

APPLICATION FOR RETAIL LIQUOR OR RETAIL DISPENSER LICENSE AND PERMITS

(SEE INSTRUCTIONS PAGE 3)

(ANSWER ALL QUESTIONS)

The undersigned hereby applies for the following type of License:

- | | | | |
|-------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> HOTEL LIQ. | <input type="checkbox"/> EATING PLACE RET. DISP. | <input type="checkbox"/> AIRPORT RESTAURANT LIQ. | <input type="checkbox"/> CONTINUING CARE RETIREMENT
COMMUNITY RESTAURANT LIQ. |
| <input type="checkbox"/> HOTEL RET. DISP. | <input type="checkbox"/> OFF-TRACK WAGERING REST. LIQ. | <input type="checkbox"/> PRIVATELY-OWNED PUBLIC
GOLF COURSE REST. LIQ. | <input type="checkbox"/> CONTINUING CARE RETIREMENT
COMMUNITY EATING PLACE RET. DISP. |
| <input type="checkbox"/> BREWERY PUB | <input type="checkbox"/> MUNIC. GOLF COURSE LIQ. | <input type="checkbox"/> PRIVATELY-OWNED PUBLIC
GOLF COURSE RET. DISP. | <input type="checkbox"/> GAMING RESTAURANT LIQ. |
| <input type="checkbox"/> RESTAURANT LIQ. | <input type="checkbox"/> MUNIC. GOLF COURSE RET. DISP. | | <input type="checkbox"/> GAMING EATING PLACE RET. DISP. |

1. NAME OF APPLICANT _____

2. TRADE NAME (IF ANY) _____

3. ADDRESS OF PREMISES _____ (STREET, RURAL ROUTE, P.O. BOX NO.) _____ (POST OFFICE) _____ (STATE) _____ (ZIP)

4. NAME OF MUNICIPALITY	TYPE OF MUNICIPALITY	COUNTY
	<input type="checkbox"/> CITY <input type="checkbox"/> BORO <input type="checkbox"/> TWP. <input type="checkbox"/> INC. TOWN	

5. AMUSEMENT PERMIT
WILL YOU PERMIT DANCING, PROVIDE FLOOR SHOWS, OR ANY OTHER ENTERTAINMENT? YES NO

6. SUNDAY SALES PERMIT (PERMIT IS NOT NECESSARY FOR CONTINUING CARE RETIREMENT COMMUNITY APPLICANTS)
WILL YOU SELL LIQUOR AND/OR MALT OR BREWED BEVERAGES ON SUNDAY? YES NO

7. EXTENDED HOURS FOOD LICENSE
WILL YOU SERVE FOOD UNTIL 7:00 A.M. OF ANY DAY? YES NO

8. IF THE RESTAURANT OR RETAIL DISPENSER EATING PLACE LICENSE WILL BE LOCATED IN PHILADELPHIA, DO YOU INTEND TO SELL MALT AND/OR BREWED BEVERAGES FOR OFF-PREMISES CONSUMPTION? YES NO
IF YES, YOU MUST SUBMIT THE HEARING BOARD'S APPROVAL OF YOUR REQUEST. (HOTEL LICENSES ARE EXEMPT FROM THIS REQUIREMENT.)

9. IS THE APPLICATION TO BE CONSIDERED FOR PRIOR APPROVAL? YES NO

10. HAS THE APPLICANT PREVIOUSLY FILED AN APPLICATION FOR ANY OTHER PLCB LICENSE? YES NO IF "YES", WHEN AND WHERE?

11. IS A CURRENT HEALTH LICENSE POSTED ON THE PREMISES? YES NO IF "YES", WHEN DOES IT EXPIRE? GIVE MONTH, DAY, YEAR.

12. NAME OF CURRENT OWNER OF PREMISES	DEED BOOK VOLUME NO.	PAGE NO.
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ADDRESS OF CURRENT OWNER OF PREMISES	LEASE EXPIRATION DATE
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12(A). NAME OF OFFICERS, DIRECTORS, SHAREHOLDERS, PARTNERS OR MEMBERS OF PROPERTY OWNER. (ATTACH SEPARATE SHEET IF NECESSARY)	TITLE

13. ECONOMIC DEVELOPMENT (NEW LICENSE APPLICATION ONLY)

ARE YOU APPLYING FOR A NEW RESTAURANT LIQUOR OR EATING PLACE RETAIL DISPENSER ON THE BASIS OF ECONOMIC DEVELOPMENT? YES NO

IF YES, ARE YOU APPLYING ON THE BASIS OF (A), (B), OR (C)? CHECK ONE:

A. THE PROPOSED PREMISES IS LOCATED WITHIN A KEYSTONE OPPORTUNITY ZONE. YES NO

B. THE PROPOSED PREMISES IS LOCATED WITHIN AN AREA DESIGNATED AS AN ENTERPRISE ZONE. YES NO

C. THE GOVERNING BODY OF THE MUNICIPALITY HAS APPROVED THE APPLICANT FOR LOCAL ECONOMIC DEVELOPMENT. YES NO

DO NOT WRITE BELOW THIS LINE

NEW APPL: CO/MNCP _ _ _ _ _ ZIP _ _ _ _ _

14. IF THE PREMISES TO BE LICENSED IS IN A PA GAMING FACILITY:

- A. WHO IS THE GAMING LICENSE ISSUED TO? _____
- B. GAMING LICENSE NUMBER _____
- C. NAME OF THE GAMING FACILITY _____
- D. ARE THERE ANY OTHER PLCB LICENSES ISSUED FOR THIS PREMISE? IF YES, WHAT ARE THE PLCB LICENSE NUMBERS?

