

CITY OF HARLEM  
APPLICATION FOR  
ALCOHOL LICENSE

APPLICATION No. \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Retail Package Dealer (off premises)      | <input type="checkbox"/> New                      |
| <input type="checkbox"/> Retail Consumption dealer (on-premises)   | <input type="checkbox"/> Renewal                  |
| <input type="checkbox"/> Temporary (non-profit civic organization) | <input type="checkbox"/> Suspension Reinstatement |
| <input type="checkbox"/> Alcohol Beverages for catering            | <input type="checkbox"/> Transfer                 |

Name of Business \_\_\_\_\_

Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**TYPE OF OWNERSHIP OF BUSINESS APPLYING FOR LICENSE:**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> SOLE PROPRIETORSHIP | <input type="checkbox"/> PARTNERSHIP                                     | <input type="checkbox"/> CORPORATION |
| <input type="checkbox"/> PRIVATE CLUB        | <input type="checkbox"/> NONPROFIT CIVIC ORGANIZATION (TEMPORARY PERMIT) |                                      |

**CERTIFICATION AND AUTHORIZATION:**

I CERTIFY THAT:

(FULL NAME OF AGENT) \_\_\_\_\_ HAS AGREED TO CONTINUE TO SERVE AS OUR RESIDENT AGENT, THAT HE/SHE IS A RESIDENT OF COLUMBIA COUNTY, AND HIS/HER MAILING ADDRESS IS:

\_\_\_\_\_

**BEFORE SIGNING THIS STATEMENT, CHECK ALL ANSWERS AND EXPLANATIONS TO DETERMINE THAT ALL QUESTIONS HAVE BEEN ANSWERED FULLY AND CORRECTLY. EXECUTION OF THIS STATEMENT IS TO BE DONE UNDER OATH, IS SUBJECT TO THE PENALTIES OF FALSE SWEARING, AND INCLUDES ALL ATTACHED SHEETS SUBMITTED HERewith:**

- NEITHER I NOR, TO MY KNOWLEDGE, NO PARTNER, OFFICER, DIRECTOR, SHAREHOLDER OR OTHER PERSON REQUIRED TO BE LISTED ON THE APPLICATION, HAVE BEEN CONVICTED OF, OR HAVE PLED GUILTY TO, OR ENTERED A PLEA OF *NOLO CONTENDERE* TO, ANY CHARGE INVOLVING A CRIME OF MORAL TRUPITUDE, GAMBLING, ILLEGAL POSSESSION OR SALE OF CONTROLLED SUBSTANCES OR ILLEGAL POSSESION OF ALCOHOLIC BEVERAGES WITHIN THE LAST TEN YEARS IMMEDIATELY PRIOR TO FILING THIS APPLICATION.
- ALL OF THE REQUIREMENTS OF THE CITY OF HARLEM CODE REGARDING MALT BEVERAGES AND WINE HAVE BEEN MET BY THE APPLICANT(S) AND ALL OTHER PERSONS REQUIRED TO BE LISTED ON THE APPPLICATION.

- I HAVE NOT BEEN CONVICTED OF , OR PLEADED QUILTY OR *NOLO CONTENDERE* TO ANY CHARGE UNDER ANY FEDERAL, STATE OR LOCAL LAW CONSTITUTING A FELONY WITHIN TEN YEARS OF THE DATE OF THIS APPLICATION.
- I HAVE NOT HAD A LICENSE , INCLUDING A LICENSE TO SELL ALCOHOLIC BEVERAGES, ISSUED UNDER THE POLICE POWERS OF THE CITY OR COUNTY, REVOKED WITHIN TWO YEARS OF THE DATE OF THIS APPLICATION.
- TO MY KNOWLEDGE ALL PERSON HAVE ANY OWNERSHIP INTEREST IN OR CONTROL OVER THE LAND OR BUILDING CONTAINING THE ESTABLISHMENT TO BE OPERATED PURSUANT TO THE LICENSE BEING APPLIED FOR, MEET THE SAME CHARACTER REQUIREMENTS AS THOSE SET FORTH FOR THE LICENSE.
- I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_ HAVE FINANCIAL AND/OR OPERATIONAL INTEREST IN ANY HOTEL,RESTAURANT OR OTHER BUSINESS WHERE ALCOHOL BEVERAGES ARE SOLD OTHER THAN THE BUSINESS FOR WHICH THIS APPPLICATION IS SUBMITTED.
- THE ESTABLISHMENT COMPLIES WITH ALL APPLICABLE BUILDING AND FIRE CODES AND ALL APPLICABLE GOVERNMENT LAWS AND REGULATIONS.
- ALL TAXES OR FEES DUE BY ME TO THE CITY OF HARLEM, COLUMBIA COUNTY OR THE STATE OF GEORGIA HAVE BEEN PAID.

