

CITY OF MACOMB
LIQUOR LICENSE APPLICATION

For questions or further information, contact:

Office of the Mayor
CITY OF MACOMB, ILLINOIS
P.O. Box 377 Macomb, IL 61455
Phone: 309-833-2558
email: mayor@macomb.com

This is a brief summary of the steps involved in the liquor license application process. Please contact the Mayor's Office (833-2558) or the City Attorney's Office (833-4373) if you have any questions.

1. The applicant should first read the current Macomb Liquor Code to determine whether it (usually a corporation) is eligible to hold a local license and can meet all applicable qualifications. If the applicant believes it has met, or can meet, the licensing qualifications, then it must submit a fully completed and notarized application (with the requested documentation) to the Mayor (who is the local liquor commissioner), along with the non-refundable application fee, which is currently \$500.00. Please be sure that you will either own or lease the property for the duration of the license term.

2. After the Mayor receives the application and supporting documents, the Macomb Police Department performs a criminal background investigation of the applicant (including all corporate officers owning 5% or more of the stock) and its resident manager. The City's Building & Zoning Department staff places a sign on the applicant's property in order to notify the general public of the pendency of the application. The Liquor Commissioner sets a public hearing and sends a written notice to the property owners residing within 250' (at least) of the applicant's property about the pending license application.

3. In Macomb, the City Council decides whether to create a new liquor license, and the Mayor decides whether a newly created license should be issued. Once the necessary background investigation is completed, and the residents have been notified, the Mayor requests that the new license application be placed on the City's meeting agenda - for discussion of the application and for consideration of, and decision on, an ordinance to create a new license.

The application is then discussed at two Council meetings and at one or more committee meetings. At these meetings, the applicant may be asked to clarify the statements in its application, to discuss its business plan, and/or to provide additional personal or business information or documents. At the council meetings, an ordinance to create a new liquor license is presented for first and second readings. A public hearing is held to discuss the propriety of creating the requested license; at this hearing, the neighboring property owners

and the general public share their opinions about the propriety of creating and issuing the new license. The applicant and its proposed resident manager should attend all meetings, especially the first Council and committee meetings. They should be prepared to discuss the proposed business operation, the staffing and training of staff, their plans for crowd and litter control, their plans to obtain BASSET certification, etc.

4. If the City Council subsequently votes to not create the requested license, the applicant may appeal that decision. However, if the Council votes to create it, the Mayor will have 30 days to decide whether it is in the best interest of the community to issue it. If the newly created license is not issued within that time, it lapses.

5. Please note the following:

Class R license holders must derive at least 60% of total revenue from the sale of food and non-alcoholic drinks. Total revenue includes food sales, alcohol sales, general merchandise sales, other service sales and the licensee's share of the net terminal income from video gaming.

State Video Gaming Licensees must generate at all times, at least 60% of gross income from food and beverage sales and have no more than 10% of its space dedicated to video gaming.

6. **Please remember the licensing process takes approximately 60-90 days.**

7. Please remember to have all signatures notarized.

LIQUOR APPLICATION CHECK LIST

Please provide the following documents.

___ Authorization to perform background check with a copy of your drivers license.

___ Liquor license application.

___ Resident manager application, if applicable.

___ Application fee of \$500, non-refundable fee, money order or certified check. NO cash or personal checks.

___ Copy of lease, if applicable.

___ Corporation Papers: (note, if new corporation, Certificate of Good Standing may be obtained at the same time as the Articles of Incorporation)

_____Articles of Incorporation

_____Certificate of Good Standing

_____Other state filed proof of foreign corporations

_____Partnership agreement

___ Scaled drawing of the premises.

___ Occupancy Report for Classes A, R, and B. Contact Fire Chief at 309-836-7800

___ Dram Shop Insurance (to be submitted prior to issuing a license).

___ Current Special Tax Stamp (federal wagering stamp).

___ Current Illinois Department of Revenue Certificate of Registration.

___ Assumed name certificate

___ Proposed Business Plan

___ Statement of intent to obtain State Video Gaming License

You will also be required to obtain a State Liquor license. CONTACT THE OFFICES BELOW FOR FURTHER INFORMATION AND NECESSARY REQUIREMENTS