15. COMPLETE IN DETAIL - ATTACH SEPARATE SHEET, IF NECESSARY.

NAME OF INDIVIDUAL APPLICANT, PARTNERS, MEMBERS, OR OFFICERS & DIRECTORS	TITLE	HOME ADDRESS	DATE AND PLACE OF BIRTH	LENGTH OF RESI- DENCE IN PA.	U.S. CITIZEN?	
					YES	NO
A. NAME						
B. NAME						
C. NAME						
D. NAME						
E. NAME						
F. NAME						

16. FOR CORPORATIONS AND LIMITED LIABILITY COMPANIES ONLY

A. REGISTERED AS: PROFIT NONPROFIT

REGISTERED NAME	INCORPORATED/ORGANIZED		IF FOREIGN CORPORATION GIVE DATE OF CERTIFICATE OF AUTHORITY OR IF FOREIGN LLC GIVE DATE REGISTERED IN PA
	PLACE	DATE	

B. **RESOLUTION**

TYPE OF PERMIT TO BE GRANTED NEW LICENSE TRANSFER OF LICENSE

At a regular or special meeting held on _____, 20____ by the applicant, it was resolved that said application be filed with the Pennsylvania Liquor Control Board, and that _____ and/or _____ is/are hereby authorized to execute said application, and any other papers required by the Board.

(NAME/TITLE) (NAME/TITLE)

17. FOR CORPORATIONS ONLY

LIST ALL STOCKHOLDERS - ATTACH SEPARATE SHEET, IF NECESSARY.

NAME OF STOCKHOLDER	HOME ADDRESS	DATE & PLACE OF BIRTH	U.S. CITIZEN?		NO. OF SHARES OF STOCK HELD
			YES	NO	
A. NAME					
B. NAME					
C. NAME					
D. NAME					
E. NAME					
F. NAME					

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18. Is a management company employed or otherwise contracted to operate, manage or otherwise supervise all or part of the operation?

YES NO

If yes, list the name and address of the entity: _____

19. NAME OF MANAGER	HOME ADDRESS	DATE & PLACE OF BIRTH	U.S. CITIZEN?	
			YES	NO
NAME				

20. CONVICTION RECORD: The following is a record of all felony and misdemeanor convictions of the individual owner, all partners, all members, the manager and all corporate officers, directors and stockholders. (Attach separate sheet, if necessary.)

If there have been **no such convictions, check here:** **No such convictions**

NAME	DATE OF CONVICTION	CHARGE	DISPOSITION	LOCATION OF COURT (COUNTY AND STATE)

21. Neither the applicant nor any member, officer, director, stockholder, agent or employee has any financial interest, either directly or indirectly, in any other class of license or permit issued by this Board, or in the ownership, leasehold, or equipment, of any property used by such other licensee or permittee, or mortgage lien against the same, nor have they loaned any money, or given credit, or anything of value, for equipping, maintaining or conducting an establishment used in such other license or permit, except as follows: _____

No exceptions

22. No person having any financial interest as an individual, or as a member, officer, director, stockholder, agent or employee in another class of license or permit issued by this Board will be in any manner interested, either directly or indirectly, in the business proposed to be licensed under this application, or in the ownership or leasehold of the property or equipment to be used in the operation of the said business, or any mortgage lien against the same, nor have they loaned any money, or given credit, or anything of value, to the applicant, or any member, officer, director, stockholder, servant, agent or employee of said applicant, for equipping, maintaining or conducting this business, except as follows: _____

No exceptions

23. None of the applicants hold any public office involving the enforcement of penal laws, or penal ordinances or resolutions, except as follows: _____

No exceptions

24. The building to be licensed is not located within 300 feet of any church, school, hospital, public playground or charitable institution, except as follows: _____

No exceptions

25. If an application for continuing care retirement facility, list the number of residents over the age of 62, _____ and the total number of residents _____.

INSTRUCTIONS

The enclosed forms are to be submitted to apply for a new retail liquor or retail dispenser (except clubs, public venue, and performing arts facilities) license and supporting permits, OR for the transfer of an existing license (except performing arts, public venue, economic development and continuing care retirement community). All attached separate sheets must include the applicant's name and the address of the establishment. Fees and documents to be submitted include:

1. Application PLCB-26, for either a new license or for the transfer of an existing license.
2. PLCB-1773, Appendix Social Security Information, **MUST** be submitted showing the social security number(s), name(s), and title(s) of each individual applicant, partner, member, manager and each officer, director and stockholder.
3. **FEES (Make payable to "PLCB" or "Commonwealth of PA")** — The fee to transfer an existing license is \$650.00 for person to person, \$550.00 for place to place, OR \$700.00 for both person to person and place to place. The fees for a new license (except economic development, see below) are \$700.00 filing fee AND a license fee of \$200.00 to \$700.00 (depending on population).

