



Liquor License Review Committee Application

Return Completed Application and Fees to: City Clerk's Office, 215 W. Main St. Northville, MI 48167

Cashier Validation (Code 15)

APPLICANT INFORMATION

Applicant Name _____

Applicant Address _____

Mailing Address _____

Applicant Phone Number _____

Applicant Fax Number _____

Applicant E-mail Address _____

CURRENT LICENSE INFORMATION

1. List Name, Address and Type of License as it Appears on Current Liquor License

Name _____

Address _____

Type of License _____

2. List All Persons Listed on Current Liquor License (Partners)

Name _____

Name _____

Name _____

PROPOSED LICENSE INFORMATION

1. List the Type of License that you are requesting (new, permit, transfer of ownership, transfer into the City, etc)

2. List the Name, Address and Type of License as it is proposed (if the change is approved)

Name _____

Address _____

Proposed Type of License _____

3. List all persons listed on proposed Liquor License (Partners)

Name _____

Name _____

Name _____

PLAN OF OPERATION You are required to submit a *PLAN OF OPERATION*. Please use the attached Sample as a guide. The attached Sample is the minimum information required. Applications that do not include a *PLAN OF OPERATION* will not be submitted to the LLRC. Questions pertaining to the *PLAN OF OPERATION* must be directed to the Police Department.

PLOT PLAN OF THE SITE A *Plot Plan of the Site* must accompany this application.

INTERIOR USE AND EXTERIOR DESIGN PLAN An *Interior Use and Exterior Design Plan* must accompany this application.

LAYOUT OF ANY ANCILLARY FACILITIES A *Layout of Any Ancillary Facilities* must accompany this application.

WRITTEN STATEMENT A *Written Statement* explaining in detail how the proposal meets the factors as listed in subsection (4) of Section 5-63 of the Ordinance must accompany this application.

FEE SCHEDULE – payable to *City of Northville*

Check all that apply

<input checked="" type="checkbox"/>	Type of License	Fee
<input type="checkbox"/>	On-Premises License Fee	\$285
<input type="checkbox"/>	Off-Premises License Fee	\$285
<input type="checkbox"/>	Review Fee for Change in Plan of Operation (i.e. expansion, new permit)	\$100
<input type="checkbox"/>	Annual Renewal Fee (license established after 12/27/07)	\$100
<input type="checkbox"/>	Addition or Deletion of an Owner or Stockholder	\$100
<input type="checkbox"/>	Special License (Bona fide Non-Profit/24 hour licenses)	\$50

\$_____ Total Amount Due

The following is included as part of my application submission to the LLRC:

- Completed application
- Plan of Operation
- Plot Plan of the Site
- Interior Use and Exterior Design Plan
- Layout of Any Ancillary Facilities
- Written Statement (per Section 5-63(4) of the ordinance)
- Fees – **nonrefundable** - payable to *City of Northville*

Signature of Applicant _____ Date _____

**CITY OF NORTHVILLE
CLASS C LIQUOR LICENSE OR TAVERN LICENSED BUSINESS
PLAN OF OPERATION**

Sample Format
***Use this as a guide for the minimum information
required in your Plan of Operation***

Business Name _____

Doing Business As _____

Street Address _____

Preamble: I/we have received copies of the City of Northville's Liquor Management Ordinance, understand its provisions and will be governed by them. The following *Plan of Operation* is developed in keeping with the spirit and intent of this Ordinance.

I. HOURS OF OPERATION: At present, our planned hours of operation will be:

(Example: Tuesday – Thursday, from 11:00 a.m. to 10:30 p.m., Friday from 11:00 a.m. to Midnight, Saturday from 5:00 p.m. to 2:00 a.m.). Last call will be 30 minutes before closing and last service 20 minutes before closing.

II. FORMAT: The premises will be primarily operated as:

(Example: A full-service restaurant, offering a full-service bar for clientele; full-service Kitchen facility; providing for _____ patrons.)

(Example of Additional Information Required: if pool tables, video games, etc. are provided; if occasional live entertainment will be offered or occasional banquet functions. If live entertainment is to be offered, clearly and completely describe the type/days and times it will be offered)

We agree to adhere to the provisions of the **Entertainment Agreement**, which has been signed. It is agreed that we will not change the format or type of business without written approval of the City Council. This includes changing from a full-service restaurant to a bar where food service is reduced, etc. The ratio of food sales to alcohol sales is anticipated to be: _____%

III. CODE OF COMPLIANCE: The premises when remodeled/completed will fully comply with all applicable health, safety, building, sanitation, electrical, plumbing, and fire codes as well as zoning requirements.

