



City of Aurora, Illinois Local Liquor License Application



Incomplete applications will not be accepted.

Completed applications may be submitted to: City Clerk's Office, 44 E. Downer Pl.

Date Application Received _____

License Year:

New License:

Change in Ownership/Corporation:

Change in License Class:

APPLICANT INFORMATION

A. Corporation name: <input style="width:95%;" type="text"/>		Class Applying For: <input style="width:80%;" type="text"/>	
B. Business name (dba): <input style="width:95%;" type="text"/>			
C. Type of Business: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit			
C. Previous business name (if dba changed): <input style="width:95%;" type="text"/>			
D. Corporate Mailing Address if different from the physical location address (city, state, zip code): <input style="width:95%;" type="text"/>			
E. Business telephone: <input style="width:80%;" type="text"/>	F. Business website: <input style="width:80%;" type="text"/>	G. Business Email: <input style="width:80%;" type="text"/>	
I. Owner or Manager contact name for license: <input style="width:95%;" type="text"/>			
J. Contact telephone: <input style="width:80%;" type="text"/>		K. Contact e-mail address: <input style="width:95%;" type="text"/>	

BUSINESS ESTABLISHMENT LOCATION INFORMATION

A. Address applying for liquor license (exact street address):		B. Zip code	C. # Parking Spaces	
D. Total Building s.f.	E. Entertainment Area	F. Kitchen (Square Footage)	G. Total Number of Seats	H. Seating Area s.f.
I. Number of bar seats	J. Retail/public Area s.f.	K. Cooler s.f.	L. Dry Storage s.f.	M. Sale Counter s.f.

OFFICIAL USE ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Approved/Denied: _____
_____	Date Issued: _____
Mayor, Liquor Control Commissioner	

Application Checklist

(Check items to confirm attached to application)	Applicant	Office Use Only
Application Fee (\$250.00)	<input type="checkbox"/>	
Completed Local Liquor License Application (LLA).	<input type="checkbox"/>	
Completed Financial Disclosure Form (FDF) - for new establishments, expansion an existing establishment, or buying an existing business, when the business holds a Liquor License only.	<input type="checkbox"/>	
Copy of completed State Liquor License Application (https://www2.illinois.gov/ilcc/Pages/Applications.aspx) (in Section 3 do not include social security numbers or date of birth for local license application consideration)	<input type="checkbox"/>	
Certificate of Occupancy (issued by City of Aurora Building and Permits)	<input type="checkbox"/>	
Copy of the Articles of Incorporation	<input type="checkbox"/>	
Certificate of Good Standing from Illinois Secretary of State	<input type="checkbox"/>	
Floor Plan of Establishment (drawn to scale including all spaces including outdoor seating. Must include the layout of the establishment with tables, chairs, aisles, displays, cash register, bar, and lounge area with percentages and square footage of each space. Class O include all seating configurations.)	<input type="checkbox"/>	
Copy of Lease/Proof of Ownership.	<input type="checkbox"/>	
Proof of current Dram Shop Insurance Policy (Certificate of Liability Insurance) with City of Aurora listed as certificate holder at the maximum limit.	<input type="checkbox"/>	
Copy of State Certified Beverage Alcohol Sellers/Servers Training Certificate (BASSET) (servers and managers dated within past three years)	<input type="checkbox"/>	
Organization chart/ listing with Names, Title, Address and percentage of stock of Corporation officers and directors	<input type="checkbox"/>	
Certificate of Registration (Food & Beverage Tax– register with City of Aurora Revenue and Collections for liquor sales and payment of required bond).	<input type="checkbox"/>	
Copy of Menu (Class A, Class B, Class E, Class E-1, Class F, Class L, Class O, Class P, Class S and Class S-1))	<input type="checkbox"/>	
Copy of Health Department Certificate (for licensees who prepare and serve food for consumption on premises)	<input type="checkbox"/>	
Personal Information Form(s) (PIF) (one for each owner of 5% or owner, corporate officers to be listed on the license and on-site manager.)	<input type="checkbox"/>	
Current list of names, dates of birth and home addresses of all members (Class B)	<input type="checkbox"/>	

