

**BEER GARDEN APPLICATION or
MODIFICATION TO AN EXISTING LIQUOR LICENSE
REQUIRED ATTACHMENTS**

1. An \$870.00 non-refundable application fee. Only one fee will be charged per location.
2. A detailed business plan setting forth the nature and use of the prospective licensed premises. The mayor shall be deemed to have relied on the detailed business plan in the issuance of any license under this chapter. (The mayor may, as a prerequisite to completing the review of any application, require the applicant to supplement such detailed business plan, including requiring the delivery of detailed site plans, building elevations, blueprints, and floor plans for the prospective licensed premises, so as to establish clear representations regarding the proposed operations of the prospective licensed premises and the types of alcoholic beverages and other items to be sold or served thereon.)
3. A copy of one of the following documents must be provided PRIOR to the issuance of a liquor license:
 - a. Legally competent proof of ownership of premises for which license is sought, i.e. recorded deed.
 - b. Recorded contract to purchase premises for which license is sought.
 - c. Lease for premises covering full period for which license is sought.
4. A detailed depiction of the proposed interior layout of the premises to be licensed. The interior layout must be drawn to scale (engineering or architect scale), with at least one copy submitted to be sized 11" by 17" or 8.5" by 11". Areas where liquor will be served or sold shall be identified, including bar areas, display areas, outdoor seating, etc. Questions regarding this requirement should be directed to the City of Rockford Current Planning at 779-348-7163.
5. A detailed exterior site plan and building elevation plan drawn to engineer or architect scale, with at least one copy submitted to be sized 11" by 17" or 8.5" by 11" and including the following:
 - Dimensions of the parcels and dimensions and setbacks of all existing and proposed structures;
 - Streets, sidewalks and curb cuts for access to the property; the required number of off-street parking stalls, loading and stacking areas and their dimensions; and traffic circulation aisles and their dimensions;
 - A landscape plan showing all landscape strips and buffers required by the Zoning Ordinance, including dimensions, and a summary of the landscape units required to be provided with the proposed development. Questions regarding this requirement should be directed to the City of Rockford Current Planning at 779-348-7163.

6. The names, mailing addresses and Property Identification Number EACH and EVERY adjacent property and property owners. Adjacent property includes all property immediately next to and across the public right of way (street or alley) from the proposed licensed premises. If the property is held in a trust, provide the Trust number and bank name and address. This information may be obtained from the Winnebago County Recorder's Office, 404 Elm Street, 4th Floor, Rockford, Illinois.
7. If the proposed licensed premises is a bar, tavern or is zoned for assembly use, a detailed security plan must be submitted. The security plan must include, but is not limited to, the following specific information:
 - a. The number of security personnel to be employed ;
 - b. The proposed qualifications of security personnel;
 - c. Whether or not the business will enforce a dress code and, if so, a description of said dress code;
 - d. An articulated plan for controlling and addressing disorderly activity in EACH of the following areas:
 - Parking areas utilized by patrons of the licensed premises
 - Public areas immediately adjacent to the licensed premises
 - The interior of the licensed premises.
8. If the proposed use of the property will be a new use or a change in use, a Certificate of Occupancy is required before a liquor license will be issued. The Building Department is located at the Permit Center, 1st floor, City Hall, 779-348-7158. Building Department clearance is required prior to the issuance of a liquor license.
9. The Winnebago County Health Department, 401 Division Street, Rockford, Illinois, 815-720-4100, requires premises selling beverages and/or food to have a permit. Your Health Department permit number is required to be submitted to the Legal Department prior to the issuance of a liquor license.
10. Legal description of the property



APPLICATION FOR A BEER GARDEN, OUTDOOR LIQUOR SALES, OR MODIFICATION TO AN EXISTING LIQUOR LICENSE (Excluding sidewalk café permits on public right-of-way AND adding one additional video gaming terminal)

The undersigned hereby makes (make) application for the issuance of a city retailer's license for the sale of alcoholic liquor for the term ending April 30, 20____, and hereby certifies (certify) to the following facts:

1. Applicant Corporate Information

- (a) Applicant's corporate name and address: _____
- (b) Name under which business is operated: _____

2. Applicant Background Information

Any officer, manager director or any stockholder owning in the aggregate more than five (5%) percent of the stock of the corporation must provide the following information. (Attach additional paper as needed to provide complete information)

- (a) Applicant's Full Name: _____
- (b) Residence Address: _____
- (c) Telephone: _____
- (d) Email address: _____

3. Business Information

- (a) Name under which business is conducted _____
- (b) Location and description of place of business for which license is issued:

(Exact address by street and number)

Telephone No. _____ Hours of Operation _____

*If this is an application for a new liquor license, attach an interior layout plan and an exterior site plan to scale.