For a new off-track wagering restaurant liquor license the license fee is \$5,000.00 and the filing fee is \$700.00.

For a new restaurant liquor license or eating place retail dispenser license filed on a "economic development" basis, the license fee is from \$200.00 to \$700.00 (depending on population), plus an initial application surcharge fee of \$50,000.00 if the premises is to be located in a 1st through 4th class county, OR \$25,000.00 if the premises is to be located in a 5th through 8th class county.

Additional permit fees include \$50.00 for an extended hours food license; \$300.00 for Sunday sales permit; and \$10.00 to transfer an existing amusement permit OR one-fifth of the license fee for a new permit. The fee for an Off-Premises Sales Permit for malt/brewed beverages in the City of Philadelphia is \$300.00.

4. Tax Certification Statement (PLCB-1898) for the applicant.

PLCB-1898A is also required if a management company (any entity employed or otherwise contracted by the licensee or the applicant to operate, manage, or supervise all or part of the operation of the licensed premises) is utilized.
5. A Request for Criminal Record Check (PLCB-2018) must be submitted for each individual applicant, all partners, all members, manager, officer, director, stockholder, EXCEPT for the transfer of license from one premise to another premise, with a \$10.00 remittance per form.
6. Recent, individual photographs of each applicant, partner, member, manager, and of each of the principal officers. 1½" x 1½" in size, identified with the individual's name, and applicant's name and address of the premise on the reverse. Photographs must have a matte finish.
7. Recent, premises photographs, 4" x 6" in size, of the exterior of the premises and of the main interior serving room, showing tables and chairs, with the applicant's name and address of the premises on the reverse. Photographs must have a matte finish.
8. If the application is for transfer, (PLCB-21) Application for Transfer of License and Permit.
9. **Inter-municipal transfer** — If the application is for transfer to another municipality in the same county (inter-municipal), written approval from the governing body of the receiving municipality must be submitted if the quota of the receiving municipality is equal or exceeded.

Municipal approval must contain the name and address of the applicant, and the identity of the license being transferred. It must be in the form of a resolution or an ordinance prepared by the receiving municipality bearing authorized signatures. On occasion, the resolution may contain restrictions set forth by the municipality. These restrictions are not binding on the Liquor Control Board, nor will the Liquor Control Board enforce them.

Economic development — If this is a new application filed on an economic development basis, under question 12A or B (located in either keystone opportunity zone or an area designated as an enterprise zone), a copy of the Department of Community and Economic Development's certification letter. Also, written approval from the governing body of the municipality in which the proposed premises is located must be submitted if the quota of the municipality is exceeded.

If this is a new application filed on an economic development basis under question 12C, written approval from the governing body of the municipality in which the proposed premises is located approving this application for purposes of economic development must be submitted.

Municipal approval must contain the name and address of the applicant, and be in the form of a resolution or an ordinance prepared by the municipality bearing authorized signatures. On occasion, the resolution may contain restrictions set forth by the municipality. These restrictions are not binding on the Liquor Control Board, nor will the Liquor Control Board enforce them.

10. If the premises is not currently licensed, floor plans, 8½" x 11" in size, depicting room dimensions and designations. A separate floor plan must be submitted for each floor to be licensed. Each plan must be clear and readable.
11. If the application is for a transfer for a "Mixed-Use Town Center Development Project" plans, 8½"x 11" in size, depicting no more than one license for each 50,000 square feet of proposed or actual construction has been met.
12. Owner of premises: name, address, principals and their titles must be listed.

INFORMATION

- a. An application for new license or for the transfer of an existing license to a new location not presently licensed may be filed for "PRIOR APPROVAL" of planned alterations or construction. Submit a site plan clearly showing the premises proposed to be licensed as it will be upon completion of the alterations or construction of the building. A site plan must be on 8½" x 11" paper depicting the location of the proposed premises in relationship to identifiable lines or easily identifiable landmarks or reference points with measurements to the property lines, landmarks or reference points. The plan must be clear and readable.

DO NOT SUBMIT ANY OTHER DOCUMENT (E.G.; LEASE, AGREEMENT) WITH THIS APPLICATION PACKET. SHOULD YOU BE REQUIRED TO SUBMIT SUCH DOCUMENTATION, OTHER THAN FOR THE INVESTIGATING OFFICER'S REVIEW, YOU WILL BE NOTIFIED IN WRITING.

IF YOU REQUIRE ASSISTANCE IN COMPLETING THE APPLICATION PACKET, CALL THE LICENSING INFORMATION CENTER AT (717) 783-8250, OPTION #7.

SEND THE APPLICATION PACKET TO: PENNSYLVANIA LIQUOR CONTROL BOARD, BUREAU OF LICENSING, P.O. BOX 8940, HARRISBURG, PA 17105-8940.