

ABC LICENSE REQUEST

Processing Procedures

Alcoholic Beverage Control License Review Process:

- Applicant will file a completed State of Alabama ABC application with the Department of Development Services.
- Staff member/clerk shall identify parcel number and zoning.
- The applicant completes the County application and has it notarized.
- The appropriate fee is collected in accordance with the State Licenses Classification indicated on the application.
- When submission is complete, the Department of Development Services generates a cover memo requesting the review and comments, of the Departments of Shelby County who will consider the application. (Timeframe is generally two weeks)
- Approximate processing time through the County Commission is six weeks, the request will be heard twice by the Commission – ***the applicant must attend the second meeting which is a Public Hearing.***
- Your case will be scheduled for the first available County Commission meeting agenda. All reviews must be completed before the case will be scheduled. Documents that will be submitted to the Commission include: a report containing the individual department heads' comments, location map, a copy of the State application, License Type Classification and License Type Definitions. ****Note: The date of the 1st hearing will depend on receipt of all comments from the reviewing agencies.***
- Submission to the second County Commission meeting typically, but not always, follows the first meeting and includes: a report containing the individual department heads' comments, sample resolution, location map, a copy of the State application, License Type Classification and License Type Definitions. ***(THE APPLICANT MUST ATTEND THIS MEETING)***
- Ordinarily, the Commission will take action at the second meeting. Regardless of whether or not the application is approved, a letter is prepared to the State ABC Board containing the following information: Name of Applicant, Trade Name, Location (Street Address), Type of License, Statement that application was approved or denied and a copy of the Shelby County Commission resolution. This letter is sent to the applicant, the Commission office and to the Local ABC office, who will forward it on to Montgomery.

Types of Licenses:

The following is a listing of the types of ABC Licenses as set out by the State of Alabama for which fees are adopted each year by the Shelby County Commission:

| | |
|---|---|
| Lounge Retail Liquor – Class I | Warehouse License |
| Lounge Retail Liquor – Class II | Additional Warehouse – Wine, Beer or Both |
| Restaurant Retail Liquor | Special Events Retail |
| Club Liquor – Class I | Special Retail License – 30 Days or Less |
| Club Liquor – Class II | Special Retail – More Than 30 Days |
| Retail Beer – (On or Off Premises) | Retail Common Carrier |
| Retail Beer – (Off Premises Only) | Manufacturer of Denatured Alcohol |
| Retail Table Wine – (On or Off Premises) | Manufacturer of Alcohol Production Units |
| Retail Table Wine – (Off Premises Only) | Manufacturer |
| Liquor Whole Sale | Importer |
| Wholesale Beer Only | Brewpub |
| Wholesale Table Wine Only – 14.9% or Less | International Motor Speedway |
| Wholesale Table Wine & Beer Combined | |

Definitions for the above license types can be found in Title 28 of the Code of Alabama.

ABC LICENSE APPLICATION
SHELBY COUNTY DEPARTMENT OF DEVELOPMENT SERVICES
1123 County Services Drive, Pelham, AL 35124
(205) 620-6650/FAX (205) 620-6630

PROPERTY INFORMATION

Trade Name: _____ Case No. : _____
Parcel I.D. : _____ Zoning: _____
Relevant Case Nos. : _____ Fire District: _____ No. Acres: _____
Facility Address: _____
Application Date: _____ SCC 1ST Meeting Date: _____ SCC 2ND Meeting Date: _____
Received By: _____ Reviewed By: _____ Receipt No.: _____ Amount Paid: _____

CONTACT INFORMATION

Applicant Name: _____ Company: _____
Telephone: _____ Fax: _____
Mailing Address: _____
Street City State Zip

SITE DATA

Facility Type (check one): Detached Facility Attached Facility

The sale and service of alcoholic beverages will be (check one):

the principal primary function of the subject site an incidental function of the subject site.

Describe the Principal Primary Function and Incidental Function of the site not indicated above:

Days/Hours of Operation: _____

Live Entertainment Yes No Outdoor Music Yes No Dancing Yes No (If Yes, Explain Below)

Type of Establishment (check one): Restaurant Lodging Dinner Theater Public Club Private Club
 Retail Athletic and/or Sports Facility Bar Other, Explain: _____

ACKNOWLEDGEMENT

I, the undersigned applicant, do hereby certify and declare that the foregoing application was prepared by me and, to the best of my knowledge, reflects the true accurate facts pertaining to the information hereinbefore requested.