\_\_\_\_\_  
 PRINTED NAME OF APPLICANT

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 NOTARY

MY COMMISSION EXPIRES: \_\_\_\_\_

SEAL

SOLE PROPRIETOR: (USE THIS PAGE ONLY IF YOU ARE A SOLE PROPRIETOR BUSINESS)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

DRIVERS LICENSE NUMBER \_\_\_\_\_

THE ENTITY (BUSINESS) IS ORGANIZED AND EXISTS UNDER THE LAWS OF  
THE U.S. OR THE STATE OF \_\_\_\_\_ AND ALL NATURAL  
PERSONS WHO ARE REQUIRED TO JOIN IN THE APPLICATION ARE EITHER A  
CITIZEN OF THE U.S. OR AN ALIEN LAWFULLY ADMITTED FOR PERMANENT  
RESIDENCE IN THE U.S. YES \_\_\_\_\_ NO \_\_\_\_\_.

**PARTNERSHIP:**

(FOR A LICENSE TO BE ISSUED TO A **GENERAL PARTNERSHIP** THE APPLICATION MUST BE MADE JOINTLY BY THE PARTNERSHIP, ANY MANAGING PARTNER AND ALL OTHER PARTNERS OWNING AT LEAST A 20% INTEREST IN THE ASSETS OR REVENUES OF THE PARTNERSHIP. IF THERE IS NO MANAGING PARTNER AND THERE IS NO PARTNER MEETING THE OWNERSHIP REQUIREMENTS, THEN THE APPLICATION MUST BE MADE JOINTLY IN THE NAME OF THE PARTNERSHIP AND THE GENERAL PARTNER OWNING THE GREATEST PERCENTAGE INTEREST IN THE ASSETS AND REVENUES OF THE PARTNERSHIP. AT LEAST ONE OF THE APPLICANTS SHALL BE A NATURAL PERSON. IF NONE OF THE APPLICANTS REQUIRED ABOVE IS A NATURAL PERSON THEN THE NATURAL PERSON HAVING PRIMARY RESPONSIBILITY FOR THE OPERATION OF THE BUSINESS FOR WHICH THE LICENSE IS SOUGHT SHALL JOIN IN THE APPLICATION.)

(IF THE APPLICANT FOR A LICENSE IS A **LIMITED PARTNERSHIP**, THE APPLICATION SHALL BE MADE JOINTLY BY THE LIMITED PARTNERSHIP, ITS GENERAL PARTNER, AND ANY OTHER PARTNER, LIMITED OR GENERAL, OWNING AT LEAST 20% INTEREST IN THE ASSETS OR REVENUES OF THE LIMITED PARTNERSHIP. AT LEAST ONE OF THE APPLICANTS SHALL BE A NATURAL PERSON. IF NONE OF THE APPLICANTS REQUIRED ABOVE IS A NATURAL PERSON, THEN THE NATURAL PERSON HAVING PRIMARY RESPONSIBILITY FOR THE OPERATION OF THE BUSINESS FOR WHICH THE LICENSE IS SOUGHT SHALL JOIN IN THE APPLICATION.)

