### **Application for Consumption on the Premises**



## **Checklist for Alcoholic Beverage License Applicants**

Applicant to Submit One (1) Original to the City of Roswell Legal Department: 770-594-6185

1.	Read the Roswell Alcoholic Beverage Ordinance and be familiar with its provisions.
2.	Complete the Application and sign it before a notary.
3.	Complete the following affidavits before a notary:  a) "Affidavit of Applicant" certifying your absence of criminal history.  b) "Affidavit of Friend or Co-Worker" who can verify your residency for the past 10 years as listed on your application.  c) "Affidavit of Applicant" certifying your residency.  d) "Affidavit Verifying Status"
4.	You will need to have a completed "Affidavit of United States District Court" (Richard Russell Building, 75 Spring Street, Atlanta) attesting to status of federal criminal record or lack thereof. (They will have their own form that they will complete).
5.	Attach a copy of lease agreement, if applicable. See Alcoholic Beverage Ordinance 3.2.14(c)
6.	Attach a copy of Articles of Incorporation or Partnership Agreement as applicable. See Alcoholic Beverage Ordinance 3.2.14(c).
7.	Attach a certificate from a registered surveyor as per Alcoholic Beverage Ordinance 3.4.2(e). Compliance with distance requirements must be noted in writing on the survey.
8.	Have a check for application fee of \$300.00 payable to the City of Roswell.
9.	Post a "Notice" of your public hearing on the proposed licensed premises <u>at least 15 days</u> before your public hearing as per the Alcoholic Beverage Ordinance - See Section 3.2.16(a). When you submit your application to the City Attorney's office, you will be given a form for the newspaper advertising of your public hearing.
10	<ol> <li>Pay any monies due the City of Roswell as applicable – occupation tax, excise tax, property tax, utility and sanitation fees.</li> </ol>
11	. Be present at the public hearing. Your license will be ready in the Legal Department after the public hearing. Bring payment for the license made payable to the City of Roswell.
12	<ol> <li>Within 6 months of obtaining your license you must complete alcoholic beverage training procedures (TIPS) or present proof of your certification from taking another such program, which is on the approved listing in the Roswell Police Department.</li> </ol>
13	3. Bearers of Full Pouring Licenses (Liquor, Beer & Wine) shall use the form for excise tax reporting supplied in your packet for payment of excise tax on liquor due the city monthly. See Section 3.8 of the Ordinance.

### **Miscellaneous Checklist**

_ Contact the <b>State of Georgia</b> to obtain your State Alcoholic Beverage License.
Call 404-417-4900 or ATDIV@dor.ga.gov. You will be required to include a copy of your City
license when submitting your application for a State License.
New businesses must apply for an Occupation Tax Certificate and a Sign Permit.
Call Roswell Community Development 770-641-3780.
All of your servers and handlers of alcoholic beverages must be permitted at the Roswell
Police Department to serve or sell alcoholic beverages. Call 770-640-4491. Hours: Monday –
Friday: 8:30-11:30 and 2:30-4:00 p.m. (Police Station, 39 Hill Street)
 New businesses planning to make changes to the building must contact Planning & Zoning at 770-641-3780.

Application Fee - \$300.00

Bring Completed Application Original To The Legal Department For Further Instructions.

A Service Charge Of \$30.00 Will Be Charged On Any Checks Returned For Insufficient Funds.

# **Application**



## PACKAGE LICENSE: DISTILLED SPIRITS, MALT BEVERAGE, WINE

APPLICANT TO SUBMIT 1 ORIGINAL TO ROSWELL LEGAL DEPARTMENT 770-594-6185

***********************				
NOTE: PERSON MAKING APPLICATION TO HAVE BEEN A RESIDENT OF THE STATE OF C	SELL DISTILLED SPIRITS BY THE PACKAGE MUST GEORGIA FOR AT LEAST ONE YEAR.			
Date:	Business Phone:			
Type of License: Malt Beverages Win	e Distilled Spirits Brew Pub			
Ins	tructions			
Each question must be answered fully and compis not sufficient, answer on a separate sheet and attached.	pletely. Please type or print legibly. If the space provided indicate in the space provided that such sheet is			
Trade Name of Business				
Business Address:				
Telephone:				
Corporate Name:				
or				
Partnership Name:				
Applicant / Licensee				
2. Full name of applicant (Licensee):				
3. Address:				
4. Home Phone: Cell Phone:	E-Mail:			
Position of applicant at licensed business:				
6. Social Security No.:	Driver's License No.:			
7. Is the above address your legal residence?				
How long have you lived at this address?				

