



## **Liquor License Application**

**Application Fee: \$850.00**

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. If additional room is required for a response, please attach a separate sheet(s). 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.

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.

Application fee (payable to the City of Portage), due at the time of application submission.

The completed, original application and \$850 application fee should be mailed or delivered to:

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

## SECTION 1: Applicant Information

(complete the corresponding section that applies to your entity)

1(a): Individual Applicant			
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Entity Website (if applicable):	

1(b): Partnership Applicant			
List 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.			
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Partnership Role:	
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Partnership Role:	
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Partnership Role:	
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Partnership Role:	
(list any additional persons on a separate sheet)			

**1(c): Corporation Applicant**

List name and address of all persons of all officers and directors thereof. (List any additional persons on a separate sheet.)

If an aggregate of more than 10% of the stock of such corporation is owned by any one person or his or her nominee, list the name, age, and address of such person.

Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Corporation Role:	
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Corporation Role:	

**1(d): Limited Liability Company Applicant**

List for all members. (List any additional persons on a separate page.)

Name:		Age:	
Address:			
Name:		Age:	
Address:			
Name:		Age:	
Address:			

**1(e): Business Manager: If the business is to be operated by a local manager or agent, complete below.**

Name:		Title:	
Address:			
City:	State:	Zip Code:	
Email Address:		Phone:	

## SECTION 2: License Type

Type of License Desired:

## SECTION 3: Nature of Business

The nature of business of the applicant.

If a corporation, partnership or limited liability company, the object or objects for which it was formed:

## SECTION 4: Location Information

Proposed Business Location & Description:

Address:

Unit/Suite:

Parcel ID:

Description:

## SECTION 5: Attestations

Provide a written statement below regarding the applicant's character, experience, and financial ability to meet the obligations and business undertakings for which the license is to be issued.

Include 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 on which the entity came into existence:

Provide a written statement below whether the 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.

Provide a written statement below 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.

Provide a written statement below 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.

## SECTION 6: Additional Information

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.

## SECTION 7: Applicant Statements & Attestations

The Applicant is responsible for being sufficiently familiar with and having a working knowledge of the city ordinance requirements. A copy of Chapter 6 "Alcoholic Liquor" is available on the City of Portage website at [www.portagemi.gov](http://www.portagemi.gov).

By signing below, the Applicant acknowledges they are subject to the following *Decision Criteria*:

- 1) The applicant's management experience in the alcohol/liquor business;
- 2) The applicant's general business management experience;
- 3) The applicant's general business reputation;
- 4) The applicant's moral character;
- 5) The applicant's financial status and ability to build and/or operate the proposed facility on which the proposed liquor license is to be located;
- 6) Past criminal convictions of the applicant for crimes involving moral turpitude, violence, or alcoholic beverages;

- 7) The applicant's excessive use of alcoholic beverages;
- 8) The effect that the issuance of a license would have upon the economic development of the surrounding area;
- 9) The effect that the issuance of a license would have on the health, welfare, and safety of the general public;
- 10) The recommendations of the local law enforcement agency, the Department of Community Development and/or the fire department with respect to the proposed facility.
- 11) Whether the applicant has demonstrated the public need or convenience for the issuance of the liquor license for the business facility at the location proposed.
- 12) The uniqueness of the proposed facility when contrasted against other existing or proposed facilities.
- 13) Whether the facility to which the proposed liquor license is to be issued complies, or will comply, with the building, plumbing, electrical, fire prevention, and zoning codes of the city and any other building, plumbing, electrical, fire prevention and zoning statutes and ordinances applicable to the city.
- 14) The effect that the business facility to which the proposed license is to be issued will have upon vehicular and pedestrian traffic in the area.
- 15) The proximity of the proposed business facility to other similarly situated licensed liquor facilities.
- 16) The effect that the business facility to which the proposed license is to be issued will have upon the surrounding neighborhood and/or business establishments.
- 17) The permanence of the establishment in the community as evidenced by the proposed or actual commitments made by the applicant.
- 18) Such other considerations as the council may deem proper.

### Execution:

Signed:

Date:

(Name of entity or individual)

Title (if applicable):

### Acknowledgment:

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )SS:

Before me, the undersigned \_\_\_\_\_ on this day personally appeared to me known/produced the following identification \_\_\_\_\_; who being duly sworn according to law, acknowledged the foregoing instrument.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

## My Commission Expires

(Notary Seal)