

10 N. Water Street
South Elgin, IL 60177
847-742-5780
847-742-3253 Fax

Village of South Elgin
Department of Administration

www.southelgin.com

Hours of Operation
Monday - Friday
8:30 am - 5:00 pm

APPLICATION FOR VILLAGE OF SOUTH ELGIN
RETAILER'S LIQUOR LICENSE

Thank you for your interest in obtaining a liquor license in the Village of South Elgin. A Retailer's Liquor License will allow the licensee to sell and offer for sale at retail, only at the premises specified in such license, alcoholic liquor for use or consumption, but not for resale in any form. The complete South Elgin Liquor Code can be found in Chapter 111: Alcoholic Liquor Dealers of the Village's Code of Ordinances.

Documents required for submittal to constitute a full and complete application include:

- A Certificate of Good Standing issued by the Illinois Secretary of State's Office (issued within the last 6 months)
- A Certificate of Insurance reflecting the Village as an additionally insured as well as liquor liability through December 31st of the licensing year.
- A Certificate of Appropriateness issued by the Village of South Elgin Zoning Administrator.
- A Lease valid through December 31st of the licensing year if you are not the owner of the premises.
- BASSET Certification confirmation for all managers/employees charged with the sale, dispensing and/or mixing of alcoholic liquors on behalf of the licensee. (It is the business establishment's responsibility to keep copies of all BASSET certificates on file for their employees).
- Floor Plan (layout of the establishment).
- A copy of your Operating Agreement if you are a Limited Liability Company.
- Payment for applicable fees.

Local Liquor Licenses are effective through December 31st of the issuing year and are non-pro-ratable. The approval process takes approximately 4-6 weeks. The application is first presented to the Village Board at a Committee of the Whole meeting for a recommendation for consideration by the Liquor Control Commission.

Please feel free to contact Debbie Ramsey at 847-742-5780 x5313 or email dramsey@southelgin.com should you have any questions.

Thank you again for your interest in the Village of South Elgin

Sincerely,

Steven Ward, Village President
Local Liquor Control Commissioner

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NEW LIQUOR LICENSE APPLICATION

SECTION A: BUSINESS INFORMATION

Name of Business: _____

Address: _____ Email: _____

Principal Contact: _____ Phone: _____

Illinois Sales Tax Account ID: _____ (8-digit number)

Type of Business:

Corporation

Limited Liability Company

Not-for-Profit

(LLC'S must submit a copy of their Operating Agreement)

Date and State of Incorporation or Organization: _____

Purpose of Incorporation or Organization: _____

Is the Applicant in good standing with the Illinois Secretary of State: Yes No

(be sure to attach the Certificate of Good Standing issued by the Illinois Secretary of State to this application)

SECTION B: ESTABLISHMENT/PREMISE INFORMATION

Name - Doing Business As: _____

Location Address: _____

Location Phone: _____ Date of Expected Opening: _____

Type of Business (check the box which best describes the type of business):

Drug Store/Pharmacy

Liquor Store

Convenience Store

Restaurant

Bar/Tavern

Supermarket

Gas Station/Truck Stop

Is the premise owned or leased

If leased, provide Landlord Name: _____

Address: _____

Phone: _____ Lease Period (Start to End): _____

(be sure to attach a copy of lease valid thru the application/license year)

SECTION C: LIQUOR MANAGER INFORMATION

Name: _____

Address: _____

Phone Number: _____ Cell Phone: _____ Email: _____

Driver's License Number: _____

Has the Liquor Manager been fingerprinted by the South Elgin Police Department? Yes No

SECTION D: SERVICE INFORMATION

The name and address of the person within the Village's municipal limits upon who service (legal notice contact) may be accomplished by the Local Liquor Control Commission.

Name: _____

Address: _____ South Elgin, IL 60177

Phone Number: _____ Cell Phone: _____ Email: _____

SECTION E: OWNERSHIP INFORMATION

Provide owner/officer/partner information in accordance with the type of business noted above. The same information must be submitted for shareholders with interests equal to or exceeding five percent (5%).

