

Dear Applicant:

SUBJECT: APPLYING AS A CORPORATION FOR A CITY OF PEORIA LIQUOR LICENSE

Thank you for your recent inquiry regarding the procedure for obtaining a City of Peoria Liquor License. The following instructions are to assist you in the application process.

There are two steps to acquiring a license. (1) The location (actual street address) has to be approved for the sale of alcoholic beverages under a certain classification, such as A-Tavern, B-Restaurant, C-Package, etc., that is called site approval. (2) next, the principals of the actual liquor establishment have to be approved for the operation of the business.

We have enclosed the necessary forms, which are required to be completed in order to obtain a City of Peoria Liquor License. In addition, we have enclosed instruction sheets and forms for the Site Approval Procedure, if you are required to obtain it.

SITE APPROVAL PROCEDURE

In the City, all locations must be approved to sell alcoholic beverages by the City Council (Chapter 3, Sec 3-93). Therefore, if an establishment is a new location or has not continuously sold alcoholic beverages during the past three months, or if you are changing the classification of the license at the current location, you must first obtain site approval before completing the Liquor License application. Our office has the site approval forms if you need one. It is important to note the **owner of the property** must apply for site approval.

It is strongly recommended that the Applicants present their proposal for their business to the **"ONE STOP SHOP"** meeting **prior to filing** their application. By doing so, they may be forewarned as to any difficulties with Building Codes, Fire, Zoning, Traffic Engineering, etc. The **"ONE STOP SHOP"** meets every Monday at 1:30 p.m. in Room 404 at 419 Fulton (City Hall). There is no fee. For an appointment, call 494-8600.

There is a \$250.00 non-refundable filing fee for processing the site approval application. This fee may be paid in the City Treasurer's Office, Room 100. Please take one receipt and the completed application form to the City Clerk's Office, Room 401, and they will notify you when a Public Hearing is scheduled before the Liquor Commission for your site. After approval from the Liquor Commission, your request will be placed on the Council Agenda for final approval. Once Council approval is given, our office will notify you that an application for the business itself can be submitted.

LIQUOR LICENSE APPLICATION PROCEDURE

Once your site approval is final, or if liquor has been sold continuously at this location in the past three months, you may submit an application for the liquor license. Below is a list of the liquor license application documents which need to be submitted. Please note: Due to the number of applications we receive, we are able to accept only complete applications.

DOCUMENTS TO BE SUBMITTED

1. **Liquor License Application.**
2. **Schedule III.** This form should contain information about the corporation itself and its Officers.
3. **Personal Data Forms.** One data form must be filled out by each individual listed on the Schedule III.
4. **Schedule I. (Manager's form, if applicable).** A Manager's form and personal data sheet should be completed by the local manager if your establishment will be managed by someone other than the Corporate Officers. The licensee must sign the proposed manager's form also.
- 4a. Some businesses are operated under a Management Agreement. If that is the case for you, please submit a signed Management Agreement outlining the financial considerations you have made.
5. **Statement of Financial Disclosure.** This should list the assets and liabilities of the business. If you have an audit in booklet form, this may be attached to the financial disclosure form.
6. **Liquor Surety Bond Form.** This bond should be made in the name of the corporation in the amount of **\$10,000**. The City of Peoria should be the obligee. You may obtain a bond from your insurance company. It is recommended that the bond expire at the License year-end, **currently 12:01 a.m. March 1.**
7. **Certificate of Liability Insurance. (dram coverage)** This should list the City of Peoria, Illinois, as Certificate Holder; said certificate shall show coverage for liquor liability, 235 ILCS 5/6-21. (State requirement and City requirement per Ordinance 16,258)
9. **Scale Drawing.** This should be a drawing of the interior of the premises. You may submit a blueprint if you have one.
10. **Lease Agreement.** If you are leasing the establishment, please submit a Lease Agreement between your Corporation and the property owner with the lease expiring at the License year-end or beyond. Subleases **must** have documentation showing permission from the Owner of the Building to Sublet, and a copy of the Lease from which your corporation is subletting. If applicant is buying the building, submit a copy of the deed or an agreement/contract to purchase the building.
11. **Bill of Sale.** If you are purchasing the building, please submit a Bill of Sale for the purchase. The Bill of Sale must be signed.
12. **Deed.** If you are purchasing the building, please include a copy of the Deed.
13. **Articles of Incorporation (Corporations) or Articles of Organization (Limited Liability Company).** If you are applying as a corporation, please submit a copy of the Articles of Incorporation papers which you received from the Secretary of State. (Your application cannot be processed without these articles.)

14. **Filing Fee.** Upon submitting your completed application, please pay a \$400 non-refundable filing fee with the City Treasurer; except where the applicant currently holds a valid liquor license, the filing fee shall be \$100.00. This should be paid in the City Treasurer's Office, Room 100. (Checks should be made payable to the City of Peoria.) This is not part of the annual liquor license fee, but a fee to cover extensive investigation which is made by our Police Department on each liquor application.
15. **Drivers License.** All Corporate Officers and your Manager must submit a copy of their drivers license.
16. **Health Department License.** A Peoria County Health Department License is required before a City Liquor License can be obtained. The Health Department will do two inspections, a preliminary and final, before issuing a Health Department License. Our office must have final clearance from the Health Department before we can issue your City Liquor License. The Health Department will need a zoning verification form before they can do a primary inspection. You may obtain this form from the Planning and Growth Management Department, Room 300 in the City Hall Building.

Please note: Class "C" (package liquor) license holders do not need to meet any Health Department requirements for package liquor, unless you are selling hazardous foods (eggs, milk, etc.) Please contact the Health Department at 685-6181 for any questions or for any additional information regarding their requirements.

17. **Liquor License Fee.** The first time fee for each Class of License may be reduced on a prorated basis for any full calendar months which have expired during the license year. (Sec. 3-52 of the Liquor Code outlines the classes and fees.)
18. **Approval of the Application.** Our office will notify you when your license is ready to be picked up. At that time, our staff will let you know the amount due which should be paid in the City Treasurer's Office, Room 100. **The liquor license fee must be paid by Certified Cashier's Check, Money Order, or Cash.**

Please note: If you are taking over an establishment, the previous owner must surrender his liquor license at or before the time you receive your liquor license from our office.

19. **Notarization of Forms.** Many of your forms require that your signatures be notarized. If you sign in front of my staff, we are able to notarize our forms. If you pre-sign your forms, please have them notarized before you file your application.

If you have further questions, please feel free to contact my office at 309-494-8565.

Sincerely,

Beth Ball, MMC
City Clerk

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Enclosures