



City of Carbondale
City Clerk
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 457-3281
Fax (618) 457-3283
Explorecarbondale.com

APPLICANT INFORMATION FOR NEW LIQUOR LICENSE

Below are simplified descriptions of liquor classifications in the City of Carbondale. Please contact the City Clerk's Office for other details and restrictions related to any of these licenses.

Class A1 - Authorizes the sale of beer and wine only, by the drink but not by the package (except wine), with food for consumption on the premises only. 51% of gross retail sales revenue must be from the sale of food and/or non-alcoholic beverages. FEE: Varies depending on occupancy

Class A2 - Authorizes the retail sale of all alcoholic liquor, by the drink but not by the package (except wine), with food for consumption on the premises only. 51% of gross retail sales revenue must be from the sale of food and/or non-alcoholic beverages. FEE: Varies depending on occupancy

Class B1 - Authorizes the retail sale of beer and wine only, by the drink, for consumption on the premises only. No person under the age of 19 years may enter into or remain upon the premises for which the license is held. FEE: Varies depending on occupancy

Class B2 - Authorizes the retail sale of all alcoholic liquor, by the drink, for consumption on the premises only. No person under the age of 19 years may enter into or remain upon the premises for which the license is held. FEE: Varies depending on occupancy

Class B3 - Authorizes the retail sale of alcoholic liquors by the drink, for consumption on premises only, as a secondary business to the business of video gaming. No person under the age of 19 years may enter into or remain upon the premises for which the license is held. FEE: Varies depending on occupancy

Class C1 - Authorizes the retail sale of all alcoholic liquors, in their original package only, for consumption off the premises only. FEE: \$2,250

Class C2 - Authorizes the retail sale of wine and beer, in their original package only, for consumption off the premises only. FEE: \$2,250

Class D1 - Authorizes the retail sale of all alcoholic liquors by bed and breakfast establishments (5 or less rooms) only for consumption on the premises only. FEE: \$100

Class D2 - Authorizes the retail sale of all alcoholic liquors by hotels/motels (6 or more rooms) only for consumption on the premises only. FEE: \$2,250

Class D3 - Authorizes the retail sale of all alcoholic liquors by a senior living facility only for consumption on the premises only. FEE: \$750

Class E - Authorizes the retail sale of all alcoholic liquors by fraternal organizations only for consumption on the premises of the fraternal organization only. FEE: \$1,125

Class F - Temporary Liquor License for a charitable or not-for-profit organization. (A different application and process applies.)

Class G - Authorizes the retail sale of all alcoholic liquors at a conventional golf courses consisting of at least nine (9) holes. FEE: \$1,125

Class H1 - Authorizes the retail sale of wines, beer, or spirits by any person who regionally produces, bottles or manufactures the wines, beer, or spirits. FEE: \$100

Class H2 – Authorizes the retail sale of wine, beer, and spirits by any person who regionally produces, bottles, or manufactures the wine, beer, and spirits in a State-licensed winery, microbrewery, and/or micro distillery. FEE: \$900

Class I1 – Authorizes a farmer’s market to conduct wine, beer, or spirits tastings on its premises for the purpose of informing and educating the tasters about the regionally produced wine, beer, or spirits being sampled. FEE: \$50

Class I2 – Authorizes a Farmers’ Market to conduct retail sales of regionally produced beer, wine, or spirits by the package, for consumption off the premises. FEE: \$50

Class J- Authorizes the retail sale of all alcohol by the drink for consumption upon the premises by a bona fide corporation that is organized under the laws of this state, not for pecuniary profit and primarily for the public presentation of theatrical or musical performances, art exhibits, or oral presentations. FEE: \$100

Class K – Authorizes the retail sale of all alcohol by the drink for consumption on the premises only, incidental to the operation of a movie theater. FEE: \$2,250

Class L – Allows for a temporary extended premises adjacent to a licensed Class A, B, E, H, or J facility to allow on premises consumption for a time period of no greater than three days. Requires the licensee to obtain a State-issued special use permit from the Illinois Liquor Control Commission. There is a separate application and administrative process to approve this add-on license. FEE: \$25 per day.