Name: _____

Home Address: _____

Phone Number: _____ Percent Owned: _____

Date of Birth: _____ Sex: _____ Title/Position: _____

Place of Birth: _____ Citizenship: _____

If naturalized, date and place of naturalization: _____

Name: _____

Home Address: _____

Phone Number: _____ Percent Owned: _____

Date of Birth: _____ Sex: _____ Title/Position: _____

Place of Birth: _____ Citizenship: _____

If naturalized, date and place of naturalization: _____

Name: _____

Home Address: _____

Phone Number: _____ Percent Owned: _____

Date of Birth: _____ Sex: _____ Title/Position: _____

Place of Birth: _____ Citizenship: _____

If naturalized, date and place of naturalization: _____

Name: _____

Home Address: _____

Phone Number: _____ Percent Owned: _____

Date of Birth: _____ Sex: _____ Title/Position: _____

Place of Birth: _____ Citizenship: _____

If naturalized, date and place of naturalization: _____

(use additional sheets if necessary)

SECTION F: GENERAL INFORMATION

Does everyone listed in the application understand and agree not to violate any liquor laws of the United States, the State of Illinois and any ordinances of the Village of South Elgin in conducting business?

Yes No

If no, explain: _____

Has anyone listed in the application been convicted of any violation of any law pertaining to alcoholic liquor?

Yes No

If yes, explain: _____

Has anyone listed in this application ever been convicted of a felony under Federal, State law or convicted of a misdemeanor opposed to decency or morality?

Yes No

If yes, explain: _____

Has anyone listed in this application ever been convicted of a gambling offense?

Yes No

If yes, explain: _____

Has anyone listed in this application been convicted of being the keeper of a house of ill fame; or of pandering or other crime of misdemeanor opposed to decency and morality?

Yes No

If yes, explain: _____

Has anyone listed in this application ever permitted an appearance bond forfeiture for any of the violations mentioned above? Yes No

If yes, explain: _____

Has anyone listed in this application ever made application for any premises other than the premises described in this application? Yes No

If yes, explain: _____

Does the corporation hold any other business license issued by the Village of South Elgin? Yes No

If yes, explain: _____

Has a federal wagering stamp been issued to you by the Federal government? Yes No

Has the applicant ever had a liquor license revoked? Yes No

If yes, explain: _____

Has any manufacturer, importing distributor or distributor directly or indirectly paid or agreed to pay for this license, advanced money or anything 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 this business

Yes No

If yes, explain: _____

Is anyone listed in this application engaged in the manufacture of alcoholic liquors? Yes No

If yes, explain: _____

Is anyone listed in this application engaged in the business of an importing distribution or distributor of alcoholic liquors?

Yes No

If yes, explain: _____

Have all owners, partners, officers, directors, managers and/or persons holding more than 5% interest of the business been fingerprinted by the Village of South Elgin Police Department?

Yes No

If yes, please provide date of fingerprinting: _____

Does the applicant have any outstanding debt with the Village of South Elgin, including but not limited to utility bills, permit fees and/or fines?

Yes No

If yes, explain: _____

Is any law enforcing public officials, including members of the local liquor control commission, Village or County Boards directly interested in the business for which this license is sought?

Yes

No

If yes, explain: _____

Is the premise within 100 feet of any church, school other than an institution of higher learning, hospital, home for the aged or indigent persons or for veterans, their spouses or children, or any military or naval station?

Yes

No

It is unlawful for any license holder to employ or allow any person to sell, dispense or mix alcoholic liquor on behalf of such licensee, who is not the holder of a B.A.S.S.E.T. Certification issued by the State of Illinois. Has applicant included with this application, a Roster of employees with B.A.S.S.E.T. Certification including expiration dates for its employees.

Yes

No

Required attachments for submission of a full and complete application

- Certificate of Good Standing purchased from the Secretary of State (not older than 6 mos)
- Copy of Certificate of Insurance listing the Village of South Elgin as an additional insured and valid through the full license period (December 31).
- Copy of a lease if not owner of premises valid through license period (December 31).
- B.A.S.S.E.T. Certifications for all managers/employees who sell, open, pour or mix alcoholic beverages.
- Floor Plan depicting layout of the establishment.