Corporation / Premises Questions

1.	<p>Is the corporation a subsidiary of a parent corporation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If, Yes state the parent corporation's name. _____</p>
2.	<p>Is the corporation obligated to pay a percentage of profits to a parent corporation or any person or entity not listed as a shareholder above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, explain. _____</p>
3.	<p>How long has the corporation been in the business of the retail sale of alcohol (years/months)?</p>
4.	<p>Do you have or intend to have a management contract with another entity or person, who is not a bona fide employee, to manage the licensed business for you? *Yes *No</p> <p>If Yes, state the name and address of the manager or management company. A management company affidavit must accompany this application. _____</p> <p>_____</p> <p>_____</p>
5.	<p>If this is a new license application, what kind of business was previously conducted in the space in which you intend to operate your business _____</p>
6.	<p>State the estimated value of goods, wares and merchandise to be used in the course of business.</p>
7.	<p>Other than when making an initial application for a license, has your corporation or any predecessor to or subsidiary or parent of your corporation ever been subject to charges, hearing, or investigation by any jurisdiction with respect to a liquor license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, list each and every charge, the date of the charge, the eventual disposition of the charge, and the municipality or other jurisdiction bringing the charge. If no charges were filed, state the reason(s) for the investigation or hearing.</p>
8.	<p>Please list names and addresses of other establishments the business or partners owns and operates that have active licenses within the State of Illinois.</p>
9.	<p>Is the premises within 100 Feet of a church, grade school, middle school, alternative school or high school, hospital, or home for the indigent? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

10. If applicant is applying for a **Class B - Fraternal Society or Club Liquor License**:

A. How many dues-paying members do you have? _____ (Attach a listing of members' names and addresses.)

B. Does your club have the qualifications described in the Illinois Act and the City of Aurora Liquor Ordinance?: Yes No

11. Does your establishment have entertainment? Yes No

If Yes, what form(s) of entertainment do you offer? Bands/Solo DJ Televised Sports

Other: _____

Days and hours entertainment planned:

SUN	MON	TUES	WED	THUR	FRI	SAT

12. Do you employ security?

Yes No Only when entertainment is held

If Yes, do you: Hire Private Security Company Use On - Staff Employees

Hire Off- Duty Police Officers Combination of the Above

If you hire a Private Security Company, please provide the company name and contact person.

13. Do you have security cameras on premise? Yes No

If yes, are they: Indoor Outdoor Both

If yes, please provide a brief description of the location(s): _____

14. For Classes required to serve food for consumption on the licensed premises, please list the name of the chef(s) for the location applying for a liquor license:

15. For **Class G-1**, check the retail item categories available for purchase at the location:

Dairy Baked Goods Frozen Goods Groceries

Snack Foods Health Aids Beauty Aids

Affidavit

I, authorized agent(s) for the applicant, first being duly sworn, under oath, depose and state that the information contained in the foregoing application is true and correct.

I also understand that any untrue, inconsistent, incorrect or misleading information contained herein shall be cause for the refusal to grant, non-renewal or the revocation of any license granted pursuant to this application.

I further state that I have read and understand all applicable laws, including, without limitation, statutory provisions set forth in the Illinois Liquor Control Act of 1934, 235 ILCS 5/1-1, et. seq. and Chapter 6 of the City of Aurora's Code of Ordinances and fully understand my obligations under said applicable local laws.

I swear and affirm not to violate any of the relevant laws of the United States, the State of Illinois or any of the ordinances of the City of Aurora in the conduct of the place of business described herein. I understand and agree that if I violate any local, state or federal laws regarding alcohol sales, consumption or possession, while I have a City of Aurora Liquor License, said license may be suspended or revoked. If said violation occurs within the first year (probationary period) a liquor hearing will be called and the license may be revoked immediately, with no progressive discipline required.

I further authorize the City of Aurora or any of its designated agents to contact any agency or individual named or referred to in this Application for the purpose of verifying and/or clarifying any information I have provided herein.

I further certify that if any of the foregoing information changes during the course of the current license year, including, without limitation, changes to the status of the State liquor license, changes in the corporate stockholder shares or corporate officers, I will notify the City of Aurora, in writing, within seven (7) days of such change.

Corporate/LLC Signatures

Individual/Partnership Signatures

President

Signature

Secretary

Signature

Treasurer

Signature

Signed and sworn to before me this _____ day of

_____, 20____.

Notary Public

(SEAL)