

CITY OF INDEPENDENCE

111 E Maple
Independence, MO 64055
(816) 325-7079 or 325-7063

APPLICATION PROCEDURES EXPANSION OF LICENSED PREMISES OR TRANSFER TO NEW LOCATION

1. **APPLICATION** - (form furnished) - To be completed by sole owner, principal managing partner if business ownership is a partnership, or by the Managing Officer if business ownership is a corporation or an LLC. Answer all questions in full. To be filed **in duplicate** by applicant. **An original signature and notarization is required on each copy.**
2. **FEE** - A bank draft, money order, certified check, or cashier's check payable to the City of Independence is required in the amount of \$35.00 plus \$10.00 for each duplicate liquor license to be reissued.
3. **COPY OF LEASE AGREEMENT** - The lease agreement must be executed to the sole owner, all partners if business ownership is a partnership, or to the corporation or LLC if the business ownership is either a corporation or LLC. The lease agreement must reflect the lease term, monthly rental, options to renew, if any, and special conditions. Any assignment of lease must bear written approval of lessor.

If the property is being purchased, or is owned by the applicant, a copy of the warranty deed or deed of trust, in the name of the sole owner, all partners if business ownership is a partnership, or in the name of the corporation or LLC if business ownership is a corporation or LLC.

If the property is being purchased by an individual, a lease agreement must be executed from the individual to all partners of the partnership if the business ownership is a partnership, or to the corporation or LLC if the business ownership is a corporation or LLC.

4. **PHOTOGRAPHS** - A recent photograph of the exterior of the premises.
5. **DIAGRAM OF PREMISES** - **Five copies** of drawings of the floor plan of the premises with specifications of all fixtures contained therein. **All drawings or plans shall be on no larger than 8-1/2" by 14".**
6. **CERTIFIED SURVEY** - (see sample survey provided) Six copies of a survey of the subject property **must be provided from a registered engineer or land surveyor**, which shows the dimensions and location of the proposed licensed structure. The distances from the proposed structure to the property lines, curb cuts and number of parking spaces available must also be shown. The survey shall also show all surrounding separate property lines within 300 feet (or 1,000 feet see below), the location of any and all residential or commercial structures and indicating their use. The survey must also indicate any schools, churches, hospitals, public parks, playgrounds, libraries or museums. If the use is health or medical related the use must clearly indicate the type of service provided on the survey. (Disregard if existing business changing ownership and applying for the same type of liquor license.)

Businesses that choose to display or sell any type of books, photographs, magazines, films, videos or other periodicals which are distinguished or characterized by the principal emphasis on matters depicting, describing or relating to specified sexual activities must provide a survey with all the above requirements, however, **within a distance of 1,000 feet** of the proposed structure.

Zoning of all properties/lots within the measured 300 or 1,000 feet must also be shown on this survey. You may contact Zoning for this information at (816)325-7823 or (816) 325-7421.

Identify any residentially zoned property or a hospital, school, church, or other building regularly used as a place of religious worship within 100-300 feet of the proposed premises. No license shall be issued unless approval is granted by a two-thirds majority of the City Council. All other licenses shall be issued upon approval by majority of the City Council. **Survey shall not be larger than 8-1/2" by 14".**

7. **PROPERTY OWNER/TENANT LIST** – A notification of this application will be mailed to surrounding owners and tenants within 300 feet. **Upon completion of processing this application it will be required that this notification be mailed a minimum of 21 days prior to the liquor license application being placed on the agenda for review by the City Council.**

All properties must be identified on the survey through an alpha system with letters coinciding with the property owner/rental property on the list. NOTE: Property ownership may be obtained from the Jackson County Division of Assessment. The list of property owners and addresses of all rental properties (commercial and residential) must be a part of the survey referred to in Item 6.

A list of all **property owners and rental property addresses** within the measured 300 feet of the proposed premises must be **provided in an Excel file**. The following required information must be set up in separate cells to download and merge into the notification letter. Names of the tenants are not required as the letter will be addressed “Occupant”.