SECTION F: LICENSE BEING SOUGHT INFORMATION

License Classifications and Fees:

- Class A-1 - Retail sale of alcoholic liquors in original packages for off-premises consumption where the primary purpose of the premises is a liquor store - \$1,500
- Class A-2 - Retail sale of alcoholic liquors in original packages for off-premises consumption where the primary purpose of the premises is a food store, drug store or mass merchandiser - \$1,600
- Class A-3 - Retail sale of alcoholic liquors for on-premises consumption where the primary purpose of the premises is retail sale of gasoline, such as a gas station or truck stop - \$1,500

A holder of any Class A-1 or A-2 license may obtain one of the following two tasting permits:

- Type 1 Tasting Permit – allows 1 tasting per month - \$200
- Type 2 Tasting Permit – allows 1 tasting per week - \$400

- Class B-1 - Retail sale of alcoholic liquors for on-premises consumption where the primary purpose of the premises is a restaurant with a general service bar - \$1,800
- Class B-2 - Retail sale of alcoholic liquors for on-premises consumption where the primary purpose of the premises is a restaurant with a restricted service bar - \$1,500
- Class B-3 - Retail sale of beer and wine for on-premises consumption where the primary purpose of the premises is a restaurant with a restricted service bar - \$1,200
- Class C-1 - Retail sale of alcoholic liquors for on-premises consumption where the primary purpose of the premises is a tavern/bar/saloon with a general service bar; with or without food service - \$1,800
- Class D-1 - Retail sale of alcoholic liquors for on-premises consumption where the primary purpose of the premises is a club with both a general service and restricted bar; with or without food service - \$125

Class E – Retail sale of alcoholic liquors during a Special Event – Complete a Special Events Liquor License Application only.

- Class F-1 – Retail sale of alcoholic beverages to an establishment catering as needed for private social gatherings not open to the general public at a site or sites other than the primary place of business of the caterer - \$500 (Applicant must have a Class B License)

The following permits may be applied for as specified: (see Application Supplement – page 8)

- Outdoor Dining Permit allowing consumption outdoors – Class B and C licenses (with food service) - No fee
- Late Night Permit allowing operation until 2am - Class B and C licenses - \$1,000
- Live Entertainment Permit – Class B, C and D licenses - \$500 (applicable if covers will be charged)

New Application Fee: \$ 200.00
 License Classification Fee: \$ _____
 Tasting Permit Fee: \$ _____
 Late Night Permit Fee: \$ _____
 Live Entertainment Permit Fee \$ _____
Total Fees Included with Application: \$ _____

AFFIDAVIT

I, first being duly sworn (or affirm), under oath deposes and say that I am an applicant for the license requested in the foregoing Application; that I am of good repute, character and standing and that answers to the questions asked in the foregoing Application are true and correct in every detail. I further state that I have read and understand the Code of Ordinances of the Village of South Elgin as it pertains to alcoholic liquor sales. I further agree not to violate any of the laws of the State of Illinois, the United States of America or any of the ordinances of the Village of South Elgin in the conduct of my place of business. I also understand that an untrue, incorrect or misleading answer given in this application is sufficient case for the refusal to grant or the revocation of any license granted pursuant to this application.

I further give my permission to the Village of South Elgin or any agency thereof to check with any agency or individual named or referred to in the Application to clarify any answer that I have given. I also hereby authorize the Chief of Police of the Village of South Elgin to conduct a background investigation, including authorization to receive reports from other law enforcement agencies necessary to verify information included in this application. I hereby release the Village of South Elgin, its officers, employees and agents, from any and all liability which may arise as a result of such background investigations.

Signature of Applicant: _____

Printed Name of Applicant: _____

Title/Position: _____ Dated: _____

State of _____

County of _____

Signed (or subscribed or attested) before me on _____ (date)
 by _____ name(s) of person(s)

 (Signature of Notary Public)

(Seal)

