



# ALCOHOL APPLICATION APPLICATION PROCEDURES

CITY OF OAK PARK

3857 HARRINGTON STREET, LYONS GA 30436

## PLEASE READ & SIGN

**UPON RECEIPT OF APPLICATION AND FEE, PROCESSING PROCEDURES WILL BEGIN**

***ALCOHOL LICENSE RENEWAL ARE DUE BY DECEMBER 31***

1. Prior to starting this application process or any construction, be sure to check that the distance requirement of 200 yards from the property line of any school, church, or residential area (for package stores) can be met. A registered survey (provided by applicant) may be required if the distance is found to be in question.
2. Upon receipt of the complete application package, processing takes approximately four (4) to six (6) weeks. A public hearing will be scheduled for a regular scheduled City Council meeting.
3. A State license is required by Georgia Department of Revenue. Call 912-356-2140 In Savannah GA, for instructions for applying for a State license. Please provide this office with a copy of the State license once it is issued. Call to be sure you meet their requirements also, prior to filing with the City.
4. Complete all forms, inspections, and applications of this package. If needed, an additional sheet of paper may be added to list any additional information as requested.
5. If required, **ONE (1)** complete set of fingerprint cards must be submitted with the application. Contact the Emanuel County Sheriff's Office at 478.237.7526
6. Full payment of fees must accompany the complete application package. An Occupational Tax Registration must be filed and paid in full before or at the time this application is turned in.
7. Upon approval of application by the Oak Park City Council, issuance of license is subject to final inspections that may be required, including Health Department, Fire Marshall and the obtained Certificate of Occupancy.

**BOTH, CITY AND STATE LICENSES HAVE TO BE ISSUED TO SELL OR SERVE ALCOHOL.**

8. If application is for an alcohol beverage license of distilled spirits for consumption on premises, applicant understands that they are to pay the alcohol beverage excise drink tax each month in accordance with city and state law.

**I have read the above and understand the burden of meeting all requirements needed to apply and being granted the acceptance of my application for an alcohol beverage license. This application does not in any way assure approval for the location applied for. I hereby agree to comply with all conditions and requirements of the Oak Park Alcoholic Beverage Ordinances, Georgia State Laws, and Rules/Regulations of the Georgia Dept. of Revenue.**

**NAME OF BUSINESS** \_\_\_\_\_

**APPLICANT NAME** \_\_\_\_\_

**APPLICANT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_



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BUSINESS NAME		DBA (If different)		PHONE
PHYSICAL ADDRESS				
MAILING ADDRESS (if different)				
DO YOU, OWN THIS PROPERTY <input type="checkbox"/> LEASE THIS PROPERTY <input type="checkbox"/> **ATTACH A COPY OF THE PURCHASE CONTRACT OR THE LEASE AGREEMENT				
OWNER NAME		PHONE	EMAIL	
OWNER ADDRESS				
SOCIAL SECURITY #		DOB	CITIZENSHIP	
REGISTURED AGENT		ADDRESS		PHONE
PROPERTY OWNER		PHONE	EMAIL	
PROPERTY OWNER ADDRESS				
RETAIL SALE - <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor CONSUMPTION ON PREMISES - <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor		TYPE OF BUSINESS <input type="checkbox"/> Convenience Store <input type="checkbox"/> Grocery <input type="checkbox"/> Lounge <input type="checkbox"/> Retail Package Store <input type="checkbox"/> Restaurant		
Has the Licensee or business interest for which this application has been made, ever been arrested, indicted, convicted pled nolo contendere, or forfeited bond as to any felony, misdemeanor or ordinance violation with in the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach details to application.		I, the applicant, declare under penalty of perjury that this complete application has been examined by me and to the best of my knowledge and belief, all information is true, correct and complete. Furthermore, agrees to be bound by all terms and conditions of the Oak Park City Alcohol Ordinances and any laws that may apply to the above business.		
APPLICANT NAME (PRINTED)			TITLE	
APPLICANT SIGNATURE			DATE	

Subscribed and sworn before me,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

NOTARY PUBLIC

Commission Exp. \_\_\_\_\_

LICENSE FEE DUE:	NEW <input type="checkbox"/> RENEW <input type="checkbox"/> CASH <input type="checkbox"/> CHECK/MO <input type="checkbox"/> CC <input type="checkbox"/>	LICENSE #	CLERK SIGNATURE
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**EFFECTIVE JUNE 1, 2007**

***AMOUNTS ARE IN ADDITION TO THE OCCUPATION TAX REGISTRATION FEE***

BEER, WINE, AND LIQUOR-RETAIL	\$250
BEER AND WINE-CONSUMPTION ON PREMISES	\$1,100
BEER, WINE, AND LIQUOR-CONSUMPTION ON PREMISES	\$2,200



# ALCOHOL LICENSE REQUIREMENTS

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Before the issuance of a new or renewed license for the sale of alcohol, the applicant must adhere to the advertising regulations in the City Ordinances

## **Chapter 6. Alcoholic Beverages Article II. Licensing Generally Sec. 6-36. - Public notice of application and**

Notice that an application for a license to sell alcoholic beverages has been filed with the city council shall be published in the legal organ of the county for two weeks prior to any action being taken on the application by the city council. The advertisement shall state the name of the applicant, the type of license requested, any restrictions that may be imposed upon the license if the application is approved, the location of the premises for which the license is requested, and the date, time and place of the meeting of the city council at which the application for the license shall be considered. A deposit shall be required from the applicant to cover the cost of advertising.

## **Chapter 6. Alcoholic Beverages Article III. On Premises Consumption of Distilled Spirits Division 2.**

### **Licenses Sec. 6-116 – Required**

- a. It shall be unlawful for any person to sell distilled spirits for use or consumption on the premises without the license required in this division.
- b. It shall be required for licensee to provide proof of new state issued On-Premises Consumption of Distilled Spirits license within 30 days of local approved license, if proof cannot be obtained the city has the right to revoke local approved license.
- c. It shall be required for licensee to provide proof of renewed state On-Premises Consumption of Distilled Spirits license before renewal of local approved license.

## **Chapter 6. Alcoholic Beverages Article III. On Premises Consumption of Distilled Spirits Division 2. Licenses Sec. 6-118 – Application filing; form**

- a. The city council shall have authority to prescribe forms for new or renewal applications.
- b. New applications shall be dated with the time of filing with the office of the city council and designated as to type of operation (nightclub, lounge, restaurant, hotel, and motel, etc.) followed by a number to designate the order of filing; such numbers begin anew with each calendar year; preference shall be given, in each category, whenever feasible, to the order in which such applications are filed.
- c. Applicants shall provide a local business license along with property lease agreement or ownership contract in their name.
- d. Applicant must provide proof of "Certificate of Occupancy" for the building address of business.

## **Chapter 6. Alcoholic Beverages Article III. On Premises Consumption of Distilled Spirits Division 2.**

### **Licenses Sec. 6-119. - Notice.**

All applicants for new licenses shall give notice of the purpose of making such application by advertisement once a week for two weeks prior to a regular commission meeting in the legal organ of the county, which notice shall contain a particular description of the location of the proposed business and shall give the name of the applicant, and the date and time the city council would hear the application. The advertisement referred to in this article shall be of type not smaller than six-point capital and lower case.