

Checklist for 3 a.m. liquor license

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

The following requirements will be completed by the investigator working on your case

_____ **Investigator requirement** – church/school location checklist completed listing all churches and schools within 300 feet of the proposed premise – see **Section 10-212** for all exceptions to this ordinance

_____ **Investigator requirement** – Check the server and master file of the current licensee to see if a “conditional license” has been issued at this location. Is a conditional license in place at this location? _____. If yes, refer to the P & P titled “Conditional Licenses” and follow accordingly.

_____ **Investigator requirement** – business is within 1.5 drivable miles of a 100+ room hotel or motel **or** the business is a convention hotel or motel with 100+ rooms, a restaurant and a meeting room with a capacity to seat 50 people – **name and address of hotel/distance from hotel to establishment** _____

Section 10-106(a)(6) – Notwithstanding the limitations contained in subsection (a)(1)b, a sales by drink establishment licensed under Chapter 10 located in that area bounded by and including the block face frontage of the north side of 17th Street Terrace, the east side of Woodland Avenue, the south side of 19th Street and the west side of Paseo Boulevard that has annual gross sales of \$125,000 or more for the year immediately preceding the application for a 3 a.m. closing permit and meets all other requirements herein is eligible for such permit

_____ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise

_____ **Investigator requirement** – consent verification checklist completed confirming all requirements in **Sections 10-214** and **10-215** have been checked

_____ **Investigator requirement** – Did the applicant fail to successfully complete the consent process? If yes, you must send the **property owner** a letter stating “should the premise fail the consent process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – see the *consent verification checklist* for specifics

_____ **Investigator requirement** – notification letters mailed out to all property owners within 500 feet of the proposed premise, neighborhood associations within 500 feet of the proposed premise and City Councilmembers who represent the same district of the proposed premise, as well as other pre-determined government entities

*In order to begin processing a liquor application, an **applicant** must submit the following*

_____ Liquor license application – **must be signed and notarized. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

_____ \$150 application fee – check or money order made out to the city treasurer

_____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor OR submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer

All of the following information must be submitted by the applicant

Have Need

_____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) –**form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

- ___ ___ Monthly breakdown of the business' total gross sales showing a minimum of \$125,000.00
- ___ ___ Property owner's consent for a 3 a.m. license – must bring in a **notarized letter** from the owner and a **certified copy** of the deed (warranty deed or quit claim deed) proving ownership of property
- ___ ___ Signed consents, one over half, must be returned to the office within 45 days from the date when they were originally picked up. **One** extension up to 45 days may be requested in writing, but must be submitted before the due date. Consents are not required if the applicant falls under the criteria listed in Section 10-215 (1), (2), (3), (4) and (5). **Signed consents include property owners within 500 feet – consent forms are provided by the Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- ___ ___ 90-day waiver for annual gross sales requirements, signed and notarized, **only if applicable – form provided by the Regulated Industries Division.**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
As stated in **Section 10-106**, the director may waive the foregoing gross sales requirement ONLY for a business located in the downtown economic entertainment district if requested by the applicant and the request is supported by documentation that the business should produce annual gross sales equal to \$125,000 or more. **Section 10-134(b)** states the *downtown economic entertainment district* is the area located in the city's central business district, which is the historic core locally known as the city's downtown area, that contains a combination of entertainment venues, bars, night clubs and restaurants, and that is designated as a redevelopment area by the governing body of the City under the state downtown and rural economic stimulus act. The central business district shall be defined as the area bounded on the north by I-35 and I-70, on the south by I-70, on the west by I-35 and on the east by I-35.
- ___ ___ Other items that may be requested by the investigator

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

- ___ ___ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13th St., (816) 889-2574 – **contingency item**