Chicago Address

100 W. Randolph, Ste. 5-300

Chicago, IL 60601

Phone: 312-814-2206

Springfield Address

101 West Jefferson

Springfield, IL 62706

Phone: 217-782-2136

or visit <http://www.state.il.us/lcc>

CLASSES OF LIQUOR LICENSES

License Fees: Licenses are obtained for one year and are renewed and payable annually. Below is a general recap of the types of licenses and fees. You must read Chapter 4 of the Macomb Municipal Code prior to applying for a liquor license.

Class A - Bar/Tavern License/bowling alley: \$1,815 plus current occupancy number equals the annual fee.

Allows establishment the following privileges:

- The individual or corporation will be engaged in the retail sale of alcoholic liquor for consumption on premises.
- Hours of liquor sales: Monday through Saturday: 6:00 a.m. to 12:00 a.m.

Supplementary license Fees:

- Class EH: Extended hours, closing time is extended Monday through Saturday till 1:00 a.m. and extended Friday and Saturday till 2:00 a.m. Fee: \$500
- Class OP: Off premises sale of beer and wine. Fee: \$500
- Class OL: Outdoor location Fee: \$500
- Class SS: A bowling alley may serve alcohol on Sunday from 11:00 a.m. till 12:00 a.m. with a Sunday Sales license. Fee \$500

Class P- Package Store/Convenience Store: \$1,650 annual renewal fee

Allows the establishment the following privileges:

- The individual or corporation will be engaged in the retail sale of alcoholic liquor for off premises consumption.
- A convenience store operator may not sell beer in kegs and may not sell beer/wine in individual containers less than 16 fluid ounces in size.
- Hours of liquor sales: Monday through Saturday: 6:00 a.m. to 12:00 a.m.

Supplementary license Fees:

- Class EH: Extended hours, closing time is extended Monday through Saturday till 1:00 a.m. Fee: \$500
- Class PS: Product Sampling license: 1-12/year \$125
13-25/year \$250
26-52/year \$500

Class C-Club: \$1,815 annual renewal fee.

Allows the establishment the following privileges:

- A Club will be a not-for-profit corporation for a fraternal, civic, veteran athletic or other common objective or a for-profit country club, for which the sale of alcoholic liquor is an ancillary purpose on premises
- May sell beer at retail in the original package for consumption off premises.
- Hours of liquor sales: Monday through Saturday: 6:00 a.m. to 12:00 a.m.

Supplementary license Fees:

- Class EH: Extended hours, closing time is extended Monday through Saturday till 1:00 a.m. Fee: \$500
- Class SS: Sunday Sales Fee: \$500

Class H-Hotel/Motel: \$1,815 annual fee

Allows the establishment the following privileges:

- The primary business is offering overnight lodging.
- May sell alcoholic liquor by the drink in a dining room, lounge, adjacent outdoor area, or room service.
- Hours of liquor sales: Monday through Saturday: 6:00 a.m. to 12:00 a.m.

Supplementary license Fees:

- Class EH: Extended hours, closing time is extended Monday through Saturday till 1:00 a.m. and extended Friday and Saturday till 2:00 a.m. Fee: \$500
- Class OL: Outdoor location Fee: \$500
- Class SS: may serve alcohol on Sunday from 11:00 a.m. till 12:00 a.m. with a Sunday Sales license. Fee \$500
- Class CS: Catering Service Fee: \$500

Class R-Restaurant: \$1,650 plus current occupancy number equals the annual fee.

Allows establishment the following privileges:

- The primary business is to sell meals and must obtain at least 60% of its gross revenue from sale of non-alcoholic goods and services. Monthly reporting of alcoholic sales and non-alcoholic sales is required.
- Hours of liquor sales: Monday through Saturday: 6:00 a.m. to 12:00 a.m.

