



City of Robbinsdale

4100 Lakeview Avenue North
Robbinsdale, MN 55422
(763) 531-1255 Phone
(763) 537-7344 Fax

ON-SALE INTOXICATING LIQUOR LICENSE APPLICATION

License Fee(s):

_____ Intoxicating; \$5800
_____ Sunday Sales; \$200

Investigation Fee:

_____ Renewal; \$250
_____ New; \$500

Additional Fees (if applicable):

_____ Private Club (0 – 1000 members); \$300
_____ Private Club (1001+ members); \$500

The City Liquor Ordinance requires that the data requested in this application be submitted in order for the City to determine your eligibility for this license. Refusal to provide the data shall result in an automatic denial of the requested license. The data provided shall be classified in accordance with the Minnesota Government Data Practices Act. The data provided shall be investigated by the Chief of Police who shall then submit a recommendation for approval or denial based upon the applicant's eligibility as determined by provision of the licensing ordinance. Access to the data provided shall be by officials and employees of the City engaged in administering or monitoring the provisions of the licensing ordinance; and also as allowed for by the Minnesota Government Data Practices Act.

PLEASE PRINT OR TYPE

Type of establishment for which license is being requested: ____ Club ____Hotel/Restaurant ____Restaurant	License being requested is: ____New ____Renewal ____Transfer
Applicant Full Name /Title (NO initials or nicknames)	Trade name or DBA
Business Address	City State Zip Phone No.
Local business being licensed (if different)	Address Phone No.
Length of time in location request for licensing: ____years ____months	Owner/Operator of the business: ____Same ____Other If other: Name/Address/Phone
Applicant's Date of Birth/Citizenship	Spouse's Name/Date of Birth/Citizenship
Applicant & Spouse's Residence Addresses for Past 5 years _____ _____ _____	
Does applicant manage or have interest in any other retail liquor establishment within the city? ____Yes ____No If yes, name and address of business:	Federal retail liquor dealer's special tax for establishment being licensed? ____Yes ____No Will applicant have one in the near future? If yes, when?

Do you possess, or have you ever possessed, a liquor license in another city? _____

If yes, provide details:

Provide names, addresses and phone numbers for three **business** references from the Metropolitan Area:

() _____ () _____ () _____

Provide names, addresses and phone numbers for three **personal** references from the Metropolitan Area (other than relatives)

() _____ () _____ () _____

Restaurant: Seating Capacity _____ Fair Market Value of Premises & Immovable Fixtures \$ _____
____N/A Current or anticipated gross receipts for: Food \$ _____ Liquor \$ _____

Restaurant: (**wine only**) Seating Capacity _____ Fair Market Value of Premises & Immovable Fixtures \$ _____
____N/A Current or anticipated gross receipts for: Food \$ _____ Liquor \$ _____

Hotel/Restaurant Number of Guest Rooms _____ Fair Market Value of Premises & Immovable Fixtures \$ _____
N/A Dining Room Seating Capacity _____
Current or anticipated gross receipts for: Food \$ _____ Liquor \$ _____

Club (i.e., civic, fraternal, social or business purposes such as American Legion, Veterans of Foreign War, etc.)
____N/A Number of members _____ Number of years owning or renting the building or space _____

Is there a common entrance between any two establishments licensed under Robbinsdale Liquor Ordinance? If yes, describe type of entrance/exit and location on premises. ___yes ___no Description (if yes) _____

Please list the distance in feet from the following if near the premises:

____N/A _____ Places of Worship (measured in straight line from main entrance to any entrance to central place of worship)
_____ School Buildings _____ School Grounds _____ School Athletic Fields
_____ Public Parks Boundaries (all measured beginning from main entrance of premises to any point of said boundary line)

Are premises ready for occupancy? ___yes ___no If no, give reason _____

Legal Description of real property and specific description of gross square feet to be occupied (Please attach legal description)

Specific description of any planned building improvements (please attach planned improvements)

Applicant: Within the last five years, any convictions for willful alcohol related violations of Federal, State or Local laws, or revocation of intoxicating or non-intoxicating licenses? ___yes (summons/revocation attached) ___no

Partners or officers of the corporation: Please list names, current addresses, residence addresses for the past five years, citizenship status, dates of birth and any convictions for willful alcohol related violations of federal, state or local laws, revocation of alcoholic beverage license within the last five years (to include violations or revocations related to non-intoxicating liquor):

If this is a renewal application: ___no changes from initial application _____ changes as follows

(1)Name: _____

Current Address: _____

Residence Addresses for past five years: _____

Date of Birth _____ Citizenship Status _____ Drivers License # /State Issued: _____

Convictions ___yes ___no Revocations ___Yes ___No

(2)Name: _____

Current Address: _____

Residence Addresses for past five years: _____

Date of Birth _____ Citizenship Status _____ Drivers License # /State Issued: _____

