

CITY OF INDEPENDENCE, MISSOURI

**APPLICATION PROCEDURES
TEMPORARY EXPANSION OF LICENSED PREMISES**

**THIS APPLICATION WOULD BE FOR EVENTS SUCH AS CINCO DE MAYO / SANTA CALI GON OR
OTHER TEMPORARY CELEBRATIONS FOR CURRENTLY LICENSED BUSINESSES.**

The forms for a temporary expansion of a current liquor license must be downloaded. Once the forms have been fully completed, you will need to submit them to the Cashier at City Hall, 111 East Maple Street, Independence for continued processing and approval.

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 and all parts of all questions in full. **Application must be submitted in duplicate, signed and notarized.**
2. **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 in the amount of \$35.00.
3. **DIAGRAM OF PREMISES** - A drawing of the proposed expanded area in relation to the structure. This drawing must show the existing building, proposed expanded area, and all ingress and egress into the expanded area. Proposed area is to be fenced with a six-foot high fence, with ingress and egress through the building only. However, per Fire Department regulations, applicant must provide an emergency exit gate in the fenced-in-area. This gate must be manned at all times and is to be used only in the event of fire. Must describe type of fence to be used. Roping off the area is not acceptable.

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. A City approval letter will be prepared and mailed for the applicant to submit with their application for the temporary expansion of licensed premises to the State of Missouri Division of Liquor Control.

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

Date _____

APPLICATION FOR TEMPORARY EXPANSION OF LICENSED PREMISES

The undersigned (individual owner) (partner) (Managing Officer) hereby makes application for a Temporary Expansion of Licensed Premises.

1. Name of Owner/Partner/Managing Officer _____
2. Address _____
3. Name of Licensed Business Applying for Temporary Expansion _____
4. Independence Business Address _____
5. Date(s) for which temporary expansion is being requested _____
6. Name of event for which temporary expansion is being requested _____
7. Total dimensions of proposed expanded area in which alcoholic beverages will be dispensed _____

8. If expansion is to be in a parking lot or open area, give brief description of type of fencing (show fencing on diagram) to be used and the method to be used to control ingress and egress into the expanded area: _____

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

Owner/Partner/Managing Officer

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

My Commission Expires: _____
Notary Public