Supplementary license Fees:

- Class EH: Extended hours, closing time is extended Monday through Saturday till 1:00 a.m. and extended Friday and Saturday till 2:00 a.m. Fee: \$500
- Class OL: Outdoor location Fee: \$500
- Class SS: may serve alcohol on Sunday from 11:00 a.m. till 12:00 a.m with a Sunday Sales license. Fee \$500
- Class CS: Catering Service Fee: \$500
- Class OC: Outdoor Café Fee \$100: only applicable in historic downtown district

Class B-Boutique: \$1,650 plus current occupancy number equals annual fee.

Allows establishment the following privileges:

- The primary business is to sell alcoholic liquor either on premises by the drink or in the original containers for off premises. Must obtain at least 60% of its gross revenue from off-premises sales.
- Hours of liquor sales: Monday through Saturday: 6:00 a.m. to 10:00 p.m.

Class B-Boutique (continued)

Supplementary license Fees:

- Class OC: Outdoor Café Fee \$100: only applicable in historic downtown district

Class SE-Special Event: Free

Allows the following privileges:

- Application must be made for a specific community, civic, educational, fraternal, political or religious event.
- May sell beer and wine by the drink or in open original containers for consumption on the licensed premises only.

More specific information on each license classification can be found in Chapter 4 of the Macomb Municipal Code. You may obtain a copy of the liquor code at the Mayor's Office, the City Clerk's office or online at www.cityofmacomb.com

CITY OF MACOMB
APPLICATION FOR LIQUOR LICENSE

Each individual applicant must fill out an application. For example, each member of a partnership must fill out an application.

1. Full legal name(s) (including alias, maiden name, nickname, etc.) of applicant(s) and birth date(s): _____

2. Address of applicant(s): _____

3. Phone Number with area code: _____

4. Address of premises to be used by applicant(s): _____

5. Social Security Number: _____

6. Driver's License Number: _____

7. Name of business under which premises will be operated:

Phone Number: _____

8. Owner or Landlord of premises to be used by applicant(s):

Phone: _____

9. Address of Owner or Landlord of premises to be used by applicant(s):

10. Type of Business: _____

a. How long have you been in this type of business? _____

b. Include proposed business plan

11. Types of Entertainment to be offered?

12. Will you be seeking a State Video Gaming License? Yes No

a. Proposed percentage of income derived from gaming? _____

13. Will food be sold/provided? Yes No

14. Class of license applied for (circle one):

Class A Class P Class C Class H

Class R Class B Class SE

15. Supplementary License applied for (circle all that apply):

Class OL Class SS Class EH Class CS Class PS Class OC

16. Date on which business is to commence: _____

17. If you are not the Owner or the Landlord of the premises, do you have the consent of the Owner or Landlord of the premises to use the premises for the purpose allowed in the license you have applied for? Yes No

18. Are you leasing the premises? Yes No (If so, attach a copy of that lease.)

19. Are you a citizen of the United States? Yes No

If no, date & place of naturalization: _____

20. Place of Birth? _____

21. Are you a resident of the City of Macomb, Illinois? Yes No

a. Length of residency? _____

22. Have you ever been arrested, charged, received supervision for, conditional discharge, probation or have been convicted of a felony under the laws of the State of Illinois or any of the United States or under Federal Law? (Excluding minor traffic convictions)

Yes No

If yes, when and where? _____

What charge/crime? _____

23. Have you ever been convicted of any crime or misdemeanor involving moral turpitude (fraud)?

Yes No

If yes, when and where? _____

What charge/crime? _____

24. Have you ever had a liquor license issued to you under the laws of the State of Illinois or any of its political subdivision? Yes No

Where and when?

25. Have you ever been denied a liquor license? Yes No

Why?: _____

26. Have you ever had a liquor license issued to you under the laws of any other state or any of its political subdivision fined, suspended, or revoked? Yes No

If yes, why?:

27. Are you a co-partnership or limited partnership? Yes No

If so, who are your partners, either overt or silent?