The **property owner** information must be as follows:

Owner’s Name
Owner’s Mailing Address, Suite/Apartment Number
City
State
Zip Code
Leased Property Address

The **tenant** information must be as follows:

Leased Property Address
Suite/Unit Number
Zip Code

NOTE: Item 7 may be obtained from the Jackson County Real Estate Records by comparing the site address with the mailing address for the bill. This would indicate that the property is not owner occupied. There are also some title companies or survey companies who will obtain the lists for a fee. The list must be accompanied by the survey referred to in Item 6.

The completed application will take approximately eight to ten weeks to process. After review by the City staff, the application will be forwarded to the City Council for consideration. A City approval letter will be mailed for the applicant to submit with their application for transfer or expansion of licensed premises to the State of Missouri Division of Liquor Control.

The City of Independence Liquor License will be mailed.

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

STATE OFFICE
MO Division of Liquor Control
www.atc.dps.mo.gov
Telephone: 573-751-2333

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

CITY OF INDEPENDENCE
111 East Maple
Independence, MO 64050
(816) 325-7079 or 325-7063

Date _____

APPLICATION FOR EXPANSION OF LICENSED PREMISES
APPLICATION FOR TRANSFER OF LICENSED PREMISES

The undersigned (individual owner) (partnership) (corporation) (LLC) hereby makes application for:

Select One: An expansion of licensed premises A transfer of licensed premises

1. Name of Licensed Business _____

2. Current Address of Business _____

3. Managing Officer or Individual Owner's Name _____

4. Address _____ City _____ State _____ Zip Code _____

5. If corporation or LLC - name and address _____

6. If partnership, names and addresses of partners _____

7. Total dimensions of new structure/addition to be added to license: _____

8. If application is for transfer to a new location:

Street Address and legal description of proposed new location: _____

Name and address of property owner: _____

Name and address of any person having a leasehold or interest therein as landlord or tenant _____

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

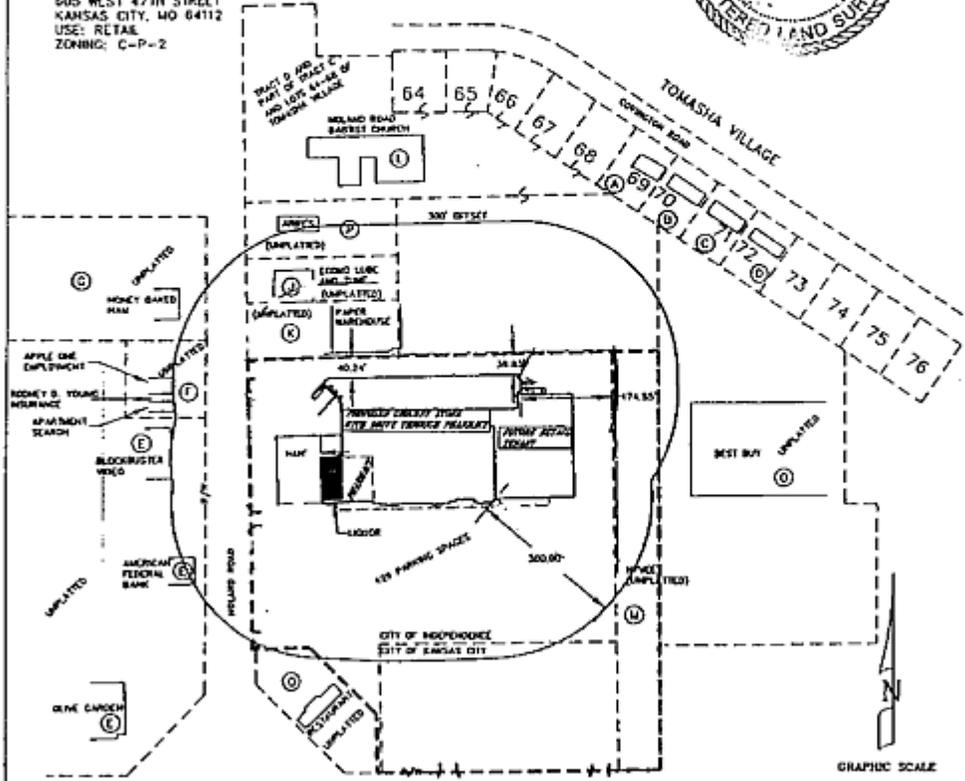
Subscribed and sworn to before me this _____ day of _____, 20____

