

**INSTRUCTIONS FOR SITE APPROVAL
FOR
LOCATION FOR THE SALE OF ALCOHOLIC BEVERAGES**

1. Obtain Site Approval application in the Office of the City Clerk, Room 401, City Hall (309-494-8565) or on the City's website www.peoriagov.org and then type "liquor site approval" in the search box.
2. The **OWNER** of the **Property** must sign the Liquor Site Approval Application.
3. If you have any questions about non-liquor issues, it is recommended that you present your proposal for the business to the **"ONE STOP SHOP"** meeting **prior to filing** for your application. By doing so, you will be advised regarding the requirements of Building Codes, Fire, Zoning, Traffic Engineering, etc. The "ONE STOP SHOP" meets every Monday at 1:30 p.m. in Rm. 404 at 419 Fulton. For an appointment, call 309-494-8600.
4. A \$250.00 filing fee for the Liquor Site Approval Application, payable to the City of Peoria, should be paid in the City Treasurer's Office, Room 100, City Hall.
5. Submit a **DETAILED SITE PLAN** per Attachment A. **NOTE: All site approvals are 1st floor only, unless specifically applied for and authorized. The following site may be used to prepare your site plan: <http://gis.peoriacounty.org/peoriagis>.**
6. A Public Hearing will be scheduled for each liquor site application before the Liquor Commission (as stated by Ordinance) **45 days** from the date of application submittal.
7. Once a Public Hearing date is obtained from the City Clerk's Office, notices **must** be sent by the applicant to everyone within 300 feet of the proposed liquor establishment. **A list of people within 300 feet of the establishment can be obtained from: Township Tax Assessor, 427 W. Main, Peoria (309-324-7459) and attached to the completed Site Application form.**
8. After the Liquor Commission reviews the site application and makes its recommendation, this matter will be brought to the City Council for their approval.

Applying for a liquor license is a **SEPARATE** step. Applications for the Liquor License (after receiving site approval) can be filed in the City Clerk's office, Room 401 of City Hall.

9. Attached are some regulations which pertain to site preparation. Please read these regulations carefully and if you have questions, call the Planning Department (309-494-8600).

NOTE: Liquor site location approval is necessary for new locations and locations which have had a lapse at the site for more than 3 months in the regular conduct of the business of the retail sale of alcoholic beverages, or when changing the classification of license at a current location. Applicants must open up for business within 6 months of City Council Approval or make a request for an additional 3 months.

It is highly recommended that you contact the District Council Member for the District in which the proposed site is located to discuss your proposed site application.

**SITE APPROVAL APPLICATION FOR THE SALE OF ALCOHOLIC BEVERAGES
IN THE CITY OF PEORIA, ILLINOIS**

TO THE MAYOR OF THE CITY OF PEORIA, ILLINOIS, for approval of site location for the purpose of retail sale of alcoholic liquor, pursuant to an ordinance to regulate the sale of alcoholic liquor adopted by the City Council of the City of Peoria on January 2, 1974, and any subsequent amendments thereto:

1. Name(s), address(es) and phone number(s) of Property Owner(s):

2. Name, address and phone number of Intended Lessee:

3. Street address of Property requested for approval:

NOTE: All site approvals are 1st floor only, unless specifically applied for and authorized.

4. Legal description of Property listed in #3:

5. Are there any improvements (buildings, accessories, etc.) presently on the property? Yes ____ No ____
If Yes, please give description of same:

6. Are you planning to build any improvements upon the property? ____ If Yes, please indicate such improvements: _____

7. What type of sale of alcoholic beverages is the property to be used for (i.e., tavern, restaurant, package liquor, etc.)? _____

8. Is this property located in a residential section? Yes ____ No ____

9. What classification of license are you applying for? (Section 3-52 of the Code of the City of Peoria)

Class: A, B, B1, C, C1, CG, D, E, E-1, G-A, G-B, G-C, I, J, K, K-1, L, M, N _____

Subclass: 1, 1A, 2, 2A, 3, 3A, 4, 6, 7, 8, 10, 11, 12 _____

10. Do you plan to add video gaming? Yes ____ No ____
(Must wait 6 months & show 80% revenue from food & drinks)

11. **A site plan MUST BE SUBMITTED with this application, see Attachment A.**

AFFIDAVIT

I (we) swear that I (we) am (are) the owner(s) of the property described in this application and that the statements contained herein are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20__.

Signature of Property Owner(s)

Notary Public

(NOTE: Non-Refundable \$250 Filing Fee)

SITE PLAN REQUIREMENTS

FOR APPLICATION FOR LIQUOR SITE APPROVAL

- 1. Plans drawn to an identified scale, measurable with an engineer's or architect's scale, showing property lines, proposed or existing streets, all buildings, yards, parking areas, and service areas. (If possible on 8 ½ X 11" paper.)**
2. North arrow and scale.
3. If site location does **not** occupy entire property/building, show in detail exact dimensions of where site is being requested.
4. Exact locations and layout of buildings, streets and sidewalks, and access facilities including on-site vehicular circulation geometry.
5. Number and location of required and provided parking spaces, including handicapped parking spaces. Show dimensions of access aisles.
6. Exact location, size, and type of landscaping. Lawn areas should be indicated as seed or sod.
7. Area of proposed site (acres and square feet).
8. Square footage of all proposed buildings--gross leasable area (GLA) for commercial, office and industrial uses.
9. Maximum height of building.
10. Master signage plan for the project, showing all existing and proposed signage with locations, dimensions and numbers.
11. Dumpster locations and screening treatment.
12. Exterior mechanical equipment and proposals for screening.
13. Locations and dimensions of required yards and transitional buffer yards.
14. Locations and dimensions of walks, fences and exterior lighting structures.
15. Current and proposed use of the site.