28. Are you a corporation or is the general partner of a limited partnership a corporation?
 corporation general partner of a limited partnership is a corporation.

28a. Full legal name(s) (including alias, maiden name, nickname, etc.) and birth date(s) of all the stockholders of your corporation who own more than 5% of the stock of your corporation.

29. Does the applicant plan to actively manage the business? Yes No

If not, who will be the Manager? _____

Qualifications of Manager?

30. State the length of residence of each person, partner, or stockholder and manager listed in the above questions: _____

31. Submit proof of adequate dram shop insurance as required by the Illinois Liquor Control Act of 1934, as it is now or may hereafter be amended, prior to being issued such license, including issuing company, policy number, and a certificate of insurance.

CITY OF MACOMB LIQUOR LICENSE APPLICATION
APPLICANT'S CRIMINAL BACKGROUND & CREDIT
HISTORY AUTHORIZATION FORM

I/We the Undersigned, do hereby authorize the Mayor of the City of Macomb, as Local Liquor Control Commissioner, and the Mayor's authorized agents, including the Macomb Police Department, to conduct a full and complete criminal background investigation on me. I/We agree to provide my/our fingerprints to aid in such criminal background investigation. In addition, I/We will answer any questions or provide any information required by the Mayor, or his authorized agents, to complete such criminal background investigation.

I/We do further authorize the Mayor, or his authorized agents, to investigate my/our credit history. I/We agree to answer any questions, provide any information or execute any documents necessary for the Mayor, or his authorized agents, to perform such investigation of my/our credit history.

This form is intended to be an authorization by me/us to any person to release any information requested by the Mayor, or his authorized agents, concerning my criminal background or credit history.

Dated: _____, 20____.

SUBSCRIBED AND SWORN to before me this _____ day of
_____, 20____.

Notary Public

CITY OF MACOMB LIQUOR LICENSE
RESIDENT MANAGER APPLICATION

*****LIQUOR MANAGER MUST RESIDE IN CITY OF MACOMB, ILLINOIS*****

1. Name and Address: _____

Address: _____

2. Social Security Number: _____

3. Driver's License Number: _____

4. Birth date: _____ Phone #: _____

5. Are you a citizen of the United States? Yes No

6. Have you ever been convicted of a felony under the laws of the State of Illinois?
 Yes No If yes, when and where? _____

For what crime? _____

7. Have you ever been convicted of a felony under the laws of any of the United States, or under federal law? Yes No

8. Have you ever been convicted of any crime or misdemeanor involving moral turpitude?
 Yes No

9. Have you ever had a license issued to you under the laws of the State of Illinois or any of its political subdivisions revoked for cause? Yes No

10. Establishment for which you are to manage: _____

11. Length of Macomb residency? _____

CITY OF MACOMB LIQUOR LICENSE APPLICATION
APPLICANT'S CRIMINAL BACKGROUND & CREDIT HISTORY
AUTHORIZATION FORM FOR THE RESIDENT MANAGER

I, the Undersigned, do hereby authorize the Mayor of the City of Macomb, as Local Liquor Control Commissioner, and the Mayor's authorized agents, including the Macomb Police Department, to conduct a full and complete criminal background investigation on me. I agree to provide my/our fingerprints to aid in such criminal background investigation. In addition, I will answer any questions or provide any information required by the Mayor, or his authorized agents, to complete such criminal background investigation.

I do further authorize the Mayor, or his authorized agents, to investigate my/our credit history. I agree to answer any questions, provide any information or execute any documents necessary for the Mayor, or his authorized agents, to perform such investigation of my/our credit history.

This form is intended to be an authorization by me to any person to release any information requested by the Mayor, or his authorized agents, concerning my criminal background or credit history.

Dated: _____, 20____.

SUBSCRIBED AND SWORN to before me this _____ day of
_____, 20____.

Notary Public