NAME OF PARTNERSHIP: \_\_\_\_\_

DATE FORMED: \_\_\_\_\_

ATTACH PARTNERSHIP AGREEMENT AS EXHIBIT TO APPLICATION:

MANAGING OR GENERAL PARTNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

OTHER PARTNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PERSON HAVING PRIMARY RESPONSIBILITY FOR OPERATION OF THE BUSINESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

THE PARTNERSHIP IS ORGANIZED AND EXISTS UNDER THE LAWS OF THE U.S. OR THE STATE OF \_\_\_\_\_ AND ALL NATURAL PERSONS WHO ARE REQUIRED TO JOIN IN THE APPLICATION ARE EITHER A CITIZEN OF THE U.S. OR AN ALIEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE IN THE U.S. YES \_\_\_\_\_ NO \_\_\_\_\_. (ATTACH COPY OF CARD)

ON A SEPARATE SHEET LIST THE NAMES AND **RESIDENCE** ADDRESSES OF ALL PARTNERS UNLESS THERE ARE MORE THAN 20. IN THAT CASE LIST THE SAME INFORMATION FOR ALL PARTNERS HAVING DIRECTLY OR INDIRECTLY AT LEAST A 5% INTEREST IN THE ASSETS OR REVENUES.

**CORPORATIONS:**

(WHERE THE APPLICANT IS A **CORPORATION**, THE APPLICATION SHALL BE MADE JOINTLY IN THE NAME OF THE CORPORATION AND ITS PRESIDENT OR VICE PRESIDENT AND ANY STOCKHOLDER OWNING AT LEAST 20% OF THE TOTAL OUTSTANDING CAPITAL STOCK OF THE CORPORATION.)

NAME OF CORPORATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF INCORPORATION: \_\_\_\_\_

PLACE OF INCORPORATION: \_\_\_\_\_

PARENT CORPORATION, IF APPLICABLE: \_\_\_\_\_

PRESIDENT OR VICE PRESIDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STOCKHOLDER: \_\_\_\_\_

(ATTACHED ADDITIONAL SHEETS IF NECESSARY)

THE CORPORATION IS ORGANIZED AND EXISTS UNDER THE LAWS OF THE U.S. OR STATE OF \_\_\_\_\_, AND ALL NATURAL PERSONS WHO ARE REQUIRED TO JOIN IN THE APPLICATION ARE EITHER A CITIZEN OF THE U.S. OR AN ALIEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE IN THE U.S. YES \_\_\_\_\_, NO \_\_\_\_\_ (ATTACH COPY OF CARD)

ON A SEPARATE SHEET LIST THE NAMES AND **RESIDENCE** ADDRESSES OF THE OFFICERS, THE DIRECTORS, THE REGISTERED AGENT FOR SERVICE OF PROCESS, THE MANAGER OF THE BUSINESS FOR WHICH THE LICENSE IS SOUGHT AND ALL SHAREHOLDERS UNLESS THERE ARE MORE THAN 20. IN THAT CASE LIST THE SAME INFORMATION FOR ALL SHAREHOLDERS HOLDING AT LEAST 5% OF THE CAPITAL STOCK OF THE CORPORATION.

NUMBER OF SHARES OF CAPITAL STOCK AUTHORIZED: \_\_\_\_\_

NUMBER OF SHARES OF OUTSTANDING STOCK: \_\_\_\_\_

IF APPLICANT IS A PUBLIC COMPANY REGULATED BY SEC PLEASE ATTACH CURRENT FOR 10-K

PRIVATE CLUB:

(APPLICATION SHALL BE MADE JOINTLY IN THE NAME OF THE PRIVATE CLUB AND ITS PRESIDENT OR GENERAL MANAGER)

NAME OF PRIVATE CLUB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PRESIDENT OR GENERAL MANAGER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

THE PRIVATE CLUB IS ORGANIZED AND EXISTS UNDER THE LAWS OF THE U.S. OR THE STATE OF \_\_\_\_\_, AND ALL NATURAL PERSONS WHO ARE REQUIRED TO JOIN IN THE APPLICATION ARE EITHER A CITIZEN OF THE U.S. OR AN ALIEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE IN THE U.S. YES \_\_\_\_\_ NO \_\_\_\_\_ (ATTACH COPY OF CARD)

ON A SEPARATE SHEET LIST THE NAMES AND **RESIDENCE** ADDRESSES OF THE OFFICERS, DIRECTORS, THE MANAGER.

