or partnership, a copy of the corporation or LLC papers must be included with this application.
- A copy of all applicants' driver's license must be turned in along with the application.
- A copy of your signed lease agreement/or deed must be turned in along with the application.
- Once ALL of the necessary paperwork:
 - Copy of State ABC Board Application
 - Completed City of Northport Beer, Wine & Liquor Application
 - Filing Fee
 - Standard City of Northport Business License Application & fees
 - Corporation/LLC Papers (if necessary)
 - Lease Agreement/Deed
 - Copy of Drivers License

has been turned in then the actual application process will begin. This process normally takes 6 to 14 weeks, depending on the background check being run by ABI and FBI through the ABC Board.

- Once the background checks come back they are sent by the ABC Board to the City of Northport Chief of Police for review.
- After review of the background checks the Chief of Police or his designee will contact the Business License Officer.
- If there are no problems, then the Business License Officer shall schedule the applicant for a Council date and type two ads for the applicant to pick up.
 - The City Council meets on the first and third Monday of each month.
 - Meetings take place at the Northport Civic Center in the Council Chambers.
- The applicant must come get the ads and
 - **Post notice on property where it can be seen by all**
 - **Run the advertisement in the classified section of the Tuscaloosa News**
 - **(3 consecutive days, 7 days prior to the scheduled council meeting.)**
 - **Attend scheduled Council meeting.**
- After council approval or denial a form reflecting the decision shall be completed by the Business License Officer and signed by the City Administrator. A copy shall be placed in the file and the original must be picked up by the applicant and taken to the State of Alabama Alcoholic Beverage Control Board. Once this is done the Alabama Alcoholic Beverage Control Board will at this time complete your application process with them. Once you have received your State of Alabama Alcoholic Beverage Control Board License you must bring that license into our office and at that time you **MUST PURCHASE YOUR ALCOHOLIC BEVERAGE LICENSE WITH THE CITY OF NORTHPORT.**

○ Retail Beer License (off premises)	\$ 50.00
○ Retail Table Wine (off premises)	\$ 75.00
○ Retail Beer (on premises)	\$ 75.00
○ Retail Table Wine (on premises)	\$ 75.00
○ Lounge Liquor	\$ 650.00
○ Restaurant Liquor	\$ 300.00
○ Special Retail Liquor – more than 30 days	\$ 125.00
○ Wholesale Table Wine	\$ 275.00
○ Wholesale Beer	\$ 250.00
○ Wholesale Beer and Wine	\$ 375.00
○ Package Store	\$ 300.00
- **It will be necessary for you to purchase additional City of Northport Business Licenses. What type of license or licenses that must be purchased will be determined base on what type of business is being conducted from such location.**
- If you need any assistance in completing the alcoholic beverage application or have any questions, please contact **Cyndi Herren-Sims** at **(205) 339-7000 ext. 228.**

PROOF OF ALCOHOLIC BEVERAGE APPLICATION PROCESS

I, _____, have received a copy of the Alcoholic Beverage Application Process for _____.

The application process has been reviewed with me at this time and any questions that I had at this time have been answered.

Print Name

Signature

Name of Business

Date