

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



**INFORMATION TO BE SUBMITTED FOR ALCOHOLIC BEVERAGE LICENSE**

**(CHANGE IN CLASS)**

1. Original and Five (5) copies of the Application form that has been completed by each applicant and the owner of the property and notarized.
2. 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.
3. Original and Five (5) copies of the Review Form for Alcohol Beverage License for the Office of Planning Code Enforcement.
4. Original and Five (5) copies of the location map clearly showing location of the tract of land within the County.
5. Original and Five (5) copies of the metes and bounds description of the said tract.
6. Original and Five (5) copies of a current legible floor plan including furniture and fixtures to-scale *or* with dimensions.
7. Original and 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.
8. If applying for an off-sales license, or a Class D, original and Five (5) copies of a detailed site plan to scale, prepared by a registered land surveyor or engineer, depicting the location, heights, floor plan and square footage of all buildings or structures, parking, number of parking spaces, and any other physical features inherent or proposed on the property and showing the distances from the entrance of the proposed location to the entrances of the nearest religious facility and school unless exempt under § 11-1603, of the Annotated Code of Maryland, Alcoholic Beverages I, Titles 1-12.
9. If applying for live entertainment, dancing, or outdoor licenses, original and Five (5) copies of a registered survey showing zoning districts and labeling the area used for the activity within or outside the building. The distance of the closest part of these areas from all residentially zoned property must be shown
10. Original and Five (5) copies of the Review Form for Alcohol Beverage License for the Office of Planning Code Enforcement.