My Commission Expires: _____

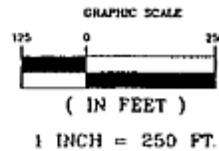
_____ Notary Public

PROPERTY OWNERSHIPS

- | | | |
|--|--|--|
| <p>(A) MAL R. AND MARY FERN JOHNSON 14209 COWINGTON ROAD INDEPENDENCE, MO 64055 USE: RESIDENCE ZONING: R1b</p> <p>(B) GEORGE J. AND JODY A. VANWEY 14213 COWINGTON ROAD INDEPENDENCE, MO 64055 USE: RESIDENCE ZONING: R1b</p> <p>(C) PAUL W. AND W.F. SCHNAKENBERG 14301 COWINGTON ROAD INDEPENDENCE, MO 64055 USE: RESIDENCE ZONING: R1b</p> <p>(D) CASEY L. AND ROBERT C. CORDELL 14305 COWINGTON ROAD INDEPENDENCE, MO 64055 USE: RESIDENCE ZONING: R1b</p> <p>(E) NOLAND FASHION SQUARE PARTNERS 605 WEST 47TH STREET KANSAS CITY, MO 64112 USE: RETAIL ZONING: C-P-2</p> <p>(F) GLO-RAE INVESTMENT COMPANY 605 WEST 47TH STREET KANSAS CITY, MO 64112 USE: RETAIL ZONING: C-P-2</p> | <p>(G) NOLAND S. DEVELOPMENT COMPANY 911 MAIN COMMERCE FWR STREET 720 KANSAS CITY, MO 64105-2009 USE: RETAIL ZONING: C-P-2</p> <p>(J) REALTY INCOME CORPORATION 220 WEST CREST ESCONDIDO, CA 92025-1725 USE: AUTO SHOP ZONING: C-2</p> <p>(K) RANDOL MILL-ARLINGTON-TEX PARTNERSHIP 605 W. 47TH ST, SUITE 100 KANSAS CITY, MO 64112 USE: RETAIL ZONING: C-2</p> <p>(L) NOLAND ROAD BAPTIST CHURCH 4505 SOUTH NOLAND ROAD INDEPENDENCE, MO 64055 USE: CHURCH ZONING: C-2, R-2, R1b</p> <p>(M) HY-VEE INC. 5820 WESTOWN PARKWAY DES MOINES, IA 50266 USE: VADANT ZONING: C-2</p> | <p>(O) LEONARD S. BERMAN P.O. BOX 9312 MINNEAPOLIS, MN 55440 USE: RETAIL ZONING: C-2</p> <p>(P) US BEEF ESTATE LLC P.O. BOX 22845 OKLAHOMA CITY, OK 73125-1845 USE: RESTAURANT ZONING: C-2</p> <p>(Q) W&K 605 WEST 47TH STREET KANSAS CITY, MO 64112 USE: RESTAURANT ZONING: C-2</p> |
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SAMPLE SURVEY ONLY



**MUST ALSO
PROVIDE A LIST OF
ALL RENTAL
PROPERTIES
COMMERCIAL AND
RESIDENTIAL**

Following are just a few of licensed businesses that could assist in completing the required survey.

