

Checklist for Transfer of Location

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** – Verification that the business does have a current liquor license (**attach a copy**).
- ___ **Investigators Requirement** – *Density study & checklist* completed (list all package stores **or** taverns located in the specified area). See **section 10-211** for all exceptions to this ordinance.
- ___ **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** – A map of the zoning overlay of the area immediately surrounding the proposed premise.
- ___ **Investigator Requirement** – Address verification through the database confirming that there is not an existing liquor license at this proposed address.
- ___ **Investigator Requirement** – *Liquor by the drink & package requirement checklist* completed confirming the business is eligible to receive a liquor license as required in **sections 10-102** and **10-111** of the ordinance.
- ___ **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 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**).
- ___ \$25 Application fee – check or money order made out to the City Treasurer.
- ___ A copy of the X Y coordinates – If new construction, the front door must be up and construction must be near completion within six (6) months of the date of application (**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)
- ___ ___ 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). **Consent forms provided by Regulated Industries**
- ___ ___ Two (2) recent photographs of the front of the premises to be licensed.
- ___ ___ A diagram of the premises including the total number of **square feet** in the building, total **square feet** for all outdoor seating areas (not to include a sidewalk café) and the **number of floors** involved.
- ___ ___ 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 Zoning Determination (must be from new DBA location) stating the use of the premises for the proposed business (**alcohol is permitted / parking is sufficient**) is permitted through zoning (City Planning & Development, City Hall, 414 E 12th Street, 816-513-1407) – **Contingency Item**

- ___ ___ A copy of the Certificate of Occupancy (City Hall, City Planning & Development, 414 E 12th Street, 816-513-1407) – **Contingency Item**

- ___ ___ A copy of the “Occupant Load Certificate” which states the occupancy load (must state the interior occupant capacity) City Planning & Development, City Hall, 414 E 12th Street, 816-513-1407 – **Contingency Item**

- ___ ___ A copy of the Health Permit (must be from new DBA location) - Health Department: 2400 Troost, 816-513-6247 – **Contingency Item**

- ___ ___ A copy of the Fire Permit or Certificate of Compliance from the most recent inspection (must be from new DBA location) Fire Marshals Office, 635 Woodland, 816-784-9100 – **Contingency Item**

- ___ ___ A Certificate of Compliance (must be from new DBA location) stating no exterior code violations currently exist on the property (Neighborhood Preservation: 4900 Swope Pkwy, 816-513-9010) – **Contingency Item**

* A licensee whose license has been surrendered, canceled or not renewed as a result of the transfer of the real property where the premises are located to an entity that has the power of eminent domain, and who files an application for a new license within 12 months from the date of the transfer of the real property **shall be exempt from the density requirements**, but the licensee shall meet all other requirements of chapter 10..

*** This form can only be used if there are no changes in ownership!**