Beginning with the most recent	t, list all of your re	esidences for the pas	t ten years:
10. Are you a citizen of the United	d States?		
10.7 We you a diazen of the office	d Glates:		
11. Place of birth:		Date of Birth:	
12. Naturalized:	Date	, Place & Court:	
Certificate No.:			
13. Race:	Sex:	Height:	Weight:
Age: Color of Hair	r:	Color of E	
14. Other names used by applica changed:		•	narriages, former names legally
15. Are you: Single Marrie	d Widowed	d Divorced	Separated
16. If married, divorced or widowe	ed, provide the fo	llowing information o	on your spouse:
Name:		Social Sec	curity No.:
Wife's Maiden Name:		Place of B	sirth:
Date of Birth:			:
Date of Marriage: Address of Employer:			er:
17. Give names and addresses o	f all immediate liv	ving relatives, includi	ng children and stepchildren:
18. Are you a registered voter in t	the State of Georg	gia? C	ounty?
19. For the last calendar year, dic	d you file a Georg	ia income tax return	?
20. Did you file a Georgia intangil	ble tax return?		
21. For the last calendar year, did	d you file and pay	any county or city p	roperty tax?
22. Do you owe the State of Geor	rgia, county or cit	y any taxes or other	charges? If so, list details below:
23. Are you the Licensee for any applying?			
24. How many hours per week ar	e vou on the nrer	mises?	

25. On what basis are you compensated in this position?
26. Owner of business if other than applicant:
27. Profit sharing interest, if any, in this business.
28. Do you have any financial interest in, or are you employed by, any bar, lounge, tavern, restaurant, or other place of business, wholesale or retail, where alcoholic beverages are sold or consumed? If so, give details here:
29. Have you in the past had any financial or ownership interest or been employed by any business engaged in distilling, or selling (retail or wholesale) alcoholic beverages in this state or any other state which has not been otherwise disclosed on this statement? If so, list details here:
30. Have you ever had any interest in or been employed by any alcoholic beverage business in this or any other state in which the alcohol license was denied or revoked or any other disciplinary action was taken? If, so, give full details here:
31. Do you, your spouse or any member of your family:
(a) own any interest in any outlet selling spirituous liquors? If so, list person, relationship, interest involved, and location:
(b) own, lease or sublease any real estate occupied by a retail alcoholic beverage outlet of any type? If so, list details of such agreement:
(c) have any financial interest in any wholesale liquor business? If so, state details here:
(d) serve as the executor or administrator, trustee, beneficiary or heir of any estate or fund having any interest in any retail or wholesale liquor outlet? If so, give details here:
32. Do you or any family member have any interest in or are engaged in, either presently or in the past, the manufacture, importation, distribution or sale of alcoholic beverages as owner, stockholder, or employee. If so, name these businesses:
33. Are you a member of, or affiliated with any alcoholic beverage trade association, organization or group? If so, name group and affiliation:

34. Give three personal references (not relatives) who know you well. Give name, address, phone number, business and number of years known:			
1			
2			
3			
		Education	
		Education	
		ool and Post Graduate, loo	ation, dates attended and degrees
	Em	ployment Record	
36. Beginning with the	e most recent, give you	r employment history below	v. Attach extra page if needed.
Employer	Dates	Position	Reason for leaving
	r	Military Service	
37. List branch of ser	vice, serial numbers, pe	eriod of service, type of disc	charge if applicable:
	C	Criminal History	
	I Disclosure In Respontion Of The License.	nses To These Questions	s May Result In Denial Or
38. Have you ever been arrested, indicted, or convicted for any offense by any State, County, City, Federal or Foreign Governmental Authority? (Do not include minor traffic violations.) Give reasons charged or held, date, place where charged, and disposition of the matter. Yes No			
been convicted or entapplication for any fel	tered a plea of nolo con ony or misdemeanor of	tendere within 15 years im any state or of the United	ner, principal officer or stockholder mediately prior to the filing of this States or for any municipal