I, the undersigned applicant, understand that any false or misleading information contained within, or presented in connection with this application may be cause for denial of and/or subsequent revocation of the issued license.

The undersigned, being duly sworn, deposes and says that he is the person who executed this application; that the statements herein contained are true in every respect; that he has not suppressed any information that might affect this application; and that he has read and understands his affidavit.

Signature of Applicant STATE OF _____ COUNTY OF _____

Sworn before me this _____ day of _____, 20____

SEAL

Notary My Commission Expires

2006 ABC Submission Schedule

| County Commission Meeting Dates | Meeting Time | CC Submission Deadline★★ | ABC Application Deadline★ |
|--|-------------------------|-------------------------------------|--------------------------------------|
| January 9, 2006 | <i>8:30 a.m.</i> | January 3, 2006 | <i>December 21, 2005</i> |
| January 23, 2006 | 6:00 p.m. | January 17, 2006 | <i>January 4, 2006</i> |
| February 13, 2006 | <i>8:30 a.m.</i> | February 6, 2006 | <i>January 18, 2006</i> |
| February 27, 2006 | 6:00 p.m. | February 20, 2006 | <i>February 8, 2006</i> |
| March 13, 2006 | <i>8:30 a.m.</i> | March 6, 2006 | <i>February 22, 2006</i> |
| March 27, 2006 | 6:00 p.m. | March 20, 2006 | <i>March 8, 2006</i> |
| April 10, 2006 | <i>8:30 a.m.</i> | April 3, 2006 | <i>March 22, 2006</i> |
| April 24, 2006 | 6:00 p.m. | April 17, 2006 | <i>April 5, 2006</i> |
| May 8, 2006 | <i>8:30 a.m.</i> | May 1, 2006 | <i>April 19, 2006</i> |
| May 22, 2006 | 6:00 p.m. | May 15, 2006 | <i>May 3, 2006</i> |
| June 12, 2006 | <i>8:30 a.m.</i> | June 5, 2006 | <i>May 17, 2006</i> |
| June 26, 2006 | 6:00 p.m. | June 19, 2006 | <i>June 7, 2006</i> |
| July 10, 2006 | <i>8:30 a.m.</i> | July 3, 2006 | <i>June 21, 2006</i> |
| July 24, 2006 | 6:00 p.m. | July 17, 2006 | <i>July 5, 2006</i> |
| August 14, 2006 | <i>8:30 a.m.</i> | August 7, 2006 | <i>July 19, 2006</i> |
| August 28, 2006 | 6:00 p.m. | August 21, 2006 | <i>August 2, 2006</i> |
| September 11, 2006 | <i>8:30 a.m.</i> | September 5, 2006 | <i>August 16, 2006</i> |
| September 25, 2006 | 6:00 p.m. | September 18, 2006 | <i>September 6, 2006</i> |
| October 9, 2006 | <i>8:30 a.m.</i> | October 2, 2006 | <i>September 20, 2006</i> |
| October 23, 2006 | 6:00 p.m. | October 16, 2006 | <i>October 4, 2006</i> |
| November 13, 2006 | <i>8:30 a.m.</i> | November 6, 2006 | <i>October 18, 2006</i> |
| November 27, 2006 | 6:00 p.m. | November 20, 2006 | <i>November 8, 2006</i> |
| December 11, 2006 | <i>8:30 a.m.</i> | December 4, 2006 | <i>November 22, 2006</i> |
| December 26, 2006 | 6:00 p.m. | December 18, 2006 | <i>December 6, 2006</i> |

The date of the 1st hearing will depend on comment receipt from all commenting authorities.

★ *A complete application, applicable fees and all necessary information must be submitted to the Department of Development Services by 4:00 pm, Wednesday.*

★★ *Agenda Items must be submitted to the County Commission office by 4:30 pm.*

ABC Application Checklist

The following information constitutes a “complete” application:

- State of Alabama ABC Application
- Parcel Identification Number (*staff provided*)
- Zoning (*staff provided* if applicable)
- Appropriate Fire District (*staff provided*)
- Completed County Application - notarized
- Appropriate County Application Fee
- Transfer Agreement (if applicable)
- Applicant’s Phone Number (best daytime number)