NONPROFIT CIVIC ORGANIZATIONS (TEMPORARY PERMIT)

NONPROFIT CIVIC ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHIEF EXECUTIVE OFFICER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHIEF OPERATING OFFICER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EVENT FOR WHICH TEMPORARY PERMIT IS REQUIRED: \_\_\_\_\_

\_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ (PERIOD NOT TO EXCEED 2 DAYS. NO MORE THAN 2 TEMPORARY PERMITS COVERING A TOTAL OF 4 DAYS SHALL BE ISSUED TO AN ORGANIZATION IN ANY CALENDAR YEAR)

ALL NATURAL PERSONS WHO ARE REQUIRED TO JOIN IN THE APPLICATION ARE EITHER A CITIZEN OF THE U.S. OR AN ALIEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE IN THE U.S. YES \_\_\_\_\_ NO \_\_\_\_\_ (ATTACHED COPY OF CARD)

ESTABLISHMENT OF REGISTERED AGENT (FOR NON RESIDENTS OF COLUMBIA COUNTY)

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONSENT TO SERVE AS REGISTERED AGENT

I, \_\_\_\_\_, AM A RESIDENT OF COLUMBIA COUNTY, GEORGIA AND RESIDE AT THE ADDRESS SHOWN ABOVE. I HEREBY CONSENT TO SERVE AS REGISTERED AGENT, I UNDERSTAND I WILL BE THE PERSON UPON WHOM ANY PROCESS, NOTICE OR DEMAND REQUIRED OR PERMITTED BY LAW OR UNDER THE CHAPTER MAY BE SERVED.

\_\_\_\_\_  
(PRINTED NAME OF REGISTERED AGENT)

\_\_\_\_\_  
(SIGNATURE OF REGISTERED AGENT)

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

SEAL





**Electronic Fingerprint Application  
For  
Alcohol Licensing**

This completed form must be taken to the Columbia County Sheriff's Office Detention Center located at 2273 County Camp Road in Appling, Georgia. Your fingerprints will be taken electronically and submitted to the Georgia Criminal Information Center for processing.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
                    Last                      First                      Middle

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Hgt: \_\_\_\_\_ Wgt: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eyes: \_\_\_\_\_

Employer: \_\_\_\_\_ SSN: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature                      Date                      Notary

Columbia County Detention Center  
706-541-0754

City of Harlem Planning & Zoning  
706-556-0043

**This shall be run on a federal level. A money order in the amount of \$40, payable to the Columbia County Sheriff's Department, shall be presented along with this application.**

**RESULTS OF THIS SUBMISSION SHOULD BE RETURNED TO THE CITY OF HARLEM PLANNING & ZONING DEPARTMENT.**

## PROPERTY

CHECK THOSE ITEMS THAT APPLY:

\_\_\_\_\_ PLAT OF PROPERTY SHOWING DISTANCES FROM BUSINESS TO NEARBY CHURCHES, SCHOOLS, PARKS AND PLAYGROUND, AND ALCOHOLIC TREATMENT FACILITY IS SUBMITTED WITH THE APPLICATION.

\_\_\_\_\_ EVIDENCE OF OWNERSHIP OF THE PROPERTY IS SUBMITTED WITH THE APPLICATION.

\_\_\_\_\_ A COPY OF A VALID LEASE OF THE PROPERTY IS SUBMITTED WITH THE APPLICATION.

\_\_\_\_\_ FOR A FRANCHISE OPERATION, A COPY OF THE FRANCHISE AGREEMENT IS SUBMITTED WITH THE APPLICATION.

\_\_\_\_\_ PLANS OF THE BUILDING IN WHICH THE ESTABLISHMENT SEEKING THE LICENSE WILL BE HOUSED ARE SUBMITTED WITH THE APPLICATION.

\_\_\_\_\_ THE BUILDING IS CURRENTLY UNDER CONSTRUCTION AND A COPY OF THE BUILDING PERMIT AND THE BUILDING PLANS ARE SUBMITTED WITH THE APPLICATION.