	you within 15 years immediately priduce to the contendere on any charge of tax	•	
partner, pr years imm	ne spouse of the applicant or the sportine incipal officer or stockholder been onediately prior to filing of this applicates or for any municipal ordinance in	convicted or entered a pleation for any felony or misd	a of nolo contendere within 15 emeanor of any state or of the
such indiv	you or any individual having an interidual been found guilty of violating to rederal regulatory agency? Yes	he alcoholic beverage or r	<del>-</del>
you have l Federal la	ny place of business engaged in the been associated ever been cited or lw or municipal law or any rule or re No	charged at any time with a	any violation of Georgia law or
Date	Authority issuing citation	violation	disposition of case
Date	Authority issuing citation	violation	disposition of case
	Bus	siness Structure	
	So	le Proprietorship	
44. Owner of Sole Proprietorship:			<u> </u>
45. From \	whom was this business acquired?	Who was the previous Lic	ensee, if applicable?
46. How n	nuch of the capital of this business i	s borrowed and from whor	m? Attach exhibits if necessary.
Le	ender	Address	Amount

# Partnership / Corporation

Land Owner	Address	Relationship to Applicant	
Building Owner	Address	Relationship to Applicant	
54. State name and address of o located.	wner of the building and owner	of the land where this business will be	
	Premises		
• •	• • • • • • • • • • • • • • • • • • • •	ntioned in Question 52 above have any other than the business for which this	
•	s selling distilled spirits, wine or f such person or organization a	ender have any financial interest malt beverages either in this state or any nd such other business, the location of	
	All Business Organization	ons	
51. Does the corporation now ow alcoholic beverage? If so, list out	•	or retail outlet(s) of any type selling	
stockholder in the corporation (4			
50. If operating as a corporation.	list the stockholders with addre	sses and the amount of interest of each	
49. If this is a corporation, state r Names and addresses of the dire	-	n, when and where incorporated, and the	
48. State when and where the pa	artnership was organized.		
47. If this business will be owned in whole or in part by a partnership, corporation, firm or any other association: list the partners, principal officers, their titles and addresses, state and county of their legal residence, and the amount of their interest. Attach list if necessary.			
47 160 1 1 1 1 11 11			

55. If the land and building are owned by a corporation, list address, officers, titles and directors of such corporation.
56. Do you lease, sublease the building or the land where this business is located? Attach copies of all related lease agreements.
57. What is the present zoning classification of the location on which the outlet will operate?
58. Have you attached a certificate from a registered surveyor regarding the distance requirements of the Alcoholic Beverage Ordinance of the City of Roswell, Section 3-4-2(e)?
59. What is the distance measured according to the instruction outlined in City of Roswell Alcoholic Beverage Ordinance, Chapter 3, Section 3.4.2(e) in linear feet from this premises to the nearest a. School ground b. Church ground c. Public Library d. City Recreation Park e. Residence d. Housing Authority Property
60. Excepting the front entrance, describe each entrance or exit to or from this premises, and particularly any passageway between your place of business and any other adjacent place of business.
61. Do you understand that this license is not transferable?
62. (a) Do you agree to keep the premises in which the sales are made clean, wholesome, sanitary and lighted?
(b) Do you agree you will not allow the outlet to be a hangout for prostitutes?
63. Do you agree to abide by the Ordinances of the City of Roswell respecting your business?
64. Name the manager of the business for which this application is filed and state how he/she is compensated.
65. List any other liquor, beer or wine businesses or licenses with which your general manager is associated in any way whatsoever.
66. List employees of this establishment who will in any way handle alcoholic or malt beverage or wine and indicate their positions.

pursuant to this application which would require a different answer to any question contained in this application and personnel statement which is made part of this application, such change must be reported to the City within 10 days. The failure to make such report shall be cause for revocation of any license		
issued pursuant to this application. Yes No		
69. Describe steps taken by your establishment to prohibit sales to minors.		
70. Describe any training given employees regarding compliance with the City of Roswell alcoholic beverage ordinance and include in your response the name or names of individuals responsible for training, the hours devoted to such training, and how often such training occurs.		
71. State what the consequences are for employees who do not follow procedure and/or who sell to underage customers.		
72. What signage does your establishment use to alert customers that sales to minors are prohibited?		
73. How many employees at your business have handling permits issued by the City of Roswell?		
74. The applicant must be fingerprinted.		
75. Attach passport-sized photograph (front view) taken within past two years. Write name on back of photograph, and the name of the business submitting the license application.		