Convictions ___yes ___no Revocations ___Yes ___No

(3)Name: _____

Current Address: _____

Residence Addresses for past five years: _____

Date of Birth _____ Citizenship Status _____ Drivers License # /State Issued: _____

Convictions ___yes ___no Revocations ___Yes ___No

Political Contributions:

Nature or amount of any contribution made for campaign or political purposes: _____

Person to whom contribution was made: _____

Person or organization for who intended: _____

You Must Submit with Your Application:

- ___ 1. Certificate of insurance for \$1,000,000 liquor liability insurance (must run concurrent with license year) as required by City Liquor Ordinance, Section 1200 and §340A.409.
- ___ 2. Bond (for new license year) with corporate surety, or in lieu thereof, cash or U.S. Government Bond (\$5,000) as required by City Liquor Ordinance.
- ___ 3. Proof of General Liability (for new license year) as required by Minnesota State Statutes.
- ___ 4. Minnesota Tax Clearance and Workers' Compensation forms.
- ___ 5. State Application Form (Liquor).
- ___ 6. Applicable Fees.
- ___ 7. Current Hennepin County Food License. (612-543-5200) www.co.hennepin.mn.us (Human Services and Public Health Dept.)
- ___ 8. A statement from CPA on the gross receipts for food and alcoholic beverages for current license year. (Demonstrating a minimum of 40% food sales) as required by City Liquor Ordinance.

Applicant Signature: _____ Date: _____

PLANNING/ZONING
REPORT/RECOMMENDATION: _____

BY: _____ DATE: _____

CHIEF OF POLICE REPORT/RECOMMENDATION: _____

BY: _____ DATE: _____

This license expires on December 31st of each year. **Renewal application must be made at least 60 days prior to the date of the expiration of the license.**

Return completed form to the Office of the City Clerk, City of Robbinsdale, 4100 Lakeview Ave N, Robbinsdale, MN 55422 (763) 531-1255

**CITY OF ROBBINSDALE
APPLICATION INSTRUCTIONS
ON-SALE INTOXICATING LIQUOR LICENSE**

- I. Anyone that knowingly and willfully falsifies the responses to the application shall be deemed guilty of perjury as set forth by Minnesota State Law.
- II. In completing the application, applicants shall be governed as follows: for a corporation, one officer shall execute this application for all officers, directors and stockholders. For a partnership, one of the partners shall execute this application for all members of the partnership. For a sole proprietorship, the owner shall execute this application.
- III. Every question must be answered. The City Liquor Ordinance requires an investigation of the information provided in this application. Information requested that is not applicable to your particular application should be so indicated with the "N/A" notation. Please print or type your responses. Provide in full the first, middle and last names wherever requested (no initials or nicknames may be used).
- IV. The City Liquor Ordinance (Section 1200) is available online at <http://www.robbinssdalemn.com> and the Minnesota Statutes Chapter 340A is available online at <http://www.leg.state.mn.us/leg/statutes.asp>.
- V. In addition to the information requested in the application and applicable fees, the following must also be submitted with the completed application:
- * Proof of \$1,000,000 liquor liability insurance (must run concurrent with license year) as required by City Liquor Ordinance
 - Bond with corporate surety, (for new license year) or in lieu thereof, cash or U.S. Government Bond (\$5,000) as required by City Liquor Ordinance
 - * Proof of General Liability insurance (for new license year) as required by Minnesota State Statutes
 - * Minnesota Tax/Workers' Compensation Form
 - * State Liquor Application Form
 - * All Applicable Fees
 - * Current Hennepin County Food License
- Additional information to be submitted with license renewal application:**
- Statement from C.P.A. on the gross receipts for food and for alcoholic beverages for license year ending. (showing minimum of 40% food sales and 60% liquor sales)
- VI. Payment of applicable fees is required when submitting the application. Payment options include: check, cashier's check, money order, credit card or cash.
- VII. Investigation of your application by the Robbinsdale Police Department may take from two to six weeks, possibly longer if out-state investigation is required. The length of time for processing the application also depends on the thoroughness in providing the information requested.
- VIII. Once staff has processed the application, required public hearings will be scheduled per City Ordinance for new licenses. Applicant will be notified of the date, time and place of the hearing and should attend the meeting in the event questions may be asked by the Council. (For renewal applications, the Council may dispense with notice and hearing.)
- IX. If Council approves the license, an application is then made to the State Liquor Control Division. Once approval has been granted by the state, and the applicant has met all conditions of approval, the intoxicating liquor license shall be issued by the City Clerk's office.

If you have any questions regarding your application or the provisions of Robbinsdale Liquor Ordinance, Section 1200, please contact the City Clerk's Office at 763-531-1255.

The City of Robbinsdale distributes general city information and notices through an electronic notification system. As an applicant for a new business license, or renewal of an existing business license, you can sign up to receive notices through the city's electronic notification system on the city's website at www.robbinsdalemn.com/enews. This would include receiving notifications of any proposed ordinances at least ten days before the City Council of Robbinsdale conducts a final vote on the proposed ordinance.