\_\_\_\_\_ CONSTRUCTION OF THE BUILDING IS COMPLETED AT THE TIME THE APPLICATION IS SUBMITTED AND A COPY OF THE CERTIFICATE OF OCCUPANCY IS SUBMITTED WITH THE APPLICATION.

\_\_\_\_\_ THE BUILDING IS CURRENTLY UNDER CONSTRUCTION AND A COPY OF THE CERTIFICATE OF OCCUPANCY WILL BE SUBMITTED IMMEDIATELY AFTER IT IS ISSUED.

\_\_\_\_\_ THE BUILDING IS CURRENTLY UNDER CONSTRUCTION AND A COPY OF THE CERTIFICATE OF OCCUPANCY WILL BE SUBMITTED IMMEDIATELY AFTER IT IS ISSUED.

IF THE LICENSE IS ISSUED BEFORE THE BUILDING IS COMPLETED, THE LICENSE WILL BE ISSUED SUBJECT TO THE CONDITION THAT THE BUILDING MUST BE APPROVED BY THE BUILDING INSPECTOR UPON COMPLETION.

FINANCIAL RESPONSIBILITY

BANK TO BE USED BY BUSINESS, INCLUDE BRANCH AND ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BANK ADDRESS: \_\_\_\_\_

TOTAL AMOUNT OF FUNDS INVESTED BY THE OWNER(S): \$ \_\_\_\_\_

TOTAL AMOUNT OF FUNDS INVESTED BY PARTY OR PARTIES OTHER THAN THE OWNER(S)  
\$ \_\_\_\_\_

TOTAL ASSETS: \_\_\_\_\_

TOTAL LIABILITIES: \_\_\_\_\_

CAPITAL IS BORROWED: \_\_\_\_\_

NAME OF LENDER	DATE	AMOUNT
_____	_____	_____
_____	_____	_____

**(EACH APPLICANT MUST FURNISH A FINANCIAL STATEMENT)**

CERTIFICATION

**I CERTIFY THAT TO MY KNOWLEDGE ALL OF THE INFORMATION CONTAINED  
WITHIN THIS APPLICATION IS CORRECT AND THAT I HAVE TRUTHFULLY AND AS  
COMPLETELY AS POSSIBLE RESPONDED TO ALL QUESTIONS AND REQUIREMENTS OF  
THIS APPLICATION.**

\_\_\_\_\_  
(PRINTED NAME OF APPLICANT)

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

SEAL

**ALL PERSONAL HISTORY FORMS MUST FURNISH FINGERPRINTS.**

DETERMINATION OF FEES

ADMINISTRATIVE FEE(S) AND INVESTIGATIVE FEE(S) (ADMINISTRATIVE AND INVESTIGATIVE FEES ARE TO BE PAID BY **CERTIFIED CHECK**)

\$ \_\_\_\_\_ ADMINISTRATIVE FEE(S) \$ \_\_\_\_\_

\$ \_\_\_\_\_ INVESTIGATIVE FEE(S) \$ \_\_\_\_\_

TYPE OF LICENSE (ONE ONLY) (LICENSE FEE IS TO BE PAID BY **SEPARATE CERTIFIED CHECK. FULL FEE IS REQUIRED, FEES ARE NOT PRORATED.**

( ) BEER \$ \_\_\_\_\_

( ) WINE \$ \_\_\_\_\_

( ) BEER AND WINE \$ \_\_\_\_\_

( ) DISTILLED SPIRITS AND BEER AND/OR WINE \$ \_\_\_\_\_

OTHER FEES OR CHARGES: \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

(CERTIFIED OR CASHIERS CHECK, MONEY ORDER, OR BUSINESS CHECK PAYABLE TO THE CITY OF HARLEM)

CHECK EACH OF THE FOLLOWING THAT APPLY:

\_\_\_\_\_ EATING ESTABLISHMENT SEATING 50 OR FEWER PEOPLE IN SPACE CONTAINING 1,600 FEET OR LESS OF ENCLOSED SPACE.

\_\_\_\_\_ HOTEL WITH FEWER THAN 30 ROOMS AND A PUBLIC DINING FACILITY SEATING 50 OR FEWER PEOPLE.

