

**HOW TO OBTAIN A LIQUOR LICENSE
IN THE CITY OF ROANOKE**

- 1. CHECK WITH THE CITY HALL 334-863-4129 TO DETERMINE THAT YOUR LOCATION IS ZONED FOR THE LIQUOR LICENSE YOU WISH TO APPLY FOR.**
- 2. APPLY FIRST WITH THE STATE ABC BOARD, YOU MAY CALL THE DISTRICT 2 ANNISTON OFFICE AT 256-237-3211 AND THEY WILL GIVE YOU FURTHER INSTRUCTIONS ON APPLYING.**
- 3. APPLY AT CITY HALL, 334-863-4129, 809 MAIN STREET, ROANOKE, ALABAMA AN APPLICATION MUST BE COMPLETED AND A COPY OF YOUR DEED OR LEASE AGREEMENT SUBMITTED WITH APPLICATION.**
- 4. NON REFUNDABLE FILING FEE OF \$100.00 MUST BE PAID TO THE CITY AT TIME OF APPLICATION.**
- 5. THE BACKGROUND CHECK IS NOW HANDLED BY THE STATE ABC OFFICE AND THIS CAN TAKE UP TO 3 MONTHS, AFTER BACKGROUND CHECK IS RECEIVED, A PUBLIC HEARING WILL BE SET BY THE CITY COUNCIL. THE COUNCIL MEETS THE 2ND AND 4TH MONDAYS OF EACH MONTH. YOU WILL BE REQUIRED TO ADVERTISE THE PUBLIC HEARING IN THE RANDOLPH LEADER TWICE, ONE WEEK APART. YOU WILL BRING CERTIFICATION FROM THE LEADER OFFICER TO THE CITY HALL AND THE PUBLIC HEARING WILL TAKE PLACE AT A DESIGNATED COUNCIL MEETING.**
- 6. AFTER THE COUNCIL APPROVAL THE STATE WILL SEND YOU YOUR STATE LIQUOR LICENSE. BRING IT TO THE CITY HALL AND YOUR CITY LICENSE WILL BE ISSUED. YOU MAY ALSO BE REQUIRED TO PROVIDE A HEALTH PERMIT AND THE FIRE MARSHALL'S APPROVAL.**

CITY OF ROANOKE

Applicants Check List

All items MUST be in submitted prior to being presented to the City Council

- 1) Type of License Requested: _____
- 2) Application Submitted: _____
- 3) Building & Property Location: _____
- 4) Current Zoning: _____
- 5) Copy of Lease or Deed _____
- 6) \$100.00 Filing Fee _____
- 7) Proof of Notification _____

Before Public Hearing:

Publication affidavit: (Must be advertised two consecutive weeks in the local paper. Paperwork for this notification can be picked up at City Hall.

Before Issuing City Beverage License:

- 1) Copy of State License: _____
- 2) Copy of Certificate from Health Department: _____
- 3) Copy of Fire Marshall's Approval (if applicable) _____

**STATE OF ALABAMA
RANDOLPH COUNTY**

**NOTICE OF INTENT TO OBTAIN LICENSE
TO SALE ALCOHOLIC BEVERAGES**

_____ hereby notifies the public at large that he/she intends to apply for a
Applicant's Name

_____ License. The premises at which _____ wishes to
Type of license Applicant's Name

sale Alcoholic Beverages is located at _____. Anyone
Address of proposed licensed premises

Wishing to make comment on this application may do so either at Roanoke City Hall in writing or at public

appearance at the Roanoke City Council Meeting which will vote on this application. Please contact

Roanoke City Hall for the date and time of the above-mentioned City Council Meeting.

CITY OF ROANOKE, ALABAMA

Application for Beer, Wine or Liquor License

Date of Application: _____

Check the following Licenses for which you are applying:

Lounge _____	Restaurant _____
Beer (Off Premise only) _____	Beer (On & Off Premise) _____
Wine (Off Premise only) _____	Wine (On & Off Premise) _____
Package Store _____	Club, Class I or II _____
Tavern _____	Other _____

1. Name of Applicant: _____ Date of Birth: _____
 Mailing Address: _____ Phone #: _____
 Social Security Number: _____ Dr. Lic. #: _____