IV. PLAN OF OPERATION: It is acknowledged that under the Liquor Management Ordinance, the business shall be operated in accordance with an approved Plan of Operation. Changing the operation of the business in any manner inconsistent with the approved Plan of Operation is a violation of the ordinance and the rules of the Liquor Control Commission. Any change to the Plan of Operation must be approved by the City Council prior to it being placed into effect on the business premises.

V. SECURITY: Security for the customer, building, and community is the first priority for the corporation, and as such, we will undertake whatever measures are necessary to maintain and supervise the expected level.

VI. PARKING: Parking shall be provided as follows: (Number of Spaces)

_____ spaces on site

_____ public parking spaces

_____ spaces leased from the following businesses:

_____ valet parking (if applicable)

Employees will park at: (areas designated by management, such as _____)

VII. ALCOHOL MANAGEMENT: The establishment will strictly obey all rules and regulations promulgated by the City of Northville and the State of Michigan Liquor Control Commission. There will be neither service to nor consumption of alcoholic beverages by minors at any time. No alcohol will be sold, or permitted to be sold, on a commission basis by any person.

The following polices will be enforced at the establishment:

1. No alcoholic beverages will be allowed on the premises, other than what is dispensed by the establishment.
2. All Staff will pay attention and be alert to observable clues displayed by an intoxicated individual such as: impaired reflexes, impaired coordination, reduced judgment and inhibitions, impaired vision, etc.
3. All Staff will be alert to potential problems at their respective areas at the facility.
4. Be polite and courteous to the intoxicated individuals(s). Be knowledgeable as to when to request assistance from additional facility staff.

5. Patrons who appear to be 30 years of age or younger will be asked to show proper Michigan identification. Signage will be posted at serving locations. Patrons must produce proper identification.
 - 5.1 All patrons under 21 years of age, service will be refused.
 - 5.2 Check “State Seal” and other markings. Check for damage or alterations to identification card.
 - 5.3 Do not return falsified identification cards. Call management immediately.
6. If a patron shows signs of intoxication, then refuse service, politely explain policy, suggest non-alcohol purchase, and/or call for management if necessary.
7. If a patron is purchasing on behalf of someone else who appears **less than 30 years old or younger**, then request to see identification of recipient or contact supervisory personnel whom will seek patron(s) out. Refuse service to minors. Inform all parties involved that policy allows for ejection off of premises if illegal activity has occurred.
8. Alcohol dispensing may be restricted to one of the following practices or any combination thereof:
 - No sales to intoxicated persons
 - No sales without proper identification
 - Limited alcoholic choices if necessary
 - When in doubt, do not serve, call the supervisor
9. Observe all patrons leaving the property. No alcoholic beverages are allowed to leave the facility or property.
10. Approach any patron appearing to be impaired and leaving the event. Determine if they are driving. If so, attempt to persuade them not to drive and request a non-impaired companion to drive. If unable, refer patron(s) to bus or taxi service.
11. Supervisory and management personnel will complete documentation of any alcoholic related incidents at end of event. Information will be disseminated accordingly.
12. We shall provide free and/or at reduced prices, non-alcoholic beverages to all designated drivers.
13. The establishment fully participates in the Techniques in Alcohol Management Program and will continue such participation in that program or a similarly recognized program approved by the City of Northville Chief of Police. TIPS/TAM certification for all employees shall be provided to the Chief of Police within 35 days of date of hire.

VIII. REFUSE DISPOSAL: The establishment will dispose of refuse in enclosed dumpster/s, with locked lids. Pickup will be a minimum of _____ times per week. A water line with spigot will be provided to clean dumpster enclosure as necessary.

IX. GENERAL: Every effort will be made to maintain positive relationships with adjacent and nearby businesses and residences as well as cooperation with all City Departments. Every effort will be made to solve any problems that may arise.

X. EMERGENCY CONTACTS: (Name and Telephone Number)

XI. REFERENCE TO VALET SERVICE: (if utilized/may require Council Approval)

Date: _____

Corporate Name/Doing Business As

By: _____
Name/Title

Name/Title

SAMPLE