APPLICATION FEE: There is a \$100 application fee and additional fees to conduct needed background investigations. If your liquor license is denied by the Local Liquor Control Commission, your license fee is refunded less the \$100 application fee and background investigation fee(s).

BEER GARDENS: The occupancy for each establishment shall be calculated in such a manner as to include any area that is used or intended for use as a beer garden or outdoor café. An application for a beer garden/outdoor café should be filed in the manner prescribed by the Liquor Code.

HOW TO APPLY: When applying for a liquor license within the City of Carbondale, the following information must be submitted to the City Clerk's Office before the application is placed on the agenda for review by the Liquor Commission:

1. Completed application. All questions must be completely answered and the application must be signed and notarized or it will not be accepted.
2. \$100 application fee and background investigation fee(s)
3. A Criminal History Release form for each corporate officer, partner, manager or individual applying for the license. This form is necessary to conduct the criminal history check. Under state law and city ordinance, no corporate officer, partner, manager, or individual with a felony conviction is eligible to hold a liquor license.
4. A copy of the interior floor plan, including kitchen and non-public areas as well as all public areas.
5. A completed "Business Operation Questionnaire" that is attached to this application information sheet.

REVIEW PROCEDURES

LIQUOR ADVISORY BOARD: If a new applicant wishes to have the Liquor Advisory Board review their application prior to the Local Liquor Control Commission determination, they should indicate that interest on the application.

LOCAL LIQUOR CONTROL COMMISSION: The applicant or their agent is **REQUIRED** to attend the Local Liquor Control Commission meeting to answer any questions the Commission may have concerning your application.

GRANTING THE LICENSE: If the Local Liquor Control Commission grants your license, the license will not be issued until final approval is obtained from Development Services. The Building Inspector will investigate the premises once the applicant notifies the inspector that the premises are ready. In addition, all the following documentation must be on file in the City Clerk's Office before your license is issued:

1. A deed for the property or, in the alternative, a lease for the property extending at least through the end of the license year (June 30). This lease or deed may be contingent upon receipt of a liquor license.
2. If applicant is a newly-formed corporation, the Certificate of Incorporation received from the Secretary of State must be submitted, or if applicant is an existing corporation, a Certificate of Good Standing must be obtained from the Secretary of State. If the corporate name is not changing, but the officers of the corporation are changing, the applicant must submit verification from the Secretary of State that the corporate officers' names have been changed at the state level. If the corporation was formed in a state other than Illinois, a Certificate must be submitted from the Illinois Secretary of State certifying that the corporation is authorized to do business in the State of Illinois.
3. If an individual or partnership is making application, proof of in-city residency must be submitted.
4. Certificate of Insurance or Insurance Binder for liability and dram shop insurance
5. Photocopy of a valid State ROT (Retailer's Occupation Tax) Number
6. A copy of temporary or annual health permit
7. Full listing of employees/servers and evidence of completing server training requirements (50% for C1, C2, F1, F2 and all alcohol servers (as defined by Public Act 99-0046) for other classifications. For information regarding authorized server training, visit the Illinois Liquor Control Commission's website.

The license fee is based on the date of issuance of the license and is prorated according to the number of months remaining in the license year.

PERMIT FOR LICENSE: Once a license is approved, you will be issued a "180 Day Permit for License". You must meet the requirements for your liquor license within 180 days of approval or you must repeat the application procedure.

SALE OF ALCOHOL AT THE CARBONDALE CIVIC CENTER: The City Council may grant a Carbondale liquor licensee the authority to sell, deliver or serve alcohol in the Carbondale Civic Center, 200 S. Illinois Avenue. Licensees may obtain application forms for the "Civic Center Catering Option" at the City Clerk's Office.

