

Melvin Hyatt
CHAIRMAN

John G. Warner
COMMISSIONER

James C. Thomas
COMMISSIONER



**BOARD OF LICENSE COMMISSIONERS
FOR ANNE ARUNDEL COUNTY**

94 FRANKLIN STREET
ANNAPOLIS, MD 21401

(410) 222-1148
FAX: (410) 222-1810

**INFORMATION TO BE SUBMITTED FOR ALCOHOLIC BEVERAGE LICENSE
(UPGRADE)**

1. Six (6) copies of the financial information form for each applicant and investor.
2. Six (6) copies of the application form that has been completed by each applicant and the owner of the property and notarized.
3. Check for \$600.00 made payable to Anne Arundel County. This covers the cost of the hearing, advertising, and the sign for posting of the property.
4. Seven (7) copies of the location map clearly showing location of the tract of land within the County.
5. Seven (7) copies of the metes and bounds description of the said tract.
6. Seven (7) copies of a detailed site plan to scale, prepared by a registered land surveyor or engineer, depicting the location, heights, floor area and square footage of all buildings or structures, parking, number of parking spaces, and any other physical features inherent or proposed on the property.
7. Seven (7) copies of a registered survey showing distance from nearest church, school and County/public recreational facilities.
8. Seven (7) copies of a registered survey showing distance from any residential property. (This is only for music and/or dancing license).
9. Seven (7) copies of the Review Form for Alcohol Beverage License for the Office of Planning and Code Enforcement.
10. Seven (7) copies of the building floor plans detailing all building areas from which alcoholic beverages are to be sold, served or stored, showing improvements or interior details as to the layout of the various areas, along with indications of seating capacities, number of employees, etc.
11. Six (6) sets of the following:: Articles of Incorporation, by-laws, minutes of the stockholders meeting, stock certificates issued to the applicants, a list of all stockholders, any and all exhibits that will be presented at hearing.
12. One (1) set of the following: proof of residency and tax payer (paying taxes on real property) in Anne Arundel County for two (2) years preceding the filing of this application, along with a copy of your voters registration card, Workmen's compensation, Alcohol Awareness Certificate, Certificate of Use, Occupancy Permit, Retail Sales License, Traders License, Health Department License, Federal Special Occupational Tax Stamp and Capacity Sign if the application for a license is approved by the Board.