

CITY OF DOTHAN, ALABAMA
CITY COMMISSION POLICY - NO. 15
LIQUOR LICENSE PROCEDURE

I. PURPOSE

To establish policies and procedures for applying for a liquor license. Authority is City of Dothan Code Section 6-61 and applicable state laws.

II. POLICY

- A. Applicant makes application with State of Alabama Alcohol Beverage Control Board (ABC) office.
- B. Applicant takes the ABC application and other required information to the City Clerk's Office.
- C. Applicant may apply once for each location within a six month period.

III. DEPARTMENTAL PROCEDURES

- A. The City Clerk shall furnish copies of the application sign-off sheets and required supporting information to the zoning office, Building Inspections, the Fire Marshall and the Police Department.
- B. The Police Department shall conduct further investigation to obtain the following for submission to the City Commission. Copies are sent to the City Clerk's Office.
 - 1. A photograph of the premises on which the proposed establishment will be located.
 - 2. A local background check shall be conducted on the applicant or applicants.
 - 3. In the case of on-premise licenses, the results of a neighborhood survey of all adult residents and business owners within a 600 foot radius of the proposed location including the numbers of persons according to the survey who approve and oppose the application.
 - 4. A statement from the Chief of Police that approval of the application will or will not result in the violation of any current city ordinance.

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- C. The Fire Marshal shall review the floor plan of the location and inspect the premises for compliance with codes for which he is responsible and to determine maximum safe occupancy. The results of this investigation shall be furnished to the zoning office.
- D. The Building Inspector shall inspect the premises for compliance with codes for which he is responsible. These results shall be furnished to the City Clerk and Business License Office.
- E. The Zoning Office shall review the site plan for compliance with zoning laws. It shall furnish the results of this review and the Fire Marshal's to the City Clerk and Business License Office.
- F. Upon receipt of the application and investigation, the City Clerk will advise the applicant on publication of notice.
- G. The City Clerk will advise the Police Department when the sign is to be posted.
- H. The Police Department will verify the posting of the sign and shall notify the City Clerk as to it being posted.
- I. Upon completion of advertising, the City Clerk will present the application to the City Commission for approval.
- J. After City Commission approval, the applicant may obtain the application from the City Clerk when: the City Business Privilege License Application is completed and license fee paid. This license will be held in the License Office until all requirements are met.
- K. The City Clerk will notify the License Office that the applicant has been given the application with a notice not to issue a city license until notification by the building official that any required work is completed. A certificate of occupancy is required for issuance of a city license.

IV. RESERVATION OF AUTHORITY

The City Commission reserves the authority to amend, modify or change this policy.

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V. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved in Regular Session of the City Commission on this _____ day of _____, _____.

RECOMMENDED BY:

APPROVED BY:

CITY MANAGER

MAYOR

COMMISSIONER

COMMISSIONER

COMMISSIONER

ATTEST BY:

COMMISSIONER

CITY CLERK

COMMISSIONER

COMMISSIONER