\_\_\_\_\_ ANY OTHER EATING ESTABLISHMENT, HOTEL, INDOOR COMMERCIAL RECREATIONAL FACILITY OR PRIVATE CLUB (INDICATE THE NUMBER OF FIXED BARS \_\_\_\_\_ AND MOVABLE BARS \_\_\_\_\_)

\_\_\_\_\_ IN-ROOM SERVICE FOR HOTEL.

APPLICANT'S AUTHORIZATION TO RELEASE CERTAIN INFORMATION

THE UNDERSIGNED APPLICANT HAS APPLIED FOR AN ALOCHOL LICENSE IN THE CITY OF HARLEM, GEORGIA AND AUTHORIZES INFORMATION TO BE RELEASED TO THE CITY OF HARLEM REGARDING THE APPLICANT'S POLICE RECORDS AND CREDIT INFORMATION.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SOCIAL SECURITY NO.

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
HOME TELEPHONE NO.

\_\_\_\_\_  
BUSINESS TELEPHONE NO.

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY

MY COMMISSION EXPIRES \_\_\_\_\_

SEAL

CERTIFIED REPORT OF SURVEY FOR ALCOHOL LICENSE

NAME \_\_\_\_\_

TRADE NAME OF BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

THE UNDERSIGNED HAS EXAMINED THE SUBJECT LOCATION AND HAS MADE MEASUREMENTS TO DETERMINE THE COMPLIANCE OR NON-COMPLIANCE WITH DISTANCE REQUIREMENT PURSUANT TO THE ALCOHOLIC BEVERAGE ORDINANCE OF THE CITY OF HARLEM. THE UNDERSIGNED UNDERSTANDS AND APPLIED THE FOLLOWING CRITERIA IN MAKING SAID DETERMINATIONS:

**DISTANCE REQUIREMENTS ATTACHED:**

THE PROPOSED BUSINESS \_\_\_\_\_ IS \_\_\_\_\_ IS NOT IN A COMMERCIAL CORRIDOR AS DEFINED IN THE ALOCHOL BEVERAGE ORDINANCE OF THE CITY OF HARLEM, COLUMBIA COUNTY, GEORGIA.

THE PROPOSED BUSINESS DOES \_\_\_\_\_ DOES NOT \_\_\_\_\_ MEET THE FOLLOWING DISTANCE CRITERIA:

CHURCH \_\_\_\_\_ YARDS FROM \_\_\_\_\_ PROPERTY LINE TO FRONT DOOR OF ESTABLISHMENT  
\_\_\_\_\_ FRONT DOOR TO FRONT DOOR OF ESTABLISHMENT

SCHOOL \_\_\_\_\_ YARDS FROM \_\_\_\_\_ PROPERTY LINE TO FRONT DOOR OF ESTABLISHMENT  
\_\_\_\_\_ FRONT DOOR TO FRONT DOOR OF ESTABLISHMENT

THE CURRENT ZONING OF THE PROPERTY IS \_\_\_\_\_.

IN MY OPINION, THE PREMISES INDICATED ABOVE MEETS THE REQUIREMENTS FOR LICENSING AS DEFINED IN THE SURVEY PLAT ATTACHED.

\_\_\_\_\_  
SIGNATURE OF GEORGIA REGISTERED LAND SURVEYOR

NUMBER \_\_\_\_\_

**NOTE: A SCALE DRAWING OF THE LOCATION OF THE PROPOSED PREMISES, SHOWN THE DISTANCES DESCRIBED ABOVE, MUST BE ATTACHED.**

## DISTANCE REQUIREMENTS FOR CITY OF HARLEM ALCOHOL LICENSE

No establishment shall be located in a building which is closer than **100 yards** to a church building, city park or playground, alcoholic treatment facility, closer than **200 yards** to a school building, or within **100 yards** of any housing authority property. The City Council of Harlem, Georgia shall determine what property is included in a school building, church building, city park or playground, alcoholic treatment facility or housing authority property consistent with the following definitions and state law. **THE DETERMINATION OF COUNCIL SHALL BE FINAL.**

### Definitions

Church Building- The main structure used by any religious organization for purposes of worship and the surrounding property or campus directly incorporated into such use in compliance with the zoning ordinances of the county.

