

Checklist for Upgrade /Reclassification of License

Investigator: _____

D/B/A Name and Address: _____

Date Application Assigned: _____ Date Case Completed: _____

This checklist is used to upgrade the type of liquor served (upgrading from malt liquor by the package license to a full liquor by the package license)

The following requirements will be completed by the Investigator working on your case:

___ **Investigators Requirement** – Verification & copies of the current **City & State** liquor licenses.

___ **Investigator Requirement** – A map of the zoning overlay of the area immediately surrounding the proposed premise.

___ **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.

___ **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**).

___ \$150 Administration Cost – 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)

___ ___ Signed Consents, one over half, must be returned to the office within 45 days from the date when they were originally picked up. An extension of time may be requested in writing, but must be submitted before the due date. If a property owner has changed from the owner listed on the consent form, a notarized deed must be submitted proving ownership. 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**

___ ___ 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).

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