# Checklist for arts and cultural district permit

Investigator _____

DBA name and address _____

*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** – the zoning of the premises and a map of the zoning overlay of the area immediately surrounding the proposed premise **– contingency item**

____ **Investigator requirement** – inspection must show this to be a place where artists create, sell display and/or perform their works of artistic expression and where physical and cultural resources are used for the development of the community and contribute to the public through interpretive, educational or recreational uses

____ **Investigator requirement** – inspection must show this event to be a re-occurring cultural, artistic or educational activity (approximately once a month and no more than 12 times per year)

____ **Investigator requirement** – verify that each event will be between the hours of 5 p.m. and midnight on the day of the event specified by the license

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

**Investigator requirement** – check the sub-zone for the area in which the event will be held

____ River Market area – the area bounded by the Missouri River on the north, I-70 on the south, Broadway Street on the west and the Heart of America Bridge on the east

____ Downtown loop – the area bounded by 6th Street on the north, Cherry Street on the east, I-70 to I-35 at Holmes Street to I-670 on the south and Belleview Avenue on the west

____ Crossroads District – the area bounded by I-70 to I-35 at Holmes Street to I-670 on the north, Troost Avenue on the east, the KC Terminal Railway tracks on the south and Belleview Avenue on the west

____ 18th & Vine – the area bounded by 17th Terrace on the north, Woodland Avenue on the east, 19th Street on the south, and Paseo Boulevard on the west

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

____ Liquor license application – submitted 30 days prior to the day of the event and **must be signed and notarized** The cost of the permit is $900 per event – **Form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)

____ $250 application fee – check or money order made out to the city treasurer

____ A $42 processing fee per person (check made out to the city treasurer) for the criminal history record check to include all cities, states and countries where the representative, which is the person executing the application on behalf of the sponsor, has resided – ***must submit fingerprints***. If the representative is an active, practicing lawyer in the State of Missouri, fingerprints are not required but he must submit a copy of his bar association card

*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 |
| ___ | ___ | A certificate of good standing for the sponsor issued by the Missouri Secretary of State dated within 60 days of the date of application |

***Have*** ***Need***

___ ___ A copy of the picnic permit from the State of Missouri for the time of the event – from the Missouri Division of Alcohol and Tobacco Control in KCMO, 615 E. 13th St., (816) 889-2574

___ ___ The consent of 51 percent of the property owners within 185 feet of the premises from which alcohol is to be served **– *must be signed and notarized***

___ ___ The sponsor of the event – must be a State of Missouri nonprofit corporation located wholly within a sub-zone of the "River Crown Plaza area" bound by 47th Street on the south, Brooklyn Street on the east, the Missouri River on the north, and State Line Road on the west

- A license may only be granted ***to the sponsor or designee*** that will sponsor a particular event

___ ___ Two recent passport-style photos (without hat) of the *representative*

___ ___ A completed Schedule P from the ***representative*** – **form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)

___ ___ A description of the event to take place – only 12 events will be permitted in a one-year period

___ ___ A list of the names & street addresses of all premises where beer & light wine will be served / consumed

___ ___ A diagram of the boundaries where the event is to take place and all areas of the points of service, either inside or outside of each establishment, showing the location from which alcoholic beverages will be served

___ ___ If the sponsor wishes for beer and light wine to be served and/or consumed on public property, a description of the security measures to be taken for crowd control including the number of employees/security staff employed to supervise the service and consumption of beer and light wine

___ ___ Any person over 21 years of age directly participating in the service, delivery, or dispensation of alcohol must hold a valid employee liquor permit issued by the director. Each permit costs $2 and can be picked up at the Regulated Industries Division office (635 Woodland Ave., Suite 2101, (816) 784-9000) during regular business hours. The permit must be completely filled out and be kept on the person of anybody who will be handling alcohol in any way. Anyone carrying a permit must also have a valid photo ID (i.e., driver's license) on them at all times. The permit is good for one event only; if you hold a monthly event, the permit will have to be renewed every month.

- All alcohol must be served in distinctive plastic cup containers – no bottles or glass are permitted
- No donations shall be accepted where alcohol is being served during the event covered by the license

___ ___ A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.

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

***Have*** ***Need***

___ ___ **Investigator requirement** – Include a current copy of the ***Jackson County***, Missouri **Property Tax Clearance** showing there is no property tax due on any personal property owned by the licensee (or used in the activity and owned by a party related to the licensee or by an entity owned or controlled by or under common ownership or control with the licensee) ***or*** have you included written authorization from Jackson County officials stating that an arrangement for the delinquent property taxes has been made between the county and licensee? Direct all questions to Edwin Stoll, Director of Collections of Jackson County at (816) 881-3187.

___ ___ A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500 **– contingency item**

___ ___ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100 **– contingency item**

___ ___ A certificate from the director of the Health Department stating that the premises from which alcoholic beverages or food are to be served are in compliance – ***this is not necessary if only beer, wine, pretzels or chips are to be served*** – from the Health Department, 2400 Troost Ave., (816) 513-6247 **– contingency item**

___ ___ 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**