

Checklist for Downgrade of License – Restaurant/Bar to Tavern

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** – *Density study & checklist* completed (list all taverns located in the specified area). See **section 10-211** for all exceptions to this ordinance.

____ **Investigator Requirement** – The zoning of the premises as well as a map of the zoning overlay of the area immediately surrounding the proposed premise.

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

____ Liquor License Application (**must be signed & notarized**).

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).

____ ____ 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) approving the downgrade to a tavern.

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

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:

Have Need

____ ____ A copy of the “Occupant Load Certificate” (must state the interior occupant capacity) City Planning & Development, City Hall, 414 E 12th Street, 513-1407 – **Contingency Item (NA if already on file)**

____ ____ A copy of the Zoning Determination stating the use of the premises for the proposed business (**alcohol is permitted / parking is sufficient**) is permitted through zoning (City Hall, City Planning & Development, 414 E 12th Street, 513-1407) – **Contingency Item**