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BOARD OF LICENSE COMMISSIONERS FOR ANNE ARUNDEL COUNTY

INFORMATION TO BE SUBMITTED FOR ALCOHOLIC BEVERAGE LICENSE (UPGRADE)

1. Four (4) copies of the Financial information form for each applicant and investor.
2. Four (4) 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. Five (5) copies of the location map clearly showing location of the tract of land within the County.
5. Five (5) copies of the metes and bounds description of the said tract.
6. Five (5) 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. Five (5) copies of a registered survey showing distance from nearest place of worship and school. (This is only for off-sale licenses)
8. Five (5) copies of a registered survey showing distance from any residential property. (This is only for music and/or dancing license)
9. Five (5) copies of the Review Form for Alcohol Beverage License for the Office of Planning Code Enforcement.
10. Five (5) 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. Four (4) copies of the following: Articles of Incorporation, by-laws, minutes of the stockholders meeting, stock certificates issued to the applicants, a list of all stockholders, an original Certificate of Good Standing from the State Department of Assessments and Taxation, Franchise Agreement if applicable, any and all exhibits that will be presented at hearing.
12. Four (4) copies of 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, naturalization certificate if applicable and photocopy of driver's license for each applicant.
13. One (1) set of the following: Workers Compensation, Alcohol Awareness Certificate, Certificate of Use, Occupancy Permit, Retail Sales License, Traders License, Health Department License, Copy of Application for Federal Special Tax Stamp, and Capacity Sign, if the Board approves the application for a license.