- (c) The character and principal type of the business _____
(i.e. tavern, restaurant, grocery store, gas station, night club, etc.,)
- (d) If the applicant has a license to sell alcoholic liquor upon the premises as a restaurant, is premises:
 - (i) Maintained and held out to the public as a place where meals are actually and regularly served? _____
 - (ii) Food Service hours _____
 - (iii) Provided with adequate and sanitary kitchen and dining room equipment and capacity with sufficient employees to prepare, cook and serve suitable food? _____
- (e) Does the applicant beneficially own or have a contract to purchase the premises for which license is issued? _____
If not, has applicant a lease on such premises covering the full period for which license is issued? If so, please provide:
 - (i) Name and address of lessor _____
 - (ii) Period covered by lease: From _____, 20____ to _____, 20____
- (f) The length of time the applicant has been in the business of the character described above _____

- (g) Is the premises for which a liquor license is issued comprised of a store or other place of business where the majority of customers are under the age of twenty-one (21) years or where the principal business transacted consists of the sale of school books, school supplies, food, lunches, or drinks for such customers? _____
 - (h) Is the applicant seeking a full liquor license or only a beer/wine license? _____
 - (i) Is the applicant seeking a license for Sunday liquor sales? _____
 - (j) Is the applicant seeking a license for packaged liquor sales? _____
4. Is the location of applicant's business for which outdoor consumption of alcohol is sought within 100 feet of the nearest property line of any residential area? _____
 5. Does the applicant agree to not violate any of the laws of the State of Illinois or of the United States, or any ordinances of the City of Rockford in the conduct of applicant's place of business? _____
 6. Is the business for which a liquor license is issued or the individual applicant currently delinquent in payments to the Illinois Department of Revenue, City of Rockford or any other governmental entity? _____
 7. Will the applicant hire private security licensed by the State of Illinois upon the written request of the liquor commissioner? _____
 8. Has or will the nature, character or day to day operation of the licensed premises change in any way from representations made on the original application, application for Special Use Permit where applicable, or any other documents presented to any city staff at the time the initial application for liquor license was made? (i.e. entertainment uses, expansion of use into night club or dance hall, hours of operation, hours of food service, the implementation of cover charges, video gaming etc.) **IF YES, PLEASE PROVIDE A DETAILED EXPLANATION OF ANY CHANGES** (Attach additional paper as needed to provide complete information) _____

 9. If requesting video gaming and if approved, do you acknowledge that compliance with the \$100 Hold Per Day (HPD), as outlined in section 3-142(g)(7)(f) of the City of Rockford Code of Ordinances and all other provisions of Chapter 3, Articles I and III are required as a condition of your liquor license? _____
 10. Has or will the applicant apply for an Illinois Gaming License? _____
 11. Anticipated alcoholic, food/ non-alcoholic beverages, and general merchandise sales as a percentage of total revenue for the business (total revenue includes gaming revenue)?

Alcohol sales percentage of total revenue	_____%
Food/ non-alcoholic beverage sales percentage of total revenue	_____%
General merchandise sales percentage of total revenue	_____%
Percentage of revenue from other sources or total revenue (includes gaming revenue)	_____%

STATE OF ILLINOIS)SS.
 COUNTY OF WINNEBAGO)

I swear (or affirm) that I will not violate any of the ordinances of the City of Rockford or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of my knowledge and belief.

Subscribed and Sworn to before me this _____ day of _____, A.D. 20_____

 Notary Public

 Signature of Applicant

City of Rockford, Illinois

Community & Economic Development Department
Construction and Development Services
425 East State Street, Rockford, IL 61104
Phone: (779) -348-7163 Fax: (815) 967-4243
Web Site: rockfordil.gov



LIQUOR & TOBACCO ADVISORY BOARD

2020 SCHEDULE of PUBLIC HEARINGS

FILING DEADLINE: (Thursday, 5:00 P.M.)	MEETING DATE: (Third Tuesday of the Month)
December 12, 2019	January 22, 2020 - Wed
January 16, 2020	February 19, 2020 - Wed
February 13, 2020	March 17, 2020
March 19, 2019	April 21, 2020
April 16, 2020	May 19, 2020
May 14, 2020	June 16, 2020
June 18, 2020	July 21, 2020
July 16, 2020	August 18, 2020
August 13, 2020	September 15, 2020
September 17, 2020	October 20, 2020
October 15, 2020	November 17, 2020
November 12, 2020	December 15, 2020
December 10, 2020	January 19, 2021

These public hearings, conducted by the Liquor and Tobacco Advisory Board, will be held at: City Council Chambers, Second Floor, City Hall, 425 East State Street, Rockford, Illinois. The hearings commence at 6:00 P.M or promptly after Zoning Board of Appeals meeting and are open to the public. If you have any questions, please call the Zoning Office at (779) 348-7163.