

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 BUSINESSES 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 POSSESSION 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 APPLICATION.

- 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.

**PO Box 99
Harlem, GA 30814**

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 1st, 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
10TH 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 10TH DAY OF THE MONTH FOLLOWING
THE REPORT PERIOD.