THE EXCISE DIVISION OFFERS THE SERVICE OF DRAWING PLATS AND PROVIDING THE LIST OF PROPERTY OWNERS FOR AN ADDITIONAL FEE OF $100.00

LIQUOR LICENSE REQUIREMENT LIST
INDIVIDUAL APPLICATION

NOTE: ITEMS 1 THROUGH 7 MUST BE SUBMITTED AT THE TIME OF APPLICATION.

1. A COMPLETED APPLICATION FORM.
2. APPLICATION FEES TOTALING **$450.00 (CHECK/MONEY ORDER)**. **NON REFUNDABLE**.
3. PROOF OF MISSOURI VOTERS REGISTRATION.
4. PHOTOGRAPH OF APPLICANT **NO DRIVER LICENSE PHOTO'S.**
5. PHOTOGRAPH OF FRONT OF THE PROPOSED PREMISE TO INCUDE THE ENTRANCE.
6. COPY OF CURRENT PAID PERSONAL PROPERTY TAX RECEIPT.
7. COPY OF ONE OF THE FOLLOWING: LEASE, RENTERS AGREEMENT, MANAGEMENT AGREEMENT OR GENERAL WARRANTY DEED FOR PROPOSED PREMISE.
8. COPY OF BILL OF SALE FOR FIXTURES AND/OR EQUIPMENT.
9. OCCUPANCY PERMIT **(ROOM 426 CITY HALL)**.
10. HEALTH DEPARTMENT PERMIT IF DRINKS OR FOOD IS PREPARED **(1520 MARKET ST., RM. 4051)**.
11. BUSINESS LICENSE **(ROOM 104 CITY HALL).**
12. ORIGINAL COPY OF MISSOURI STATE SALES TAX NUMBER **ISSUED BY THE DEPARTMENT OF REVENUE**.
13. ORIGINAL COPY OF FEDERAL IDENTIFICATION NUMBER **ISSUED BY THE IRS**.
14. CURRENT COPY OF CERTIFICATE OF NO TAX DUE.
15. PLAT OF THE AREA OF THE PREMISES APPLIED FOR **(SEE 14A)**
16. NEIGHBORHOOD'S CONSENT. **(SUPPORTING PETITION – SEE 15A)**
17. TENANT TALLY SHEET. **(SEE 16A)**
18. LIST OF EMPLOYEES.
19. NATURALIZATION PAPERS, IF REQUIRED.

14A PLATS WILL HAVE AN INSCRIBED PETITION CIRCLE WITH A 350FT RADIUS WITH THE CENTER OF THE CIRCLE AT A POINT PROJECTED FROM THE CENTER OF THE FRONT OF THE PREMISES (APPLIED FOR) TO THE STREET. PLATS MUST BE AN ACCURATE SCALE DRAWN **(1IN. = 50FT.)** AND CONTAIN DIMENSIONS OF STREETS, ALLEYS, REAL ESTATE PARCELS WITHIN THE CIRCLE **(WITH OWNER'S NAMES)** AND CITY BLOCK NUMBERS SHOWN ON THE PLAT.

15A NEIGHBORHOOD CONSENT MUST BE SUBMITTED TO SUPPORT THE APPLICATION. A MAJORITY OF PROPERTY OWNERS IS REQUIRED AND A MAJORITY OF OCCUPANT/TENANT IS REQUIRED.

16A TENANT TALLY SHEET IS A FORM PROVIDED BY THE EXCISE DIVISION WHICH REQUIRES A LIST OF ALL BUSINESSES AND THEIR ADDRESSES WHICH ARE WITHIN THE PETITION CIRCLE. THE FORM ALSO REQUIRES INFORMATION REGARDING THE TOTAL NUMBER OF ELIGIBLE PERSONS AND THE TOTAL NUMBER WHO SIGNED THE NEIGHBORHOOD PETITIONS.

