

INFORMATION SHEET FOR
CITY OF TRUSSVILLE
ALCOHOL APPLICATION

1. The application for a City of Trussville alcohol license shall be made upon an appropriate form supplied by the City Clerk or taken from the City of Trussville website at www.trussville.org, forms, Alcohol Application. This original application, along with all supporting paperwork shall be filed with the City Clerk along with an application processing fee. All spaces and items must have a response. A response of not applicable or N/A is acceptable when a particular question does not relate to the entity making application.
2. There shall be an application fee of **\$250.00**. The City Clerk shall not accept the application until all fees are paid by the applicant to cover the expense of advertising, investigation, and processing. This fee is not refundable.
3. The applicant agrees to produce for oral interview any person(s) requested by the City Council, when deemed necessary to ascertain facts relative to the license application.
4. Copies of the application shall be distributed by the City Clerk to the Chief of Police, the city building inspector, and the city treasurer or designated revenue officer to aid in their investigation.
5. The application must state the type of license and the license code that the applicant is seeking. The license type and license code MUST match the ABC license type and the license code that was submitted to the state of Alabama ABC Board. Failure to specifically match the license type and code or use any license issued hereunder in a manner that is not consistent with the issued license may subject the applicant to having the City's approval of the license revoked or withdrawn; the applicant's business license suspended or revoked; or any other penalty provided for under the City's Code of Ordinances or at law.

See Table on Next Page

License Type	Description
010	Lounge Retail Liquor – Class I
011	Lounge Retail Liquor – Class II – (Package)
020	Restaurant Retail Liquor
031	Club Liquor – Class I
032	Club Liquor – Class II
040	Retail Beer – (On or Off Premises)
050	Retail Beer (Off Premises Only)
060	Retail Table Wine (On or Off Premises)
070	Retail Table Wine (Off Premises Only)
080	Liquor Wholesale
090	Wholesale Beer Only
100	Wholesale Table Wine Only – 16.5% or Less
110	Wholesale Table Wine & Beer Combined
120	Warehouse License
130	Additional Warehouse – Wine, Beer or Both
140	Special Events Retail
150	Special Retail License – 30 Days or Less
160	Special Retail – More than 30 Days
170	Retail Common Carrier
200	Manufacturer
210	Importer
220	Brewpub
230	International Motor Speedway
240	Non Profit – Tax Exempt
250	Wine Festival License
260	Wine Festival Participant License
300	Hospitality Management Program License
500	Direct Wine Shipper
510	Wine Fulfillment Center
520	Additional Wine Fulfillment Center
800	In- State Winery Off-Site Tasting Permit

6. City departments must conduct their investigation and furnish the complete report to the City Council within forty-five (45) days of receipt of the license application. The City Council may shorten or extend the timeframe of the investigation as deemed appropriate under the circumstances. The City Council shall act on the application within thirty (30) days of receiving the results of the completed investigation.

7. Upon receipt of an application, the City Clerk shall cause notice to be published by posting a public notice in at least three public places citywide, including City Hall. This notice must be published at least six (6) days in advance of the next regular meeting of the City Council and shall further state the time and place that same is to be considered and that at such time and place all interested persons shall have an opportunity of being heard in favor of or in opposition to the application.

8. No license shall be approved by the City Council when the distance between the premises to be licensed and a school, church, or library is less than seven hundred fifty (750) feet. Provided, however, that the aforesaid distance restrictions shall not apply in the following enumerated cases:

- (a) Where the licensed premises are separated from the school, church, or library by a street or highway having four (4) or more traffic lanes; or
- (b) Where the licensed premise is a grocery store as defined herein; or
- (c) Where the licensed premise is a restaurant as defined herein; or
- (d) Where the school, church, or library was established after the licensed premises began operation and said operation has not been abandoned or discontinued for a period of six (6) months.
- (e) An applicant seeking a special events license shall be a valid, responsible organization of good reputation. A special events license shall not exceed seven (7) calendar days. An applicant seeking a special events license shall obtain written authorization from the property owner, or the property owner's designee, approving of the issuance of the special event license. The applicant shall comply with all other conditions and terms contained in the Ordinance along with all applicable state law provisions.

9. By completing this application, the applicant hereby acknowledges and agrees to pay all alcohol license taxes by the 20th calendar day of the month next succeeding the month of collection. Any alcohol license tax not paid in full by the 20th calendar day of the month next succeeding the month of collection will subject the applicant enforcement actions and penalties as stated in the Code of Ordinances along with state law. This may include, but is not limited to, revocation of business license, revocation of alcohol license, and/or cited for violating the Ordinance and brought before the Municipal Court of the City of Trussville.

10. The application must list ALL individuals who are partners, members, officers, directors, and those who are managers. That portion of the application may be duplicated as needed.

11. A full copy of City of Trussville Ordinance No. 2019-009-ADM, as amended by Ordinance No. 2020-043-ADM & No. 2023-002-ADM, may be obtained at Trussville City Hall or from the City website. This ordinance details prohibited acts, prohibited persons, duties of the management, and other pertinent information. It is strongly suggested that you familiarize yourself with this ordinance.

CITY OF TRUSSVILLE ALCOHOL APPLICATION

Note: All questions must be answered. If the question is not applicable to your business, state Not Applicable or N/A. Incomplete or partially completed applications will not be accepted.

