

CITY OF INDEPENDENCE, MISSOURI

APPLICATION PROCEDURES FOR LIMITED LICENSE

This license shall be issued to a church, school, civic, service, fraternal, veteran, political or charitable club or organization only. This license is issued for consumption only at a picnic, bazaar, fair, cultural event or similar gathering. This license shall not be issued for more than seven days. The sale of liquor may begin at 10:00 a.m. (11:00 a.m. on Sunday) and end at midnight on that day. The licensed premise is not allowed within 300 feet of any children's carnival or rides.

1. **APPLICATION** - (form furnished) - To be completed in full by the appointed Managing Officer for use of this liquor license.
2. **RESOLUTION DESIGNATING MANAGING OFFICER** - Copy of resolution designating the Managing Officer. The Managing Officer appointment form may be used in lieu of the resolution (form furnished).
3. **FEE** - If making payment, other than by credit card, a bank draft, money order, certified check, or cashier's check payable to the City of Independence is required. All fees are due at the time of application and must be paid in full at the time of application. A fee equal to fifty percent of the annual license fee **is not refundable** but shall be applied to the license fee in the event a license is issued.
4. **BACKGROUND INVESTIGATION FEE** - (form furnished) - The State of Missouri charges a fee of **\$5.00 per person** for a criminal record check, which is conducted by the Missouri Highway Patrol in Jefferson City. At the time of application, you must submit the State of Missouri Criminal Record History **for the applicant** on the liquor license. The Missouri Highway Patrol has notified the City that the processing time for a criminal record check is approximately four to six weeks if processed by mail.

To expedite the criminal record check, (form attached) the applicant may obtain them the same day by driving to the Missouri Highway Patrol office in Jefferson City, Missouri. The **original** criminal record check must be submitted to the License Division with the application. The address for the Missouri Highway Patrol office is 1510 East Elm Street, Jefferson City, Missouri, and their telephone number is 573-526-6153. It is recommended that you contact the Highway Patrol office regarding their requirements for issuance of a criminal record check.

5. **PHOTOGRAPHS** - A recent passport size photograph of the applicant.
6. **COUNTY PERSONAL PROPERTY TAX RECEIPT** - Copy of applicant's County Personal Property Tax receipt for the preceding year.
7. **VOTER REGISTRATION** - Applicant must submit a Certificate of Voter Registration.
8. **COPY OF LEASE AGREEMENT** - Applicant must provide copy of Lease Agreement or Letter of Permission from the property owner.
9. **AERIAL OVERLAY** - Applicant must contact Tom Kuntz, Community Development, 325-7426 to request an aerial overlay. This overlay must show all surrounding properties within 185 feet and 300 feet measured separately. The overlay must include the house numbers of all existing structures and the zoning of all property. This overlay will allow you to provide the required names and addresses of all property owners within 185 feet and a separate list of all residentially zoned property within the 300 feet. You may find the ownership information on Jackson County's Web sit at http://www.jacksongov.org/ser_os_ta_SrchOwner.asp

The completed application will take approximately six to eight weeks to process. After review by the City staff, the application will be forwarded to the City Council for consideration. Upon approval by the City Council, a City approval letter will be prepared and mailed to the applicant to submit with their application to the State of Missouri Division of Liquor Control for a State Liquor License.

CITY OFFICE

Independence License Division
111 East Maple
Independence, Missouri
Telephone: 816-325-7079

STATE OFFICE

Division of Liquor Control
615 East 13th Street
Kansas City, Missouri
Telephone: 816-889-2574

COUNTY OFFICE

Jackson County Collections
Liquor/Amusement Section
306 West Kansas
Independence, Missouri
Telephone: 816-881-4403



LICENSE DIVISION - CITY OF INDEPENDENCE, MISSOURI
111 East Maple, Independence, Missouri 64050
(816) 325-7079

APPLICATION FOR LIMITED LICENSE

Application is hereby being made for the following Limited License (check one):

- Intoxicating Liquor and Non-Intoxicating Beer by the Drink (only for period of seven days or less) \$ 37.50
- Fourth of July Celebration - Malt Liquor/Light Wine by the Drink
(only for period from June 15 to July 15) \$150.00

Name, address and telephone number of Organization sponsoring event _____

Address of event _____

Date(s) event is to be held _____

Type of fencing to be used to restrict area _____

Name of Managing Officer _____

Home Address _____
(Number & Street) (City) (State) (Zip)

Home Phone No. _____ Date of Birth _____ State of Birth _____

Social Security No. _____ Driver=s License No. _____

Sex _____ Age _____ Height _____ Weight _____ Hair Color _____ Eye Color _____

Are you a citizen of the United States of America? _____

Wife or husband ' s name and address _____

Have you ever been convicted of, found guilty of, or pleaded guilty, no contest, or no lo contend ere to any offense involving a controlled substance, a weapon, illegal gambling, or the illegal sale, possession or use of alcohol, including alcohol-related traffic offenses? _____ If so, give details _____

Give names and addresses of employers for the last five years. If you were self-employed, state nature of business and location _____

Have you ever been the holder of a permit to manufacture or sell alcoholic beverages which was revoked? _____
If so, give complete details _____

Are you, or any member of your household or immediate family, interested directly in any other license issued by the Supervisor of Liquor Control of this State or any other State which is now in force? _____ If so, give details

Have you, or any member of your household or immediate family, ever made application for any type of liquor license in the State of Missouri which was denied? _____ If so, give the name of applicant, the approximate date of denial, and details regarding same _____

Will you at all times permit the entry of any officer or investigator with legal authority for the purpose of inspection or search; and will you permit the removal of all things and articles which may be in violation of the City Code of Independence, Missouri, and the laws of the State of Missouri; and do you consent to the introduction in evidence of such articles in any proceedings for the violation of any provision of the liquor control regulations of Independence, Missouri, and/or for the suspension or revocation of the permit for which this application is made; and do you promise and agree not to violate any of the ordinances of Independence, Missouri, the laws of the State of Missouri, or the United States in the conduct of the business for which this permit is sought?

I, (please print) _____ being of lawful age and duly sworn upon my oath do swear that the answers and information given in this application are true and complete to the best of my knowledge and belief.

Applicant's Signature

Subscribed and sworn to before me, a Notary Public, this _____ day of _____, 20_____

Notary Public

My Commission expires:
