



CITY OF FLINT HILL, MISSOURI APPLICATION FOR LIQUOR LICENSE

INSTRUCTIONS

- Submit the completed application to the City Clerk with payment of the required license fee(s).
- Answer all questions fully or indicate "N/A" if not applicable.
- Attach copies of any additional supporting documents requested.
- If the establishment is a corporation and/or a partnership, please provide a list of names, addresses and dates of birth of Corporate Officers/Partners.
- The Licensee must identify a person who is responsible for maintaining compliance with the City Ordinances and liquor license; that person is referred to herein as the "Responsible Person."
- It is the conduct and character of this Responsible Person as well as that of the Licensee, in addition to operation at the Premises and Buildings during the term of the License, which must comply with the City Ordinances relating to the License.
- For all other types of liquor licenses not listed, please contact the City Clerk.
- If a new or renewal license, the applicant must apply for a "City Business License" prior to or contemporaneously to the issuance of a liquor license.
- No guarantee of issuance with payment. If license is not granted, the license charge shall be refunded.
- **All documents along with full payment must be received before the application will be processed.**

COMMONLY ASKED QUESTIONS:

- Liquor licenses are due annually and the terms run from July 1 through June 30 the following year, excluding Special Event Licenses.
- If a license is issued in the middle of the term, fees will be prorated. The applicant will need to reapply at renewal time. Please contact the City Clerk to find out the prorated amount before submitting the application.

- If this is a new license the applicant will need to obtain the City's license first, apply with the State and finally, St. Charles County. It is best to begin the process no later than a month before the desired beginning license date.
- Special events often require special permits and requests. Please contact the City Clerk to see if your event/liquor license request will require any special permits.

A. Name of Licensee: _____

B. Identifying information of Licensee:

(1) For an Individual (for example, a sole proprietorship):

Name: _____

Street Address: _____

City, State and Zip Code: _____

Business Telephone Number: _____

Cell Phone: _____

Email Address: _____

Social Security Number: _____

The name, address and social security number of the Responsible Person if different from the Licensee:

(2) For an Organization, which is not a charitable, religious or other benevolent organization (for example, a company, a partnership, or a limited liability company):

Name of Organization: _____

Address: _____

City, State and Zip Code: _____

Business Telephone Number: _____

Cell Phone: _____

Email Address: _____

Website: _____

If applicable, the name and address of Registered Agent:

C. Attached to this Application is a copy of the Articles of Incorporation, Articles of Organization, Certificate of Authority of Foreign Corporation, or other applicable registration filings from the office of the Secretary of State of the State of Missouri.

The name, residence address and social security number of all principal officers of the Organization and registered agent of the Organization. "Principal officer," as used herein, includes, a member of the Board of Directors, President, Vice-President, Treasurer, Secretary, Managing Agent, Managing Partner, Manager, Member, Partner, General Partner, Limited Partner, and other titles signifying any governing and operational authority and/or ownership for the Organization:

If, applicable, each Fictitious Name associated with the Organization is:

The name, address and social security number of the Responsible Person:

The names and addresses of each person who has a legal, equitable or beneficial ownership interest in the Organization of ten percent (10%) or more:

- (D) For a charitable, religious or other benevolent organization, state the name, address and social security number of the Responsible Person:

- (E) Identity of Premises. A liquor license granted by the City authorizes the sale of alcoholic beverages only for a specific Premises and only for specific locations within or on the Premises, such as a Building or, in some cases, an area outside any Building. A "Building," as used herein, is any structure for which a Building Permit was required under the City's Ordinances and, for which any Occupancy Permit is required under the City's Ordinances or the Ordinances, Law or Code of any other governmental entity having jurisdiction (for example, the Wentzville Fire Protection District).

1. The street address of the Premises: _____

2. The postal or street number or, as applicable, the location of each Building on the Premises for which the License is sought:

3. If the License shall be for the sale of alcoholic beverages at locations on the Premises other than the Buildings identified above, please describe the location on the Premises at which the sale of alcoholic beverages will occur:

4. Each Building at which a License for the sale of alcoholic beverages is sought has a current Occupancy Permit from each governmental authority having jurisdiction. Attached are copies of all Occupancy Permits required under the laws of any government authority having jurisdiction.

5. If a License is sought for an original package license, please state the type of business presently engaged in or in conjunction with which the license shall be used:

F. Qualifications of Licensee.

(Please attach a separate piece of paper with an explanation of any items marked Yes, except for item (c))

1. Responsible Person:

- (a) Has the Responsible Person ever held a liquor license, under the authority of any liquor licensing entity, which license has been revoked?
 Yes No
- (b) Is the Responsible Person delinquent in the payment of any real property tax, any tax levied by the City, any tax levied by the County of St. Charles, Missouri, nor any tax levied by the State of Missouri as of the date of this Application?
 Yes No
- (c) Is the Responsible Person a registered voter of the County of St. Charles, MO?
 Yes No
- (d) Is the Responsible Person in arrears for the payment of any City fee or charge?
 Yes No
- (e) Is the Responsible Person is in violation of any City Ordinance?
 Yes No
- (f) Has the Responsible Person ever been convicted of a felony?