City Park or Playground- A park, recreation center, ball fields or playgrounds owned and operated by the city for use by the citizens of the city.

School Building- Only the state, county, or church school buildings and buildings at other schools in which are taught subjects commonly taught in the common schools and colleges of the state and the surrounding property or campus which is directly incorporated into such uses, provided that schools other than state or county schools must be in compliance with the city zoning ordinances.

### Measurement of Distances

1. In a straight line from the front door of the structure from which beverage alcohol is sold or offered for sale.
2. To the front door of the building of a church or government-owned treatment center.
3. To the nearest property line of the real property being used for school or educational purposes, or as a city park or playground, or housing authority property.

**Please note that no establishment which is being operated pursuant to a city license to sell malt beverages and/or wine on May 1<sup>st</sup>, 2008 shall be denied continued operation under such existing license, nor denied any renewal, nor shall any new owner of such establishment be denied a new license based on the distance requirements set forth by the City of Harlem.**



## ALCOHOL APPLICATION CHECK LIST

- \_\_\_\_\_ MAKE SURE LOCATION IS PROPERLY ZONED.
- \_\_\_\_\_ PURCHASED ALCOHOL ORDINANCE.
- \_\_\_\_\_ CERTIFIED OR CASHIERS CHECK FOR FEES, ADMINISTRATIVE, INVESTIGATIVE AND LICENSE FEE (SEPARATE CHECKS FOR HARLEM DEPARTMENT OF PUBLIC SAFETY CRIMINAL HISTORY CHECK AND GEORGIA CRIMINAL INVESTIGATIVE CENTER FINGERPRINTS) (NEW APPLICATIONS ONLY ON GCIC) 3-153
- \_\_\_\_\_ POST SIGN AT LOCATION
- \_\_\_\_\_ PICTURE OF SIGN AND AFFIDAVIT STATING THE DATE SIGN WAS POSTED.
- \_\_\_\_\_ ADVERTISE IN COLUMBIA COUNTY NEWS TIMES ( 3 consecutive weeks) AFTER LAST ISSUE RUNS BRING CERTIFIED AFFIDAVIT TO ALCOHOL LICENSING DEPARTMENT.
- \_\_\_\_\_ FINGERPRINTS OF APPLICANT(S).
- \_\_\_\_\_ PLANS OF BUILDING (IF IN PROCESS OF BEING BUILT-COPIES OF DETAILED PLANS AND OUTSIDE PREMISES ATTACHED).
- \_\_\_\_\_ IF BUILDING IS PROPOSED, COPIES OF PROPOSED PLANS AND SPECIFICATIONS AND A BUILDING PERMIT OF THE PROPOSED BUILDING TO BE BUILT. 3-108
- \_\_\_\_\_ CERTIFIED SCALE DRAWING (PLAT) SHOWING LOCATION AND DISTANCE TO CLOSEST SCHOOL BUILDING, EDUCATIONAL BUILDING, SCHOOL GROUNDS OR COLLEGE AND TO ANY CHURCH BUILDING.
- \_\_\_\_\_ CERTIFIED REPORT OF SURVEY FROM REGISTERED LAND SURVEYOR (SURVEYOR'S SIGNATURE).
- \_\_\_\_\_ EVIDENCE OF OWNERSHIP OF THE BUILDING/PROPERTY OR COPY OF THE LEASE IF APPLICANT IS LEASING THE BUILDING.
- \_\_\_\_\_ BACKGROUND APPLICATION SIGNED BY APPLICANT AND NOTARIZED.
- \_\_\_\_\_ EVIDENCE OF FINANCIAL RESPONSIBILITY.
- \_\_\_\_\_ COPY OF CURRENT OCCUPATIONAL TAX LICENSE FROM THE CITY FOR THE ESTABLISHMENT.
- \_\_\_\_\_ CERTIFICATION FROM THE COUNTY TAX COMMISSIONER THAT CITY AND COUNTY TAXES HAVE BEEN PAID.
- \_\_\_\_\_ ALL APPLICATIONS AND GENERAL CERTIFICATION FORM COMPLETED BY APPLICANT, SIGNED AND NOTARIZED.
- \_\_\_\_\_ REGISTERED AGENT CONSENT FORM **MUST BE A RESIDENT OF COLUMBIA COUNTY.** (IF APPLICANT DOES NOT LIVE IN COLUMBIA COUNTY)

\_\_\_\_\_ COPY OF MENU FOR ESTABLISHMENT.

