

## CHECKLIST FOR A COMPLETE APPLICATION

- Section 2-212 Debts Due and Owing to the Village**

Any person, partnership, corporation or other entity ("debtor") owning any fine, penalty, cost, tax, user charge, fee, judgement, financial contractual obligation or any other debt to the Village or any person, partnership, corporation or entity under the control of such debtor, shall not be entitled to any Village service, permit, license or other Village action or approval unless that debt is paid in full.
- Section 3-304 Application**

Completed application, including Rider(s) for all Type of Ownership
- Section 3-305 Investigation and Fingerprinting**

All applications for background check must be submitted per Type of Ownership
- Section 3-306 Investigation Fee**

\$500 investigation fee, per background check application, must be submitted
- Section 3-307 Health Certificate**

Each applicant shall furnish certificates, from a duly licensed physician, showing that the applicant and employees or other persons who will be engaged in the preparation and serving of drinks and food in and about the licensed premises are each free of any communicable skin disease or any infectious or contagious disease.
- Section 3-308 Diagram of Premises**

Each application shall file a to scale diagram of the premises showing all exits, windows, rooms and the position of facilities to be used for the serving of liquor on the licensed premises, including any outdoor dining areas.
- Section 3-309 Ownership or Lease of Property**

Proof of ownership of the property (deed) or an approved lease through December 31. If the license is held in a corporate name, the lease must also be in the corporate name. An "assignment of lease" may be required in order to meet this requirement.
- Section 3-309.1 BASSET Training Required**

All applications require proof of completion of a BASSET program for all persons who sell or serve alcoholic beverages, all management personnel working on premises, and anyone whose job description entails the checking of identification for the purchase of alcoholic beverages pursuant to that license.
- Section 3-310 Insurance**

Certificate of Insurance covered from opening date through December 31, with required limits and coverage; in the name of the applicant; Village as certificate holder. Certificate of Insurance must be in the amount prescribed by Section 6-21 of the Liquor Control Act (235 ILCS 5/6-21).
- Section 3-311 Location Restrictions**

No license shall be issued for the sale at retail of any alcoholic liquor within one hundred (100) feet of any church, school other than an institution of higher learning, hospital, home for aged or indigent persons or for veterans, their spouses or children or any military or naval station, provided, that this prohibition shall not apply to hotels offering restaurant service, regularly organized clubs, or to restaurants, food shops or other places where sale of alcoholic liquors is not the principal business carried on
- Section 3-312 Bond**

Each application shall submit a Bond in the penal sum of one thousand dollars (\$1,000) for the entire period of the license.

**All Liquor License Fees are to be paid after a successful background check.**

**Section 3-314 Original Issuance Fee**

The original issuance fees for all liquor licenses within the village shall be as hereinafter set forth below:

**Section 3-316 Annual Fee**

The annual fee for liquor licenses in the village shall be as follows below:

<b>Class</b>	<b>Original Issuance Fee</b>	<b>Class</b>	<b>Annual Fee</b>
AAAA	\$ 1,900.00	AAAA	\$ 1,900.00
AAA	\$ 2,011.75	AAA	\$ 2,011.75
AA	\$ 3,176.45	AA	\$ 3,176.45
A	\$ 2,647.04	A	\$ 2,647.04
B	\$ 2,647.04	B	\$ 2,647.04
C	\$ 794.11	C	\$ 794.11
D	\$ 2,541.16	D	\$ 2,541.16
D-1	\$ 2,223.51	D-1	\$ 2,223.51
EEEE	\$ 2,117.63	EEEE	\$ 2,117.63
EEE	\$ 2,647.04	EEE	\$ 2,647.04
EE	\$ 2,117.63	EE	\$ 2,117.63
G	\$ 79.41	G	\$ 79.41
H	\$ 2,117.63	H	\$ 2,117.63
I	\$ 2,911.74	I	\$ 2,911.74
J	\$ -	J	\$ -
K	\$ 10.59	K	\$ 10.59
K-1	\$ 1,058.82	K-1	\$ 1,058.82
L	\$ 2,000.00	L	\$ 2,000.00
Z	\$ 2,858.80	Z	\$ 2,858.80

The **Annual Fee** shall be established in the following amount as to those licenses issued after the following dates:

- (1) January 1 and after but before April 1, one hundred (100) percent of fee.
- (2) April 1 and after but before July 1, seventy-five (75) percent of fee.
- (3) July 1 and after but before October 1, fifty (50) percent of fee.
- (4) October 1 and after but before January 1, twenty-five (25) percent of fee.