### **ATTACH PICTURE**

NOTE: This application is to be executed under oath and subject to penalties of false swearing and it includes all attached affidavits submitted herewith. Applicant understands that any license issued pursuant to this application is conditioned upon the truth of the information and statements made herein and that any false statements shall constitute cause for suspension or revocation of any license issued pursuant to this application.

STATE OF GEORGIA				
COUNTY				
VERIFIC	VERIFICATION			
As applicant and/or License holder, I have reac pertaining to the Ordinance governing the sale of a				
I,, Applicant swear, subject to criminal penalties for false swapplication for an Alcoholic Beverage License in the	nt, have examined this application and do solemnly vearing, that the statements and answers in this ne City of Roswell, Georgia, are true and correct.			
	Applicant's signature (Full name in ink)			
	Print name			
I hereby certify that si stating to me under oath administered by me, that	igned his/her name to the foregoing statement after all statements and answers are true.			
Sworn to and subscribed before me this day of, 20				
Notary Public My commission expires:				



STATE (	OF GEC	DRGIA
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COUNTY	OF	
<b>000111</b>	OI.	

AFFIDAVIT OF APPLICANT
PERSONALLY, appeared before me,
Applicant (print name), who, after being duly sworn, deposes and says that she/he had not, within the past
fifteen (15) years, been convicted of any crime involving moral turpitude, nor has she/he
been convicted of any Municipal, County, State or Federal offense involving any alcoholic
beverage law, ordinance and/or regulation. Further, she/he has not pleaded nolo
contendere to any of the above offenses.
Applicant signature
a pp. ann. a grant a grant a
Print name
**************
VERIFICATION
Sworn to and subscribed before me
this day of, 20
Notary Public
My commission expires:

**AFFIX SEAL** 

# UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF GEORGIA

**UNITED STATES OF AMERICA** NORTHERN DISTRICT OF GEORGIA 75 Spring Street, S.W. Atlanta, Georgia 30335 I, \_\_\_\_\_, Clerk, United States District Court for the Northern District of Georgia, do hereby certify that I have examined the records of said court for the Atlanta Division of said district and that the records do not reveal the filing of a criminal complaint, information, or indictment charging an offense against the United States of America by within fifteen (15) years immediately Applicant (print name) preceding the date of this certificate. IN TESTIMONY WHEREOF, I have hereunto set my hand and have affixed the seal of said Court, at Atlanta, Georgia, this \_\_\_\_\_ day of \_\_\_\_\_ , 20\_\_\_\_ . Clerk, United States District Court Northern District of Georgia



STATE C	OF GEORGIA		
COUNTY	OF		
	AFFIDAVIT OF FRII	END OR CO-WORKER	
PERSON	IALLY, appeared the undersigned	who, after first being sworn, states as followed	ows:
1. Tha	at he/she has knowledge of the fac	cts concerning the residence of	
	Applicant (print name)	the past ten (10) years.	
	at the residence of App ars is as shown on Personnel State	for the past ten licant (print name) ement attached hereto.	(10)
		Affiant signature	
		Print name	
		FICATION	
Sworn to	and subscribed to before me		
this	day of	, 20	
No	otary Public		
My comn	nission expires:		

AFFIX SEAL

Take this Affidavit when you go to the Probate Court of your County with the appropriate Affidavit below.

STAT	E OF	<b>GEO</b>	RGIA
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**AFFIX SEAL** 

COUNTY OF	
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# ALL ALCOHOLIC BEVERAGE LICENSE APPLICANTS CITY OF ROSWELL AFFIDAVIT OF APPLICANT

PERSONALLY, appeared b	pefore the undersigned Notary Pub	lic,
	der oath that he/she is now and h	
resident of Count	y, Georgia for a period of	months
preceding this affidavit, and is now	a bona fide resident of said State	and County.
Current Address of Applicant:		-
		_
		_
Applicant shall furnish at least one	of the following:	
Current driver's lice	ense showing	County address.
Current voter's reg County address.	gistration certificate showing	
Licensee signature:		
Print name:		
************	***********	*****
	VERIFICATION	
Sworn and subscribed before me this day of	, 20	
Notary Public	•	
My commission expires:		

