

**CITY OF INDEPENDENCE, MISSOURI
TEMPORARY EXPANSION OF LICENSED PREMISES
APPLICATION PACKET**

The City's Alcoholic Beverage Codes allows premises with a by the drink license to temporary expand their licensed premises for special events upon receiving City Council approval. The following instructions will assist you in completing the application process.

1. The sole owner, a partner or managing officer of the corporation or Limited Liability Corporation must complete the attached application form. Please answer all questions on the application. Submit the signed and notarized application to the License Division with a \$35.00 application fee. We accept cash, credit cards, money order, certified check or cashier's check.

2. Attach a written explanation of the proposed event to the application. The explanation needs to include:
 - the purpose of the event;
 - The hours the event will use the expanded premises;
 - The type of restrictive barrier (minimum forty-eight (48) inches high) used to keep customers from entering or leaving at will; and
 - The procedure used to ensure minors do not buy or consume alcohol.

3. Attach a drawing of the proposed expanded area in relation to the structure. This drawing must show the existing building, proposed expanded area, and all entrances and exits into the expanded area. Preferably, all entrances and exits are through the existing licensed premises. Fire Department regulations require one emergency exit gate from the fenced-in-area. An employee must monitor the emergency exit gate at all times and only used in the event of a fire or other emergency.

Submit the completed application packet in person to the Cashier at City Hall or mail it to the License Division, City of Independence, 111 E. Maple, Independence, MO 64050. Staff will review the application and route inspection requests to applicable City departments. Staff will forward the application to the City Manager's Office for placement on the next available City Council meeting agenda. We will notify you of the time and date of the meeting the City Council will take action on your application. Your attendance at this meeting is encouraged to respond to Council member questions. **The review and approval process could take up to six weeks after receipt of a completed application.**

Staff will provide you with a City Approval Letter to submit with your 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

APPLICATION FOR TEMPORARY EXPANSION OF LICENSED PREMISES

Date _____

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. Establishment Applying for Temporary Expansion: _____

3. Independence Business Address: _____

4. Date(s) and time of temporary expansion: _____

5. Purpose of temporary expansion event: _____

6. Total dimensions of proposed expansion area: _____

7. If expansion is to be in a parking lot or open area, give brief description of type of fencing 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