VIDEO GAMING: Any Carbondale liquor licensee whose establishment is eligible to operate video gaming terminals, in accordance with State and local regulations, must obtain video gaming terminal permits from the City of Carbondale in addition to a State of Illinois Gaming Establishment license. There is a cap of 100 on City video gaming terminal licenses. Please contact the City Clerk's Office regarding the licensing of video gaming terminals.

FURTHER INFORMATION: Information regarding licensing procedures may be obtained from City staff at (618) 549-5302.



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**LOCAL LIQUOR CONTROL COMMISSION
 NEW ALCOHOLIC LIQUOR LICENSE**

TO THE LOCAL LIQUOR CONTROL COMMISSION: The undersigned hereby makes application for the issuance of a city retailer’s license for the sale of alcoholic liquor for the period beginning _____, 20____, and ending on June 30, 20____, and hereby certifies to the following facts, and agrees that any license issued shall be issued on the basis of the following facts, and that if any of the following facts are changed, without prior approval of the Liquor Control Commission, said license be revoked or suspended at the sole discretion of the Liquor Control Commission.

Applicants are advised that the Liquor Advisory Board and Local Liquor Control Commission may request additional information not included on this application in order to make the determination whether a license will be approved.

Complete and accurate responses are required for each question on this application.

Incomplete or inaccurate application will be returned for correction/completion and may result in the delay of approval or denial of the request for a liquor license.

Note: For the purpose of the following questions, the term “Applicant” refers to the Corporation, and any officers, directors or registered agents of the corporation and any stockholders owning 5% or more of the corporate stock and any members, and any individuals or partners listed on this application.

1.	Name of Establishment	Phone
2.	Street Address	Mailing Address
	Email	Business Hours (list opening and closing hours for each day of the week)
3.	Description of licensed premises (specify dimensions of interior and exterior serving areas, storage areas, and kitchen areas)	
4.	Description of additional premises under control of licensee, but not licensed (such as parking areas)	
5.	THIS APPLICATION IS BEING MADE AS (check one)	
	Corporation	Partnership
	Individual	LLC
If application is being made as a corporation or LLC, complete the information below. If application is being made as an individual or partnership, skip to question #8.		
6.	Name of Corporation or LLC	
7.	COMPLETE THE FOLLOWING CORPORATE/LLC INFORMATION	

President's/Member's Name			Phone
Home Address			SSN
Driver's License Number		State of Issuance	DOB
Place of Birth	Number of years resident of Carbondale	Number of years resident of Jackson Co.	Number of years resident of Illinois
Vice-President's/Member's Name			Phone
Home Address			SSN
Driver's License Number		State of Issuance	DOB
Place of Birth	Number of years resident of Carbondale	Number of years resident of Jackson Co.	Number of years resident of Illinois
Secretary's/Member's Name			Phone
Home Address			SSN
Driver's License Number		State of Issuance	DOB
Place of Birth	Number of years resident of Carbondale	Number of years resident of Jackson Co.	Number of years resident of Illinois
Treasurer's/Member's Name			Phone
Home Address			SSN
Driver's License Number		State of Issuance	DOB
Place of Birth	Number of years resident of Carbondale	Number of years resident of Jackson Co.	Number of years resident of Illinois
FOR OFFICE USE ONLY			
Application Received		Application Fee \$	Form of Payment
Total License Fee		Prorated Calculation (if applicable)	Received
IF APPLICATION IS FOR AN INDIVIDUAL OR PARTNERSHIP, COMPLETE QUESTION #8. IF APPLICATION IS FOR A CORPORATION OR LLC, SKIP TO QUESTION #9.			
8.	The information is Question #8 must be given for ALL individuals or partners applying for a Carbondale alcoholic liquor license. Attach additional sheets (if necessary) giving the required information for all partners.		
Name			Phone
Home Address			SSN
Driver's License Number		State of Issuance	Date of Birth

