

Checklist for change/addition of live entertainment

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** – verification that the business does have a current liquor license – **attach a copy**

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

___ **Investigator requirement** – notification letters mailed out to all property owners within 350 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/>)

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/>)

___ ___ Property owner's consent – 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

___ ___ A copy of the XY coordinates – if new construction, the front door must be up and construction must be near completion within six months of the date of application (must be from a surveyor)

___ ___ 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) – **consent forms are provided by the Regulated Industries Division**