



INFORMATION TO BE SUBMITTED FOR ALCOHOLIC BEVERAGE LICENSE

(NEW)

1. Original and Five (5) copies of the financial information form for each applicant and investor.
2. Original and Five (5) 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. 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 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. Original and Five (5) copies of a current legible floor plan including furniture and fixtures to scale with dimensions.
7. 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.
8. 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
9. Original and Five (5) copies of the Review Form for Alcohol Beverage License for Office of Planning and Zoning.
10. Original and 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. Original and 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. Original and Four (4) copies showing proof of residency in the State of Maryland for the resident agent.
13. Five (5) photocopies of driver's license for each applicant.
14. Original and Four (4) copies of an Affidavit signed by the applicants appointing and authorizing a resident of the county to accept service on behalf of the establishment and licensee(s).
15. One (1) set of the following: Workers Compensation, Alcohol Awareness Certificate, Certificate of Use, Occupancy Permit, Retail Sales License, Traders License, Health Department License, and Copy of Application for Federal Special Tax Stamp, and Capacity Sign, if the Board approves the application for a license.