ALL LIQUOR LICENSE APPLICANTS EXCLUDING THOSE EXCEPTED BY ORDINANCE MUST COMPLY WITH THE FOLLOWING REQUIREMENTS.

PLAT

1. PROVIDE A PLAT OR DRAWING OF THE AREA SURROUND THE PREMISES APPLIED FOR THAT INCLUDES:
   - ACCURATELY DRAWN PLAT, SCALED (1-IN. – 50FT.)
   - STREET NAMES AND THE WIDTHS OF ALLEYS AND STREETS SHOWN ON THE PLAT.
   - NAMES OF OWNERS AND THE DIMENSIONS OF ALL REAL ESTATE LOTS OR PARCELS SHOWN ON THE PLAT.
   - ALL STREET ADDRESSES SHOWN ON THE PLAT.
   - ALL CITY BLOCK NUMBERS SHOWN ON PLAT.
   - PETITION CIRCLE DRAWN ON PLAT WITH A RADIUS OF 350FT., WITH THE CENTER OF THE CIRCLE AT A POINT PROJECTED FROM THE CENTER OF THE FRONT OF THE PREMISE APPLIED FOR – TO THE STREET.
   - THE PLAT SHOULD INCLUDE THE NAMES OF ALL STREETS THAT CARRY AN ADDRESS OF ANY REAL ESTATE OR PARCEL THAT IS TOUCHED BY OR IS WITH THE PETITION CIRCLE.

NOTE: INFORMATION REQUIRED ABOVE IS GENERALLY AVAILABLE IN THE RECORDS OF THE ST. LOUIS CITY ASSESSOR.

PETITION SIGNATURES

2. PROVIDE THE SIGNATURES OF THE MAJORITY OF THOSE PERSONS, IN EACH OF THE TWO CATEGORIES LISTED BELOW:
   - **PROPERTY OWNERS =** 18 YEARS OF AGE OR OLDER, WHO OWN OR CO-OWN PROPERTY THAT IS TOUCHED BY OR WITHIN THE PETITION CIRCLE.
   - **OCCUPANT/TENANTS =** OCCUPANTS MUST BE 18 YEARS OF AGE OR OLDER AND CONDUCT A BUSINESS AT AN ADDRESS THAT IS TOUCHED BY OR IS WITHIN THE PETITION CIRCLE. TENANTS **MUST BE REGISTERED TO VOTE** FROM A RESIDENCE WITHIN THE PETITION CIRCLE AS OF THE DATE OF THE APPLICATION FOR A LICENSE. REGISTERED VOTERS LISTS ARE AVAILABLE FROM THE BOARD OF ELECTION COMMISSIONERS OFFICE LOCATED AT 300 N. TUCKER BLVD.

NOTE: TWO MAJORITIES ARE REQUIRED

A) PROPERTERY OWNERS
B) OCCUPANT/TENANT

NOTE: ONLY OCCUPANT/TENANTS FROM THE MAIN OR SURFACE FLOOR, THE FIRST FLOOR BELOW AND THE FIRST AND SECOND FLOORS ABOVE THE MAIN SURFACE FLOORS ARE CONSIDERED.

EXAMPLE: IF THERE WERE A TOTAL OF EIGHTY (80) PROPERTY OWNERS WITHN THE PLAT CIRLCE, THAT APPLICANT FOR A LIQUOR LICENSE WOULD HAVE TO SUBMIT A MINIMUM OF 41 SIGNATURES OF PROPERTY OWNERS.

IF THERE WERE FIVE (5) BUSINESS (OCCUPANTS) AND TWENTY-FIVE (25) REGISTERED VOTERS (TENANTS) WITH THE PETITION CIRCLE, THERE WOULD BE A TOTAL OF (30) OCCUPANT/TENANTS.

THE APPLICANT FOR A LIQUOR LICENSE WOULD HAVE TO SUBMIT A MINIMUM OF 16 SIGNATURES OF OCCUPANT/TENANTS.