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

Investigator: _____

D/B/A Name and Address: _____

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 checklist* completed and attached listing all entities that received notifications

____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

*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://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)

____ $150 Application fee - check 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 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://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)

___ ___ 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

___ ___ *Consent form oath* signed by the applicant ***and*** a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. **Consent forms are provided by the Regulated Industries Division.**

___ ___ 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.

___ ___ 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**