Place of Birth	Number of years resident of Carbondale	Number of years resident of Jackson Co.	Number of years resident of Illinois	
Are you a citizen of the Unites States?			Yes No	
If you are a naturalized citizen, when and where naturalized?				
9.	PRINCIPAL KIND OF BUSINESS (check one)			
Restaurant	Bar	Liquor Store	Hotel/Motel	Fraternal Organization
Microbrewery	Public Arts Venue	Golf Course	Winery	Distillery
Grocery Store	Video Gaming	Bed & Breakfast	Senior Living Facility	
LICENSE TYPE & OPTIONS				
Please refer to the attached Liquor License Ordinance and check the type of license for which you are applying				
	<i>License Types</i>		<i>Annual Fee</i>	
	Class A1 (Beer & wine for consumption on-premises [restaurant])		\$225-\$675	
	Class A2 (All alcoholic liquor by for consumption on premises [restaurant])		\$750-\$2,250	
	Class A3 (All alcoholic liquor for consumption on premises [pari-mutual])		\$750-\$2,250	
	Class B1 (Beer & wine for consumption on premises [bar])		\$375-\$1,125	
	Class B2 (All alcoholic liquor for consumption on premises [bar])		\$750-\$2,250	
	Class B3 (All alcoholic liquor for consumption non premises [primary function video gaming])		\$500-\$2,250	
	Class C1 (All alcoholic liquor in original package only [packaged liquor store])		\$2,250	
	Class C2 (Beer and wine in original package only [grocery store])		\$2,250	
	Class D1 (Bed & breakfast establishment of all alcoholic liquor)		\$100	
	Class D2 (Hotels & motels)		\$2,250	
	Class D3 (Senior Living Facility)		\$750	
	Class E (Fraternal organization all alcoholic liquor by glass only)		\$1,125	
	Class G (All alcoholic liquor [golf course])		\$1,125	
	Class H1 (Sale of wines, beer or spirits regionally produced)		\$100	

	Class H2 (Sale of wine, beer and spirits in a facility authorized to ship products)	\$900
	Class I (Farmer’s markets to conduct wine, beer or spirits tastings)	\$50
	Class J (All alcoholic liquor for consumption on premises [Not for profit public arts venue])	\$100
	Class K (Movie theater – all alcoholic liquor for consumption on premises)	\$2,250
OPTIONS		
Package (\$100)	Microbrewery (\$100)	Civic Center Catering
SIU Catering	Beer Garden (\$100/\$400)	By-the-drink (\$100)
10.	FOR CLASS A1 OR A2 (RESTAURANT) APPLICANTS ONLY	
Indicate what time kitchen closes and/or the time <u>full menu</u> service stops		
11.	Estimate percentage of liquor sales %	Estimate percentage of food sales %
Estimate percentage of sales within the Establishment other than liquor or food %		<i>TOTAL OF ALL SHOULD EQUAL 100%</i>
12.	Is entertainment offered in this establishment?	Yes No
If yes, describe		
13.	Is applicant a club (fraternal organization)?	Yes No
	If yes, has it the qualifications described in the State of Illinois Liquor Control Act related to alcoholic liquors?	Yes No
14.	Does applicant own the premises for which this license is sought?	Yes No
15.	Does applicant have a lease on the premises extending through June 30 of the current license year?	Yes No
If yes, give the name and address of the lessor		
16.	Is the location of the building for which this license is sought located within 100 feet of any church, school, hospital, home for the aged or indigent person, home for veterans of their spouse or children, or any military or naval station (as measured from the nearest portions of the buildings)?	Yes No
17.	Is any law enforcing public official, mayor, city council member, or any president/member of county board directly or indirectly interested in the business for which this license is sought?	Yes No
NOTE: For the purpose of the following questions, the term “Applicant” refers to the Corporation and any officers, directors or registered agents of the corporation and any stockholders owning 5% or more of the corporate stock and any members, and any individuals or partners listed on this application.		
18.	Has the applicant ever been convicted of a violation (other than a traffic violation) of any Federal, State or local law?	Yes No

