

**LIQUOR LICENSE APPLICATION
NEW LICENSES AND TRANSFERS**

CITY OF FARMINGTON HILLS
31555 Eleven Mile Road, Farmington Hills, MI 48336
(248) 871-2410

The following application must be completed in full before consideration of a liquor license can be given. There is a \$1,000 non-refundable application fee, plus \$250.00 for each permit. This application is not considered complete until applicant has contacted and complied with the city's police department requirements. Please contact the police department at (248) 871-2770.

The approval of the liquor license must be approved by a roll call vote of five (5) members elect of the City Council.

Applicant Name: _____ Phone: _____

Home Address: _____ City _____ State _____ Email _____

Age: _____ Citizenship _____ Birthplace _____

If Naturalized, time and place: _____

License to be in the name of: _____

Type of Licenses and Permits requested: _____

Location of License Premises (address): _____

Legal Description of Property (Lot Number, I.D. Number): _____

Does applicant currently own the premises? YES ___ NO ___

If no, please provide name of owner of premises: _____ (*attach copy of lease agreement*)

Length of time this business has been in operation: _____

Relationship of applicant to business: _____

Manager's Name, address and phone if not applicant: _____

List all uses in addition to sale of alcoholic beverages: _____

Please provide a breakdown of anticipated revenues from:

Food and non-alcoholic beverages: _____

Alcoholic beverages: _____

Other revenues (describe): _____

Attach a copy of your full menu (if applicable)

Have you or do you presently operate any other establishments with a similar license or applied for another similar license other than described in this application? YES ___ NO ___

If yes, provide name and address of all establishments and the disposition of license/application:

Is this a Partnership, Corporation or Limited Liability Company? YES ___ NO ___

If yes, please complete Attachment A with additional details about your business structure.

Length of time applicant/partners/members/officers/directors have been in a business involving the sale of alcoholic liquor and/or beer and/or wine and/or spirits for consumption on or off premise: _____

Please list an accurate record and history for the immediate preceding five (5) years of any liquor license complaint violations by the applicant, by a corporation or entity the applicant has worked for or had a substantial interest in, by a parent or subsidiary corporation of the applicant, or by any officers, directors, managers, members and partners of the applicant:

Is this an existing building or new construction? _____

If new construction, the estimated start date of construction: _____ completion: _____

Total cost to be expended by the licensee for the licensed premises: _____

NOTE: Approval of a license shall be with the understanding that any necessary remodeling or new construction for the use of the license shall be completed within six (6) months of the action of the council or the Michigan Liquor Control Commission approving such license, whichever last occurs.

Personal References:

Name, address and phone number

Business References:

Name, address and phone number

Applicant fully understands that should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny applicant's request or revoke any approvals.

In the event of a change in any of the data or information required or furnished to the City after an on-premises license has been issued, the holder of the on-premises license shall notify the City Clerk of each such change within ten (10) days after such change occurs.

AFFIDAVIT:

I hereby affirm the above information to be true and accurate to the best of my knowledge. I hereby affirm that I will not violate any of the laws of the State of Michigan or of the United States or any ordinances of the City of Farmington Hills or the administrative rules of any regulatory agency in the conduct of this business.

Applicant's Signature

Applicant's Name - Please Print

Subscribed and sworn before me this _____ day
of _____, 20____

Notary Public Signature - *include stamp and/or seal of notary*
State of _____, County of _____
My Commission expires: _____

APPLICANT MUST SUBMIT along with application and paid fees:

- ATTACHMENT A – Business Information Sheet, if applicable
- ATTACHMENT B - Signed agreement (for quota licenses only)
- Full food menu (if applicable)
- Information on training program for employees of establishment relative to the sale of alcohol, checking I.D., etc.
- A statement as to the applicant’s character, experience, and financial ability to meet the obligations and business undertakings for which the license is to be issued, including a statement that the applicant and its officers, directors, managers, members, and partners, if any, have never been convicted for a violation of any laws or ordinances regarding the sale of alcoholic liquor or of a felony and are not disqualified to receive a license by reasons set forth in Chapter 4, Article II of the City’s Code of Ordinances or the laws of the State of Michigan.
- Preliminary site plan showing the location of the proposed building, the architectural design, building elevations, off-street parking, lighting, refuse disposal facilities, and where appropriate, adequate plans for sound barriers and noise control as well as floor plans showing seating arrangements, interior design and the type of furniture and fixtures. If the building is already constructed, then in addition to the above the applicant shall furnish any proposed renovation to both the interior and exterior of the premises or any proposed building alterations, to meet and comply with all existing City Codes and Ordinances. Note all remodeling should be complete within 6 months of action of the City Council or State of Michigan
- Complete copy of a fully executed deed, lease or rental agreement, including any amendments, addendums, exhibits and other materials attached thereto, providing the applicant the exclusive right of use, occupancy, and possession of the proposed licensed premises, including use for the on-premises sale and consumption of alcoholic liquor by the applicant
- Driver’s License, Social Security Card, Alien Card (if applicable), and Naturalization/Citizenship papers (if applicable) for Police Department review

***** FOR OFFICE USE ONLY *****

CHECKLIST FOR SUBMISSION:

_____ Signed, completed application, including all items on checklist

_____ Signed, completed agreement (for quota licenses only)

_____ Fees (\$1,000 non-refundable application fee; +\$250 per LCC permit (Dance, Entertainment, Sunday Sales, etc)

ATTACHMENT A

Please fill out the information below that pertains to your business:

IF PARTNERSHIP,

Names/addresses: _____

Citizenship _____ Birthplace _____

If naturalized, year and place _____

Names/addresses: _____

Citizenship _____ Birthplace _____

If naturalized, year and place _____

Names/addresses: _____

Citizenship _____ Birthplace _____

If naturalized, year and place _____

Provide a copy of any partnership agreement.

IF CORPORATION,

Corporation name: _____ Date of Charter: _____

If corporation, state the object for which it was formed: _____

Is this a private or public corporation? _____

If private, provide articles of corporation and proof of the corporation's active status and good standing with the State of Michigan.

Provide on a separate sheet the name/address citizenship, birthplace and if naturalized citizen, the time and place of naturalization for all officers and directors and a list of all stockholders, their addresses and the percentage of stock they each hold for stockholders who own ten (10) percent or more of corporate stock.

IF LIMITED LIABILITY COMPANY,

Provide a list of the names and addresses of all members, managers, and assignees of membership interests, a copy of the articles of organization, and proof of the company's active status and good standing with the State of Michigan. *Use separate sheet if needed*

ATTACHMENT B

Please fill out the following Agreement for Class C Liquor License only if your liquor license is from the City's Liquor License Quota. This includes all NEW on-premise Class C Liquor Licenses as well as transferred licenses. If you are uncertain, please contact the Clerk's Office at (248) 871-2410.