

Checklist for 6 a.m. Non-profit Organization License

Investigator: _____

D/B/A Name and Address: _____

Date Application Assigned: _____ Date Case Completed: _____

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

Have Need

___ **Investigators Requirement** – *Church / School location checklist* completed listing all churches & schools within three hundred (300) feet of the proposed premise. See **section 10-212** for all exceptions to this ordinance

___ **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 Council Representatives who are located in the same district of the proposed premise as well as other pre-determined government agencies

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

___ Liquor License Application (**must be signed & notarized**). **Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

___ \$150 Application fee - check made out to the City Treasurer

___ A copy of the X Y coordinates – **must be from a surveyor**

All of the following information listed below 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 Regulated Industries** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

___ ___ A copy of the Non-profit organization tax exempt status from the State & the IRS stating that the entity is exempt from federal income taxes under **Section 501(c)(7)** of the Internal Revenue Code

___ ___ A statement from the United States Department of Interior stating that the building where the entity and the current liquor license is located is designated as a National Historic Landmark

___ ___ 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 Sec. 10-215 (1), (2), (3), (4), & (5). **Signed Consents include property owners within 500 feet. Consent forms provided by Regulated Industries**

___ ___ Property owners consent (must bring in a **notarized letter** from the owner and a **certified copy** of the deed {warranty deed, quit claim deed...} proving ownership of property)

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**

2-23-2011