Yes No

- (g) Has the Responsible Person has never been convicted of a violation of the provisions of any law applicable to the manufacture or sale of intoxicating liquor or non-intoxicating beer?

Yes No

2. Licensee:

- (a) Has the Responsible Person ever held a liquor license, under the authority of any liquor licensing entity, which license has been revoked?

Yes No

- (b) Is the Responsible Person delinquent in the payment of any real property tax, any tax levied by the City, any tax levied by the County of St. Charles, Missouri, nor any tax levied by the State of Missouri as of the date of this Application?

Yes No

- (c) Is the Responsible Person a registered voter of the County of St. Charles, MO?

Yes No

- (d) Is the Responsible Person in arrears for the payment of any City fee or charge?

Yes No

- (e) Is the Responsible Person is in violation of any City Ordinance?

Yes No

- (f) Has the Responsible Person ever been convicted of a felony?

Yes No

- (g) Has the Responsible Person has never been convicted of a violation of the provisions of any law applicable to the manufacture or sale of intoxicating liquor or non-intoxicating beer?

Yes No

3. Attached to this Application is a recent photograph of the Responsible Person.

4. Attached to this Application is a recent photograph of the Premises licensed and each Building at which the license shall apply.

5. Listed below are the names and residence addresses of all persons who will have management and/or supervisory control over the Premises for which a License is sought.

6. Listed below are five (5) persons, their names and contact information, who have known the Responsible Person and/or the Licensee. Each person listed has known the Responsible Person and/or the Licensee for at least five (5) years and has some familiarity with any past liquor operations by the Responsible Person and/or the Licensee.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

7. Listed below are the names of organizations and persons who have supplied at any time within the last six (6) months, currently supply, or are under agreement to supply in the future, any coin-operated vending or amusement devices used or to be used at the Premises:

8. Attached hereto or, as applicable, to be submitted before the Board of Aldermen Meeting at which this Application is considered, are true and correct copies of the liquor license issued by the State and the County of St. Charles, Missouri.

9. The License applied for herein is (check all that apply):

- Yearly Sale By Drink License.* Any person possessing the qualifications and meeting the requirements of this Ordinance may, upon payment of the applicable fee, obtain a license to sell intoxicating liquor, malt liquor and nonintoxicating beer for sale by the drink. The fee for such license shall be \$300.00.

- Yearly Package License.* Any person possessing the qualifications and meeting the requirements of this Ordinances may, upon payment of the applicable fee, obtain a license to sell intoxicating liquor, malt liquor and non-intoxicating beer for sale in the original package. The fee for such license shall be \$100.00.

- Sunday Sales.* Any person who is licensed under the provisions of this Chapter for a yearly sale by drink license or a yearly package license and who otherwise possesses the qualifications and meets the requirements of this Chapter may, upon payment of the applicable fee, apply for the following licenses to sell by the drink and/or in the original package, as the case may be, on Sundays between the hours of 9:00 A.M. and Midnight. The fee for such license shall be \$200.00.

Temporary License. Any person who possesses the qualifications, meets the requirements and complies with the provisions this Ordinance may apply for a special permit to sell intoxicating liquor or non-intoxicating beer at a picnic, bazaar, fair, or similar gathering. The permit shall be issued only for the day or days named therein and it shall not authorize the sale of intoxicating liquor for more than seven days by any such club or organization. The fee for such license shall be \$10.00 per day. See Ordinance 2024-23 for additional information.

10. Submitted with this Application is the fee as set by the City for the License applied for herein.

The undersigned has reviewed the current Ordinances of the City regulating the sale of alcoholic beverages within the City.

The undersigned, being first duly sworn upon his or her oath, states that the information provided above is true and correct to the best of the undersigned's knowledge, information and belief and that the undersigned is authorized by the Licensee first-listed above to provide the information stated above.

Signature

NAME

Position with or Relationship to Licensee

STATE OF MISSOURI)
) SS.
COUNTY OF ST. CHARLES)

On this _____ day of _____, _____, before me, a Notary Public in and for said state, personally appeared _____, known to be to be the person who executed this document and acknowledged to me that s/he executed the same for the purposes therein stated, and that the matters and things contained therein are true and correct according to the person's best knowledge, information and belief.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.

Notary Public

My Commission Expires: _____