If yes, give the name of the person(s), the date, the nature of the offense and the disposition of the conviction			
19.	Has the applicant ever permitted an appearance bond forfeiture related to the manufacture, sale or distribution of alcoholic liquor?	Yes	No
If yes, state particulars			
20.	Has the applicant ever made application for a liquor license for any premises other than those described in question 3?	Yes	No
If yes, give name(s) of governmental entities to which the applicant has submitted an application, date(s) of application, disposition of application			
21.	Has the applicant ever had any liquor license suspended or revoked, or had fines imposed, as the result of a violation of the liquor code?	Yes	No
If yes, list fine amounts, dates, and length of suspension and reasons therefor			
22.	Has any license previously issued to this applicant been revoked, or application for a liquor license been denied by State, Federal, or local authorities?	Yes	No
If yes, state date(s) and reason for revocation/denial			
23.	Is the applicant engaged in the business of an importing distributor or distributor of alcoholic liquor?	Yes	No
If yes, at what location(s)?			
24.	Has applicant ever been employed by a local liquor licensee?	Yes	No
If yes, provide applicant name, date of employment and name/address of employer			
25.	Has the applicant any relative, through blood or by marriage, engaged in the liquor business?	Yes	No
If yes, give name, address and type of license			
26.	Has any manufacturer, importing distributor, or distributor directly or indirectly paid or agreed to pay for this license, advanced money, or anything else of value, or any credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days) or is such person directly or indirectly interested in the ownership, conduct or operation of the place of business (signs, advertising materials, paintings/trims exempted)?	Yes	No
If yes, describe			
27.	Does the applicant hold any other current business licenses issued by the federal, state, county, city or other local governmental jurisdiction?	Yes	No
If yes, what type of license(s) are currently held and at what location(s)			
28.	Does the applicant regularly and routinely pay all sales taxes, privilege taxes, property taxes, etc. applicable to the business to all governmental jurisdictions, including federal, state, county, city, etc.	Yes	No
If no, state reason(s) why tax payments have been withheld			

29.	FINANCIAL INFORMATION			
Total Invested in Business			\$	<i>Total Invested in Business and Total Source of Funds must equal each other</i>
Source of funds				
Loans from financial institutions				
		\$		
		\$		
Loans from individual				
Investor(s) (list names)				
		\$		
		\$		
		\$		
Total Source of Funds			\$	
30.	Will the business be conducted by a manager or agent other than one of the officers, directors, registered agents, or stockholders of the corporation, LLC, partner, or the individual who will hold this liquor license?		Yes	No
If yes, complete the attached manager's statement				
STATE OF				
COUNTY OF				
AFFIDAVIT				
The undersigned do/does hereby swear (or affirm) that the applicant in whose name this application is made will not violate any of the ordinances of the City of Carbondale or the laws of the State of Illinois or the United States of America, in the conduct of the place of business described herein, and that the statements contained in this application are true and correct to the best of my/our knowledge and belief and I/we understand that violation of any ordinances or laws shall constitute grounds for suspension or revocation of the license.				
Note: In the case of a corporation, this application must be signed by the President and Secretary.				
Signature & Title of Applicant			Signature & Title of Applicant	
Subscribed and sworn to before me this			Notary Public	
_____ day of _____, 20_____				