2. Names & Addresses of Partners, Members, Officers, or Directors: Attach a separate sheet if necessary:

Name	Title	DOB	Address

3. Type of Ownership: (Sole, Corp, LLC, Etc.) _____

Corporation or LLC Name: _____

4. Trade Name: _____

Location: _____

Mailing Address: _____

Zoning Classification: _____

5. Owner of Real Estate for which license is desired: _____

Owner's Address: _____

6. Name of Manager: _____

7. Has Manager ever had an ABC License suspended, revoked or declined? _____

If so, Explain: _____

8. Do any of the Applicants own part of another business with a Liquor License? _____

If so, Name of Business: _____

9. Are the Applicants named above the only persons in any manner interested in the business sought to be licensed?

_____ If not, Explain: _____

10. Has applicant made application before for an ABC License: _____

If so, state disposition of application: _____

11. Has Applicant had an ABC License suspended, revoked or declined? _____

12. List below, the court records for Law Violations, if any, of each Applicant. Do not include Traffic Violations except DUI and Reckless Driving. If no record exists, state "NONE".

Name	Violation	Court	Date	Disposition

13. Applicant for a Club License shall also file the following:

- A) A certified copy of the Certificate of Incorporation and the Constitution and By-Laws of such club.
- B) A verified list of the Paid-up members of such club at the time of application with resident addresses of each.
- C) Name & Address of Manager of club. If the Manager changes, then the club shall notify the City Clerk within five days of such change, supplying the new information.
- D) A copy of any Certificate from the Internal Revenue Service or Treasury concerning any exemption of the Club from taxation.

The undersigned agrees, if issued a License as hereinbefore requested, (1) To comply with all the provisions of the Laws of Alabama and particularly Title 28, Code of Alabama, as now and hereafter amended, and to obey all Rules and Regulations promulgated by the Alabama Alcoholic Beverage Control Board (The "Board"), relative to the handling of Alcoholic Beverages, and (2) To comply with all the provisions of the Laws and Ordinances of the City of **Roanoke**, relative to Alcoholic Beverages, and particularly Ordinance **2012-12-01**, as now and hereafter amended, and (3) to allow any duly authorized agent of the Board and any duly commissioned Law Enforcement Officer of the State of Alabama, **City of Roanoke** to enter and search without a warrant the Licensed Premises or any building owned or occupied by the Licensee in connection with, adjoining or adjacent thereto, whether connected or not, and whether used by the Licensee and his private dwelling or not, at any time. The undersigned understands that a violation of the State or City Laws or Rules and Regulations of the Board may result in a suspension or revocation of this license.

Applicant for the Alcoholic Beverage License, Requested by the foregoing Applicant hereby swears or affirms that he or she read said application and all the statements therein are true and correct, and that the applicant is the only person interested in the business for which license is requested.

Signed: _____ Title: _____

CITY OF ROANOKE
ROANOKE, ALABAMA 36274

<u>TYPE OF LICENSE</u>	<u>FILING</u>	<u>STATE</u>	<u>FILING</u>	<u>CITY</u>
LOUNGE RETAIL LIQUOR	50.00	300.00	100.00	2500.00
RESTAURANT RETAIL LIQUOR	50.00	300.00	100.00	750.00
CLUB LIQUOR	50.00	300.00	100.00	1000.00
RETAIL BEER(on or off premises)	50.00	150.00	100.00	75.00
RETAIL BEER(off premises only)	50.00	100.00	100.00	50.00
RETAIL TABLE WINE(on/off prem)	50.00	150.00	100.00	75.00
RETAIL TABLE WINE(off prem)	50.00	150.00	100.00	75.00
RETAIL LIQUOR, WINE, BEER (off premises only package store)			100.00	1500.00
LIQUOR WHOLESALE	50.00	500.00		
WHOLESALE BEER ONLY	50.00	550.00	100.00	250.00
WHOLESALE WINE ONLY	50.00	550.00	100.00	275.00
WHOLESALE BEER AND WINE	50.00	750.00	100.00	375.00
WAREHOUSE	50.00	200.00	100.00	500.00
SPECIAL EVENTS(3 day max)	50.00	150.00	100.00	100.00
SPECIAL RETAIL (More than 30 days)	50.00	250.00	100.00	250.00
RETAIL COMMON CARRIER	50.00	150.00	100.00	350.00
MANUFACTURER	50.00	500.00		
IMPORTER	50.00	500.00		