

INSTRUCTIONS FOR 4:00 A.M. (SUBCLASS 1 LIQUOR LICENSE)

1. Obtain an Application Form in the Office of the City Clerk, Room 401, or the Office of the Legal Department, Room 200.
2. Obtain a date from the Legal Department, when a Public Hearing by the Liquor Commission will be held for your establishment. You may call Kristin at 494-8591.
3. Make a list of the names and addresses of all property owners within 300 feet of your liquor establishment. (This can be obtained from the Assessor's Office, 205 S.W. Adams.)
4. You are required to mail a copy of the Notice of Public Hearing or hand deliver to all property owners within 300 feet of your liquor establishment.
5. After you have completed the above, you may sign the Affidavit and file the application with the Legal Department, Room 200.
6. The Application and Affidavit require that your signature be notarized. If you sign in front of Staff, we are able to notarize your forms. If you pre-sign your forms, please have them notarized before you file your application.
7. The Legal Department will need the following documents when you file:
 - a. Completed, signed, and notarized Application for Subclass 1A Liquor License.
 - b. List of Names & Addresses that Notice of Public Hearing was distributed to.
 - c. Notice of Public Hearing.
 - d. Notarized Affidavit.
8. Your papers are required to be filed at least thirty days before the Liquor Commission Meeting. The Liquor Commission meets every first Monday of the month. (Unless it falls on a holiday.)
9. After the Liquor Commission reviews the application and makes its recommendation, this matter will be brought to the City Council for their approval.
10. If your Subclass is approved, you will be notified by the Clerk's Office and asked to bring in the appropriate Subclass fee **and** your license.
11. The Subclass 1 (4:00 a.m.) annual fee is \$2,500.00, but will be prorated.
12. Please make checks payable to the City of Peoria. The fee is paid in the Treasurer's Office, Room 100.
13. Take your Treasurer's receipt to the Office of the City Clerk, Room 401 and the Subclass will be added to your license.

Adopted on 11/21/06 by Ordinance 16,029

*Effective 12/2/06