BUSINESS INFORMATION					
Business Trade Name					
Corporate Name					
Location Address					
City, State Zip					
Telephone				Fax	
E-mail Address					
Mailing Address					
City, State Zip					
Telephone				Fax	
E-mail Address					
Federal Tax Identification #					
State Sales Tax #					
Circle One:	Sole Proprietorship	Partnership	LLP	Corporation	LLC
Projected Opening Date					
Business Type	Restaurant	C-Store	Grocery	Retail	Other

Explain if "Other"			
Type of ABC License**	<u>License Type</u>	<u>License Code</u>	

** Refer to paragraph 5 in the Information Sheet. Attached is a list of licenses and corresponding license codes on Page 2. The license type and license code in this application MUST match the license type and license code submitted to the state of Alabama ABC Board. Failure to match the license type and code with that of the ABC Board may result in a delay in processing the application and/or the city council not approving the application**

APPLICANT INFORMATION			
Full Name			
Address			
City, State Zip			
How long at this Address?			
Telephone	Day	Night	
Date of Birth		Last four digits of Social Security #	
Place of Birth			
If Naturalized Citizen	Date	Place	
Drivers' License #	Number	State	

PARTNER, MEMBER, OFFICER, DIRECTOR, AND MANAGER INFORMATION					
Full Name					
Address					
City, State, Zip					
How long at this address?					
Telephone	Day		Night		
Date of Birth		Last four digits of Social Security #			
Place of Birth					
If Naturalized Citizen	Date		Place		
Drivers' License #	Number		State		
Affiliation with Company	Partner	Member	Officer	Director	Manager
If other than listed, please explain					

PARTNER, MEMBER, OFFICER, DIRECTOR, AND MANAGER INFORMATION					
Full Name					
Address					
City, State, Zip					
How long at this address?					
Telephone	Day		Night		
Date of Birth		Last four digits of Social Security #			
Place of Birth					
If Naturalized Citizen	Date		Place		
Drivers' License #	Number		State		
Affiliation with Company	Partner	Member	Officer	Director	Manager
If other than listed, please explain					

PARTNER, MEMBER, OFFICER, DIRECTOR, AND MANAGER INFORMATION					
Full Name					
Address					
City, State, Zip					
How long at this address?					
Telephone	Day		Night		
Date of Birth		Last four digits of Social Security #			
Place of Birth					
If Naturalized Citizen	Date		Place		
Drivers' License #	Number		State		
Affiliation with Company	Partner	Member	Officer	Director	Manager
If other than listed, please explain					

SITE LOCATION INFORMATION	
Name of Leased Property Owner(s)	
Leased Property Owner(s) Address	
Owner(s) Telephone	
<p>NOTE: If property is leased, a copy of the lease agreement under which the applicant has the right of possession must be attached. However the amount of monthly rental or other compensation paid to the lessee under said lease may be stricken on the attached copy.</p>	

MISCELLANEOUS

NOTE: All applications seeking the consent and approval of the City Council for a license shall contain the following information and statements. Responses shall be enumerated to coincide with the item numbers below if a second sheet is used.

1. Do the applicant; partners or members of a partnership or association or unincorporated enterprise; or officers or directors of a corporation, in any manner have a pecuniary (financial) interest either directly or indirectly in the profits of any class of business regulated under this article and/or the Alcoholic Beverage Licensing Code of the State of Alabama? If so, state the extent of said interest, including the name and location address of such other business entity or the location of a branch business of the same name.

2. Is the applicant the only person in any manner pecuniarily (financially) interested in the business to be licensed, except as stated, and will any other person be in any manner be pecuniarily (financially) interested therein during the continuance of the license?

3. Has the applicant made application heretofore for a similar or other liquor license? If so, the disposition of such application.

4. Provide a statement and a certified copy of the state criminal background check which shall be the same copy that was provided to the ABC Board showing criminal records of the applicant, each partner, member, officer, member of the board of directors, landlord, or manager to include every violation charged, irrespective of the disposition of each charge. Any cost in obtaining of the state criminal background check shall be paid solely by the Applicant.

5. Provide plans and renderings of the proposed premises to include a description or plan of that part of the lounge, club, hotel, restaurant, civic center or dinner theater where it is

proposed to keep and sell alcoholic beverages.

6. When the minimum seven hundred fifty (750) foot distance from the front door of the establishment to the main front door of any school, church, or library is not easily determined, a scale drawing shall be prepared by a registered surveyor showing the distance(s) between the doors of the two entities. This survey shall be made a part of the application.

7. Each applicant for a club liquor license shall also file with, and as part of the application, the following:

- (1) A certified copy of the certificate of incorporation, and of the constitution and by-laws of such club.
- (2) A verified list of the paid-up members of such club at the time of application, together with the resident address of each such paid-up member.
- (3) The name and residence address of the manager of the club. If the person shown as manager of the club ceases to be such manager, then the club shall notify the city clerk within five (5) days of such change, together with the name and resident address of any new manager.
- (4) A copy of any certificate from the Internal Revenue Service or Treasury Department concerning any exemption of the club from taxation.

ANSWER SHEET, IF NEEDED

Form may be duplicated

Question Number	Answer

APPLICANT CERTIFICATION

I, _____, do hereby certify that the attached application is true and correct to the best of my knowledge and belief. I further certify that all attachments have been supplied. I further certify that if I am signing on behalf of a corporate entity that I, as its _____, have authority to act on behalf of the corporate entity.

Applicant

Date

Subscribed and sworn before me this _____ day of _____,
20_____.

Notary Public

Commission Expiration Date