

# Checklist for downtown economic entertainment district

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

Date application assigned \_\_\_\_\_ Date case completed \_\_\_\_\_

Notwithstanding any other provision of this chapter to the contrary, on such days and such times designated by the promotional association, with notice to the director of the Neighborhood and Community Services Department, the promotional association may allow people to leave licensed establishments located within the promotional association sub-zone boundary of the downtown economic entertainment district with an alcoholic beverage and enter upon and consume the alcoholic beverage within other licensed establishments and common areas located in portions of that promotional association designated boundary.

A *promotional association* is defined as being an association incorporated in the state in which it is organized or authorized by one or more property owners located within the downtown economic entertainment district who own or otherwise control not less than 100,000 square feet of premises designed, constructed and available for lease for bars, night clubs, restaurants and other entertainment venues for the purpose of organizing and promoting activities within the downtown economic entertainment district.

For purposes of determining ownership or control as set forth in this subdivision, the square footage of premises used for residential, office, retail (other than bars, night clubs, restaurants and other entertainment venues), parking facilities and hotels within the downtown economic entertainment district shall not be used in the calculation of square footage.

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

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

**Investigator requirement** – please check the sub-zone the license will cover

\_\_\_ *Downtown Power & Light District sub-zone* – bounded by the Missouri River on the north, by I-70 to I-35 at Holmes Street to I-670 on the south, Troost Avenue on the east and Broadway Street on the west

\_\_\_ *Performing arts sub-zone* – bounded by Ninth Street on the north, 18th Street on the south, Broadway Street on the west and Troost Avenue on the east

\_\_\_ *Crossroads sub-zone* – 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 Broadway Street on the west

\_\_\_ *18th and Vine sub-zone* – bounded by Truman Road on the north, Woodland Avenue on the east, 19th Street on the south and Paseo Boulevard on the west

\_\_\_ *Liberty Union Crown sub-zone* – bounded by 27th Street on the south, 20th Street on north, Cherry Street on the east and Broadway on the west

\_\_\_ *Historical Union Hill sub-zone* – bounded by Linwood Avenue on the south, 27th Street on the north, Cherry Street on the east and Broadway Street on the west

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

\_\_\_ Liquor license application – **must be signed and notarized**

\_\_\_ \$250 application fee – check or money order made out to the city treasurer. **Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

\_\_\_ \$41 processing fee per person for a criminal history record check to include all cities, states and countries where applicants have resided. This will include the *managing officer* and anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business – check made out to the city treasurer. If the appointed managing officer is an active, practicing attorney in the State of Missouri, a criminal history record check is 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) – **form provided by the Regulated Industries Division**  
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_   \_\_\_   The total number of **square feet** used for bars, night clubs, restaurants, and other entertainment venues within the downtown economic entertainment district
- \_\_\_   \_\_\_   Diagram of "common area" and description of the physical barrier that precludes motor vehicle traffic and limits pedestrian accessibility
- \_\_\_   \_\_\_   Photograph of all portable bars, tables, kiosks, carts or stands that will be used to sell liquor, along with a diagram of where they will be placed in the common area
- \_\_\_   \_\_\_   Description of method used to ensure that minors can be easily distinguished from persons of legal age
- \_\_\_   \_\_\_   A sample of the uniquely labeled container used to serve alcoholic beverages must be submitted from each licensee within the entertainment district
- \_\_\_   \_\_\_   Managing officer appointment form completed (managing officer must reside in Missouri) - **form provided by the Regulated Industries Division**  
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_   \_\_\_   Two recent passport-style photos (without hat) of all members of the *promotional association, the designee* of the promotional association and the *managing officer*
- \_\_\_   \_\_\_   Schedule P for all members of the *promotional association, the designee* of the promotional association, and the *managing officer*. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character  
**(Section 10-181 & 10-185)** – **form provided by the Regulated Industries Division**  
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_   \_\_\_   A copy of the managing officer's Missouri driver's license – **must be a Missouri resident and U.S. citizen**
- \_\_\_   \_\_\_   Residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID from all members of the *promotional association, the designee* of the promotional association and the *managing officer* if they were not born in the United States
- \_\_\_   \_\_\_   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.

Promotional association requirements

Have   Need

- \_\_\_   \_\_\_   **LLC only** – a copy of the **operating agreement** listing all of the members and managers of the LLC  
**Corporation only** – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, share holders and number of shares held **or** the **Articles of Incorporation**  
**Partnership only** – a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application
- \_\_\_   \_\_\_   Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), **or** certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925

Have    Need

- |   |   |  |
|---|---|--|
| — | — | Fictitious name registration ( <b>if DBA is different than the corporate name</b> ) – from State Office Building in KCMO, 615 E. 13 <sup>th</sup> St., (816) 889-2925                                    |
| — | — | All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13 <sup>th</sup> St., (816) 889-2574 – <b>contingency item</b> |

3-9-2011