\_\_\_\_\_ FOR PRIVATE CLUB ONLY, MINUTES OF ANNUAL MEETING, SETTING SALARIES FOR MEMBERS, OFFICERS, AGENTS OR EMPLOYEES.

\_\_\_\_\_ FOR PARTNERSHIPS ONLY, PARTNERSHIP AGREEMENT ATTACHED.

\_\_\_\_\_ FOR CORPORATIONS, COPY OF CERTIFICATE OF INCORPORATION MINUTES, COPY OF CERTIFICATE OF LP OR LLC AUTHORIZING APPLICATION AND APPOINTING AGENT OR RECORD.

DOCUMENTATION FROM DEPARTMENTS RECEIVED

\_\_\_\_\_ PUBLIC SAFETY DEPARTMENT CRIMINAL HISTORY CHECKS RECEIVED.

\_\_\_\_\_ TAX COMMISSIONER CERTIFICATION RECEIVED. (ALL PERSONAL AND REAL PROPERTY TAXES AND BUSINESSES TAXES AND INVENTORY TAXES MUST BE PAID IN FULL PRIOR TO LICENSE BEING ISSUED.)

**REPORT OF RETAIL SALES OF DISTILLED SPIRITS BY THE DRINK**

1. REPORT PERIOD (MONTH) \_\_\_\_\_, 20\_\_.
2. BUSINESS NAME \_\_\_\_\_
3. BUSINESS ADDRESS: \_\_\_\_\_
4. CITY OF HARLEM LICENSE NUMBER \_\_\_\_\_
5. GROSS SALES OF DISTILLED SPIRITS SOLD DURING REPORT PERIOD:  
\$ \_\_\_\_\_.
6. QUANTITY (IN OUNCES) OF DISTILLED SPIRITS SOLD DURING  
REPORT PERIOD: \_\_\_\_\_.
7. MULTIPLY THE AMOUNT OF LINE 5 BY 3% \_\_\_\_\_.
8. DEDUCTION: \_\_\_\_\_ 3% OF THE FIRST \$3,000.00 ON LINE 7 PLUS  
0.5% OF THE AMOUNT EXCEEDING \$3,000.00. (**NOTE: THIS  
DEDUCTION CAN BE CLAIMED ONLY IF THE TAX IS PAID BY THE  
10<sup>TH</sup> OF THE MONTH FOLLOWING THE REPORT PERIOD**)
- 8A EXCISE TAX DUE: \_\_\_\_\_ LINE 8 SUBTRACT FROM LINE 7.

MAKE CHECKS PAYABLE TO THE CITY OF HARLEM, AND MAIL TO CITY  
CLERK, CITY OF HARLEM, P.O. BO X 99, HARLEM, GA. 30813.

I HEREBY CERTIFY THAT THE STATEMENT MADE HEREIN AND ANY  
SUPPORTING SCHEDULES ARE TRUE, CORRECT, AND COMPLETE TO THE  
BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

ALL BOOKS AND RECORDS SHALL BE SUBJECT TO INSPECTION AND AN  
AUDIT BY AN AGENT OF THE CITY OF HARLEM TO SHOW COMPLIANCE  
WITH THIS TAX. INTEREST AT THE RATE OF ONE PERCENT PER MONTH  
WILL BE CHARGED WHEN DEFICIENT FUNDS ARE SUBMITTED OR WHEN  
PAYMENTS ARE MADE AFTER THE 10<sup>TH</sup> DAY OF THE MONTH FOLLOWING  
THE REPORT PERIOD.