STATE OF GEORGI	A
COUNTY OF	
PROBATE COURT	

# CERTIFICATE OF RESIDENCE RETAIL PACKAGE LIQUOR ONE YEAR RESIDENCY REQUIREMENT

,, , <sub></sub> , ,	Judge of th	e Probate Court for		
County, Georgia, hereby certify that s a resident of				
date of this affidavit, based upon the	"Affidavit o	f the Applicant" and t	the evidence submitte	ЭС
herewith.				
	Given u	nder my hand and se	eal of Office	
	this	day of	, 20	
		Judge of Proba	ate Court	
			County. Georgia	



# O.C.G.A. § 50-36-1(e)(2) Affidavit For City of Roswell Public Benefit Application By executing this affidavit under oath, as an applicant for a(n)

[type of public benefit], as refer undersigned applicant verifies obenefit:	enced in O.C.G.A. § 50	)-36-1, from the Ci	
I,			
I,Name of individual			Title
on behalf ofB	usiness Name	Acco	state that: unt Name / Number
1) I am a United Stat	tes citizen.		
2) I am a Legal perm	nanent resident of the U	nited States.	
I am a qualified al     Nationality Act with an a     other federal immigration	alien number issued by		
My alien number issued immigration agency is:			or other federal
The undersigned applicant also has provided at least one secutive)(1), with this affidavit.			
The secure and verifiable docu	ment provided with this	affidavit can best	be classified as:
Please attach a In making the above represents and willfully makes a false, ficti shall be guilty of a violation of 0 such criminal statue. Executed in	tious, or fraudulent stat D.C.G.A. § 16-10-20, ar	erstand that any pe ement or represen nd face criminal pe	erson who knowingly ntation in an affidavit enalties as allowed by
	Signature of App	licant:	Date
	Printed Name of	Applicant:	
Subscribed and sworn before r DAY OF,			
Notary Public My Commission Expires:			

#### Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth
  of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin
  Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or
  lists sufficient identifying information regarding the bearer, such as name, date of birth, gender,
  height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8
   CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a
  photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name,
  date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing
  of federally recognized Native American tribes may be found at:
  http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/ind ex.htm
  [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document for proof of or documentation of identity, that document will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]



### NOTICE & AFFIDAVIT

### **TIPS (Training Intervention Procedures)**

Chapter 3, Article 3.2, Section 3.2.10 of the Alcoholic Beverage Ordinance of the City of Roswell requires certification of the licensee of a restaurant, convenience store, grocery store and package store by attendance at TIPS (Training Intervention Procedures Program) or approved alternative program that shall be verified and signed off by the Chief of Police.

The applicant shall have 6 months from the date of the granting of the license to complete such training and submit certification to the Alcohol Beverage Licensing Board.

Licensees who have had TIPS training and have received a Certificate of Training from the Roswell Police Department need not repeat the class.

Dates and times set for the year 2018 TIPS classes are:

January 18, 2018	9:00 a.m 4:00 p.m.
April 19, 2018	9:00 a.m 4:00 p.m.
July 12, 2018	9:00 a.m 4:00 p.m.
<b>November 15, 2018</b>	9:00 a.m 4:00 p.m.

Registration will be limited to 24 people per session and will be conducted on a first-come, first-serve basis. Please call 770-640-4491 to register.

The classes will be held at the Roswell-Alpharetta Public Safety Training Center – 770-641-3731 .

11565 Maxwell Road
Alpharetta, GA. 30004

Approved alternative programs are:

Bar Code – Serving Alcohol Responsibly Training Institute for Responsible Vendors

1-877-216-3869 Contact: Scott Wiatric

404-531-9237, 404-452-9237

Evindi, Inc.

678-336-7207 On-line Training <a href="mailto:klstumpe@evindi.com">klstumpe@evindi.com</a> <a href="mailto:www.learn.2serve.com">www.learn.2serve.com</a>

ServSafe: www.servsafe.com

\_\_\_\_\_

#### **AFFIDAVIT**

I have read this notice and understand that I am required to present a certificate signed by the Roswell Chief of Police that I have satisfied this training requirement within six (6) months of the granting of the alcoholic beverage license, or my alcoholic beverage license shall be revoked.

 Licensee (sign)	
 Print Name	
Name of Business	