

**CITY OF PORTAGE**  
**LIQUOR LICENSE APPLICATION**

City Clerk's Office  
City of Portage  
7900 South Westnedge Avenue  
Portage, MI 49002

Pursuant to Chapter 6 (Alcoholic Liquor) of the Code of Ordinances of Portage, Michigan, each applicant for a Liquor License within the City of Portage is required to submit a current and complete "City of Portage Liquor License Application" as furnished by the City Clerk.

**INSTRUCTIONS TO COMPLETE APPLICATION:**

Please provide the information requested below. Responses must be typed, double-spaced, within the space provided. If additional room is required for a response, please attach a separate sheet. The completed application must be signed and dated by the applicant, if an individual, or by a duly authorized agent thereof, if a partnership or corporation. The original application must be submitted to the City Clerk, together with the **application fee** (payable to the City of Portage) in the amount of **\$850**.

NOTES: Incomplete applications may be rejected from further consideration.

The City reserves the right to request additional information from the applicant as part of its review process.

\*\*\*\*\* **REQUIRED INFORMATION** \*\*\*\*\*

1.
  - a. If an individual, the name, age, and address of the applicant.
  - b. If a partnership, the name, age, and address of all persons entitled to share in the profits thereof. The general partner shall sign the application and all other documents required in connection with the application.
  - c. If a corporation, the names and addresses of all officers and directors thereof, and if an aggregate of more than 10% of the stock of such corporation is owned by any one person or his or her nominee, the name, age, and address of such person. The application shall also include the following:
    - 1) If incorporated outside of Michigan, a copy of its current Articles of Incorporation and a current Certificate of Good Standing from the state of incorporation.
    - 2) If a Michigan corporation, a copy of the current Articles of Incorporation as approved by the Department of Consumer and Industry Services.

- 3) Certified copies of the minutes of the meeting of its board of directors or an affidavit signed by an officer of the corporation naming the person who is authorized by corporate resolution to sign the application.
  - 4) An affidavit stating the identity of its current corporate officers and the members of the board of directors.
- d. If a limited liability company, the name, age, and address of all the members. The application shall also include the following:
- 1) If a foreign limited liability company, a copy of the Certificate of Authority issued by the Michigan Department of Consumer and Industry Services.
  - 2) If a domestic limited liability company, a copy of the Articles of Organization filed with the Michigan Department of Consumer and Industry Services.
  - 3) An affidavit stating the full name and address of its current members, managers, and assignees of membership interest.
  - 4) An affidavit signed by a manager of the limited liability company or by at least one member if management is reserved to the members, naming the person authorized to sign the application. If a foreign limited liability company, a person who has the authority to sign under the laws of the jurisdiction of its organization shall sign the affidavit and shall indicate the capacity in which the person signs the affidavit.
2. Type of license desired.
3. The nature of business of the applicant, and in the case of a corporation, partnership or limited liability company, the object or objects for which it was formed.

4. A written statement as to the applicant's character, experience and financial ability to meet the obligations and business undertakings for which the license is to be issued, including the length of time said applicant has been in the business of that nature, or, in the case of a corporation, partnership, or limited liability company, the date in which the entity came into existence.
  
5. The location and description of the premises which are to be operated under such license.
  
6. If the business of the applicant is to be operated or conducted by a local manager or agent, the name and address of said manager or agent.
  
7. A statement whether applicant has, prior to this application, made application for a license to sell beer and wine or spirits and the date, place, and description of such application or applications.

8. A statement that applicant has never been convicted of a felony and is not disqualified to receive approval for a license by reason of any matter or thing contained in this ordinance or the laws of the State of Michigan.
  
9. A statement that the applicant will not violate any of the ordinances of the City of Portage or laws of the State of Michigan or of the United States in the conduct of its business.
  
10. A statement that, should any of the information provided in his or her application or any attachment thereto change during the term of this license or any renewal thereof, the applicant will notify the City Clerk in writing within thirty (30) days of such change.
  
11. Attach an 8-1/2" x 11" building and grounds layout diagram showing the entire structure, premises, and grounds and, in particular, the specific areas where the license is to be utilized. The plans shall show the relationship of the proposed structure to the surrounding property and land use and shall demonstrate adequate off-street parking, lighting, refuse disposal facilities and where appropriate, adequate plans for screening and noise control.

(Narrative space only. Attach diagram.)

- 12. Any other information pertinent to the applicant and operation of the proposed facility.  
(Attach additional page, if necessary.)

**Execution:**

DATE: \_\_\_\_\_

Signed: **(Name of entity or individual)**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

\_\_\_\_\_  
Witness

Its: \_\_\_\_\_

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THE COMPLETED APPLICATION AND THE APPLICATION FEE IN THE AMOUNT OF \$850 SHOULD BE MAILED OR DELIVERED TO:

City Clerk  
City of Portage  
7900 South Westnedge Avenue  
Portage, MI 49002