Byam Engineering
3501 S Sterling Ave #G
Independence, MO 64052
(816) 252-3519

Kaw Valley Engineering, Inc.
8040 N. Oak Trfy.
Kansas City, MO 64118
(816) 468-5858

Shafer, Kline & Warren, Inc.
1700 Swift Ave., #100
North Kansas City, MO 64116
(816) 221-6611

Missouri Valley Engineering & Surveying, Inc.
517 SE 2nd St. #D
Lee's Summit, MO 64063
(816) 347-0033

Following are businesses that could assist in getting the required criminal history background checks. These businesses are located in Jefferson City and will be able to overnight the required documents to you directly for submittal with your application. **They must provide you with the original form from the State of Missouri to be included in your application.**

C & S Business Services, Inc.....573-635-9295
Fax.....573-635-4145

Corporate Filing Service.....573-635-3252
Fax.....573-635-5076

Harmon Processing.....573-635-6690
Fax.....573-635-2339

Missouri Record Search.....573-635-0142
Fax.....573-635-5739

Missouri Record Service.....573-893-4428
Fax.....573-893-2396

Sturm Research.....573-496-3534

The Security Group, LLC.....573-761-7577
Fax.....573-761-7448

None of the above businesses listed are being recommended for use; this is just a listing for your convenience.

For Licensed Liquor Establishments Considering an Outdoor Area for Smoking and Alcohol Consumption

Establishments with liquor by the drink license wanting to add an outdoor area for customers to consume alcoholic beverages and smoke will need to apply for a commercial remodel permit as the first step in the expansion of their licensed premises process.

The **Building Inspection Division** issues commercial remodel permits. Supporting documentation for the permit application includes a site plan and details any electrical or other extensions, the seating arrangement, and the fencing information. To contact the Building Inspection Division please call 816-325-7409.

The following departments will also review the building permits:

- The **Health Department** will review all plans. They may need more information if the commercial remodel includes a roof, if there is a bar, server station, food prep area, or clean up sink in the expansion area. Contact the Health Department at 816-325-7986 if you have questions or need more information.
- The **Current Planning Division of the Community Development Department** will review all plans and will need information regarding the parking space counts for the property including the subject facility and other buildings/uses on the site, the seating capacity of the restaurant with and without the addition. Contact the Current Planning Division at 816-325-7421 if you have questions or need more information.
- The **License Division of the Finance Department** will review all plans to verify that the expansion area has a fence or barrier that is at least 42 inches high to restrict access. Access to expansion area must be through the primary licensed premises. Emergency exit gate(s) must have a sign stating “**No Alcoholic Beverages Outside This Confined Area**”. Contact the License Division at 816-325-7079 if you have questions or need more information.
- The **Fire Inspection Division of the Fire Department** will review all plans for fire and life safety issues. Contact the Fire Inspection Division at 816-325-7137 if you have questions or need additional information.
- The **Public Works Department** will review all plans regarding the location of buried utility lines and removal of landscaping for expansion area. Site plan must show buried utility lines and landscaping being removed to determine if additional stormwater facilities are required. Contact the Department at 816-325-7618 if you have questions or need additional information.

During the review of your building permit application, you can complete and submit the expansion of licensed premise application and supporting information for your liquor license. During the review and approval of the building permit, the License Division staff will process the expansion of licensed premise application. **Approval of the building permit does not guarantee City Council approval of your application to expand your licensed premise.**

Upon approval of the building permit and receipt of all necessary application information, the License Division will submit your application for an expansion of licensed premises to the City Council for their consideration. Expansion of a licensed premise requires a public hearing before the City Council. Staff provides a minimum of 21 days written notification to all property owners and tenants with three hundred (300) feet of your establishment regarding the public hearing.

Upon City Council approval of your application for expansion of premises, the License Division will provide you with an approval letter to provide the Missouri Division of Liquor and Tobacco Control and to Jackson County as part of their liquor license amendment process.

Your establishment cannot serve alcohol on an outside patio or deck until the City Council approves your expansion of licensed premise request and you have received approval from the Missouri Division of Liquor and Tobacco Control and from Jackson County. Download packet for outdoor expansion.