**CARBONDALE LIQUOR CONTROL COMMISSION
RESIDENT MANAGER'S/RESIDENT AGENT'S STATEMENT**

TO THE LOCAL LIQUOR CONTROL COMMISSION: This application is being submitted pursuant to 235 ILCS 5/6-2(11) and Carbondale Revised Code, Section 2-4-4.			
1.	Name of Establishment		
2.	Name of Manager or Agent	Phone	
	Home Address		
3.	Is applicant a citizen of the United States?	Yes	No
If you are a naturalized citizen, please indicate when and where naturalized.			
4.	Has applicant ever been convicted of a violation under Federal, State or local law (including Driving Under the Influence of Alcohol or Drugs, but excluding other types of traffic violations?)	Yes	No
If yes, give the date, the nature of the offense, and the disposition of the conviction(s)			
5.	In what capacity are you employed by the liquor establishment?	Manager	Agent
Give name and title of person(s) who appointed you that capacity.			
Date of appointment			
STATE OF			
COUNTY OF			
AFFIDAVIT			
The undersigned do/does hereby swear (or affirm) that the applicant in whose name this application is made will not violate any of the ordinances of the City of Carbondale or the laws of the State of Illinois or the United States of America, in the conduct of the place of business described herein, and that the statements contained in this application are true and correct to the best of my/our knowledge and belief and I/we understand that violation of any ordinances or laws shall constitute grounds for suspension or revocation of the license.			
Signature of Manager or Agent		Date	
Subscribed and sworn to before me this		Notary Public	
_____ day of _____, 20_____			

**CARBONDALE LIQUOR CONTROL COMMISSION
LIQUOR LICENSE BUSINESS OPERATION QUESTIONNAIRE**

Section 2-4-5 of the Revised Code of the City of Carbondale states that the Local Liquor Control Commission must take into consideration a variety of criteria when deciding whether to issue a new liquor license or approve a renewal application, a change in ownership or location, or an expansion of an existing license. In order for the Liquor Advisory Board and the Liquor Control Commission to better review your liquor license application and how you plan to operate your business, complete the following questionnaire.

Please print legibly or type your answers. All questions must be fully and completely answered. This questionnaire must be filed with the City Clerk at the time your liquor license application is submitted.

Applicant's Name	Class of License Applied For
Business Name	Address

1.	What kind of impact or demand would you expect this business to have on City services?
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2.	Describe the location of the proposed establishment and the probably impact of a liquor establishment at that location upon the surrounding neighborhood or the City as a whole. Specific items to be included are
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a.	Proximity to residential property
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b.	Proximity to schools, churches, public parks
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c.	Proximity to gasoline stations or convenient stores which offer gasoline for sale
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d.	Potential impact on traffic safety
e.	Potential adverse impacts on surround property values
f.	Proximity to other liquor establishments
g.	Street lighting on and surrounding the proposed property
h.	Availability of on-street and off-street parking in the area
i.	Availability of sidewalks in the area (if significant pedestrian traffic is anticipated)
3.	Describe the character and nature of the proposed establishment (restaurant, food service, size of facility, exterior, etc.) Be specific. Include information on beer garden or outside café areas, if applicable.
	Note: If a beer garden is planned, obtain a separate application and specific information on beer garden requirements from the City Clerk's Office.

8.	Describe the financial responsibility of the applicant and the past performance of the applicant in the management of liquor sales.
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9.	Why do you think the issuance of this liquor license would be in the best interests of the City of Carbondale?
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THIS BUSINESS OPERATION QUESTIONNAIRE WAS COMPLETED BY

Name	Phone
Address	



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**CRIMINAL BACKGROUND AND CREDIT CHECK
 AUTHORIZATION FOR CARBONDALE CITY LICENSES**

I authorize and empower the City of Carbondale or agent thereof or any other outside service company engaged by the City of Carbondale for this purpose, now or subsequently, to obtain prepare, use, and furnish information concerning my current and former employment, education, credit, general reputation, criminal history information through correspondence, contact, or personal interviews with law enforcement agencies. Upon written request, I understand that said City will provide me with information regarding the nature and scope of the investigation if on is made.

Applicant, Manager or Agent Name Printed	SSN
Signature	Date
Applicant, Manager or Agent Name Printed	SSN
Signature	Date
Applicant, Manager or Agent Name Printed	SSN
Signature	Date
Applicant, Manager or Agent Name Printed	SSN
Signature	Date
Applicant, Manager or Agent Name Printed	SSN
Signature	Date

FOR LIQUOR LICENSE HOLDERS ONLY

If the sole proprietor, partnership, company, or corporation does not hold Carbondale residency, a resident manager or agent must be appointed. If the individual, partner, or any one member of the company/corporation does reside within Carbondale City limits, there is no requirement to appoint and run a background check for the business manager.