

CITY OF DOTHAN, ALABAMA

CITY COMMISSION POLICY - NO. 15

ALCOHOLIC BEVERAGE LICENSE PROCEDURE

I. PURPOSE

To establish policies and procedures for applying for an alcoholic beverage license. Authority is City of Dothan Code of Ordinances Chapter 6 and applicable state laws.

II. POLICY

- A. Applicant makes application with the local State of Alabama Alcoholic Beverage Control (ABC) Board office.
- B. Applicant provides the ABC application 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's office shall forward the license request to the Police Department, Planning Department (zoning, building inspections and business licenses), and Fire Marshal for review and approval.
- 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(s).
 - 3. In the case of on-premise licenses, the results of a neighborhood survey of all adult residents and business owners within a 200-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.
- C. The Planning Department shall review the site plan for compliance with the zoning ordinance and review adjacent land uses for conflicts and furnish the results of this review to the City Clerk's office.

COMMISSION POLICY – NO. 15 – continued.

- D. A building inspector shall inspect the premises for compliance with applicable codes and furnish the results to the City Clerk's office.
- E. The Fire Marshal shall review the floor plan of the location, inspect the premises for compliance with applicable codes, determine maximum safe occupancy, and furnish the results to the City Clerk's office.
- F. When Police and Planning (zoning) approvals are received, the City Clerk's office shall schedule the request to be heard by the City Commission. The City Clerk's office shall notify the applicant of the meeting date and requirements for posting a sign notice and newspaper advertisement.
- G. The City Clerk's office shall advise the Police Department when the sign is to be posted.
- H. The Police Department shall verify the posting of the sign and notify the City Clerk's office as to it being posted.
- I. Upon applicant's completion of required advertising, the City Clerk shall present the application to the City Commission for approval.
- J. Following approval by the City Commission, the building inspector, and the Fire Marshal, the City Clerk's office will forward the application, department approval documents, and approval letter to the Business License office.
- K. The City Clerk's office shall notify the applicant of the approval and to obtain the applicable alcoholic beverage license from the Business License office.
- L. Once the license fee is paid, the Business License office will provide the applicant with the approval letter required by the ABC Board office. The applicant shall furnish the approval letter to the ABC Board office.

IV. RESERVATION OF AUTHORITY

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

COMMISSION POLICY – NO. 15 – continued.

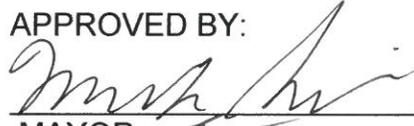
V. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved in Regular Session of the City Commission on this 4th day of June, 19.

RECOMMENDED BY:


CITY MANAGER

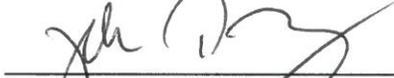
APPROVED BY:


MAYOR

COMMISSIONER


COMMISSIONER


COMMISSIONER


COMMISSIONER


COMMISSIONER


COMMISSIONER

ATTEST BY:


CITY CLERK