

Checklist for 3:00 AM 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:

____ **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** – Business is within One (1) mile (drivable mile) of a 40+ room hotel or motel or the business is a convention hotel or motel with 50+ rooms with a restaurant and a meeting room with a capacity to seat 50 people. **Name & address of Hotel:** _____

____ **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** – 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**).

____ \$150 Application fee – check or money order 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/neigh.nsf/web/RI_main?opendocument)

____ ____ Monthly break down of the gross sales of the business showing it is equal to or more than One Hundred Thousand (\$100,000.00) Dollars.

____ ____ Property owners consent for a 3 AM license (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).

____ ____ 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**

____ ____ Other items which may be requested by the investigator.