

## **Alcohol Beverage Package or Consumption License Application**

The City of Dunwoody has established the following application to allow for the lawful pouring of alcohol in accordance with the City of Dunwoody's Alcohol Beverages, Chapter 4 as it pertains to Alcohol Beverage Privilege Licenses.

An Alcohol Beverage Privilege License is required for any establishment selling Alcohol Beverages for consumption on or off premises within the city limits of Dunwoody.

In order to sell, offer for sale, or otherwise dispense any alcohol beverages within the City, the establishment must first obtain a license from the City of Dunwoody.

Alcohol Beverage Privilege Licenses are issued to individual establishments at the specific address. The License is not transferable to a new owner or new address. The Alcohol Beverage Privilege License will expire each year on December 31<sup>st</sup>. It is the establishment's responsibility to renew the license each following year.

The City Manager reserves the right to revoke any license that is not in compliance with the law at any time without refund. Should he choose to do so there will be written notification sent to the licensee.

Please submit the following Alcohol Beverage Privilege License Application and required supplemental materials in person (detailed in the following checklist) to the Finance Department located at 4800 Ashford Dunwoody RD, Dunwoody, GA 30338. If you have questions, please do not hesitate to contact the Finance Department at 678.382.6700.



## Alcohol Beverage Package or Consumption License Checklist

# **Application Requirements:** ■ Applicant/Licensee Information Personnel Statements for the applicant/licensee, and all officers of the company ☐ Signed & Notarized Affidavit from Applicant (Notarized) 2 Passport photos for all Personnel Statements ☐ Copy of Menu (If Applicable) ■ Registered Agent 2 Passport photos of the Registered Agent ☐ SAVE Affidavit Form (Notarized) ■ Background Check Consent Form for Licensee ■ Background Check Consent Form for Registered Agent ☐ Background Check Consent Form for any and all owners or partners with 10% or more ownership (If Applicable) Occupational Tax Registration ☐ Alcohol Excise Tax Acknowledgement (If Applicable) ☐ Copy of the lease to the premises, or proof of ownership of the premises, or proof of authorization for use of the premises ☐ Legal Land Survey (New Applicants—see description on following page) □ Floor Plan Drawing ■ Review by Zoning Department □ Certificate of Occupancy ☐ Fire Department Approval ☐ Health Department Approval □ Copy of FOG (Fats, Oils, Grease) Compliance Inspection from DeKalb County Dept. of Watershed (Restaurants only) ■ Patio Permit (If Applicable) For consumption on premise with outdoor seating. Form is located on website. ■ Pouring Permits required for all Managers/Supervisors (If Applicable) o For consumption on premise licenses. Form is located on website. Application Required Attachments: ■ Payment in Full (Cash in person, Cashier's Check or Money Order ONLY)

- ☐ Signed Authorization for Criminal Background Check
- ☐ Fingerprinting by the City of Dunwoody Police Department (Tuesdays & Thursdays: 9:00am-10:45am or 1:00pm-2:45pm)
- ☐ Photographing by the City of Dunwoody Police Department (Tuesdays & Thursdays: 9:00am-10:45am or 1:00pm-2:45pm)

### The following items may be required, if applicable:

- Arrest and Conviction Information, including:
  - date(s) of conviction or arrest
  - charge(s)
  - location(s)
  - dates served in jail
  - dates served on probation or parole



### **Description of an accepted Legal Land Survey**

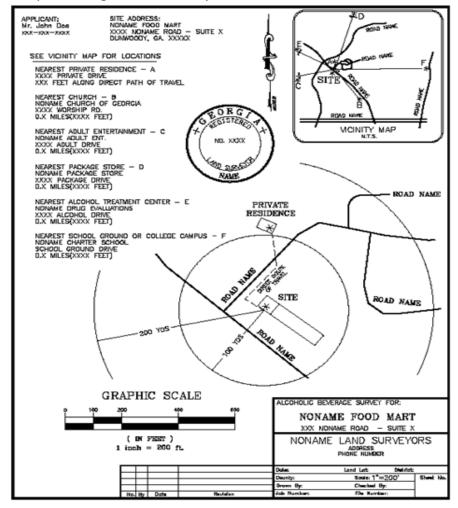
A valid legal land survey must meet the requirements detailed in the City of Dunwoody Chapter 4 Alcoholic Beverage Ordinance, Section 4-99 Distance from churches, school, etc., which can be found in the Code of Ordinances on our website at <a href="https://www.dunwoodyga.gov">www.dunwoodyga.gov</a> or by calling the Finance Department at 678.382.6700.

### \*\*Please note, all legal land surveys must be certified by a registered surveyor\*\*

Distances shall be clearly indicated on the legal land survey and measured using the most direct route of travel on the ground by measuring:

- (1) From the front door of the structure from which alcoholic beverages are sold or proposed to be sold; and
- (2) In a straight path to the front door of the building or to the nearest portion of the grounds.

An example of an acceptable legal land survey is below:





# **Alcoholic Beverage License Application**

	Busi	ness Name:		Busine	ess Addre	ess:		City/S	tate/Zi	ip:
e On	Busi	ness Telephone	2:	Mailing	g Addres	s:		City/State/Zip:		
Business Iformatic	Che	Check One: ( ) New Location ( ) New Licensee ( ) New Ownership Other -Specify Type of Chang								
Busi Inforr	Typ	e of Business: Convenience Grocery with Super Marke of License: Consumption Retail/Packa	e/Grocery n Gas et n on Premise		Restaur Nightclu Package Country	ıb/Bar e/Liquo	r Store	0		ican Legion Post (Elks Club)
License Information		Admin: Beer and Admin: Liquor Beer Only Wine Only Beer & Wine Liquor-Retail of Additional Mov Additional Fixe Sunday Sales Patio Permit	r COP able Bars d Bars <b>Tot</b>	\$10 \$20 \$50 \$7! \$33 \$2! \$50 \$9:		X X X X X X X	f of Month	= = = = = = = = <b>Fee:</b>		cense Fee Due
										ninimum food sales dalcohol sales for
		ng establishm								
		LICANT/LICENS	EE NAME	<u> </u>				NA: 1 11		
	Last	:		First:				Middle	:	
		ses / Stage Nan				Socia	I Security I			
	Cou	nty of Residenc	e: Home	e Addre	ess:			City/S	tate/Zi	ip:
dir		e of Ownership: Single Proprieto		hip ( ) <i>i</i>	Associati	on ( ) (	Corporation	or LLC		
nersł on	Corp	oorate Name:		Corpoi	rate Addı	ess:		Date of Inc.	f Inco	rporation/State of
Applicant/Ownershi Information		oorate Officers artners	Home Addre	SS	City/Sta	te/Zip	% of I	nterest		Social Security #
ant, Ifor										
plica In										
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false swearing. The application	includes all attachments and	d forms that are required for processing the Licensee, do lication are true and correct and that no
false or fraudulent statements a	s and statement on this app ire made herein to obtain ar	nication are true and correct and that no alcoholic beverage license.
Signature of Applicant/Licensee	: Date:	Seal:
Signature of Notary Public:	Date:	
Will you have entertainment? I	f Yes, Describe in Detail.	
	he state of Georgia? If Yes,	ownership interest in any other licensed give the name of that person, name of
interest in this business:	•	n for each person having any ownership Security # Date of Birth %Interest
-		
-		
List the Name and address of olessor or sub lessor: Owner Building: Owner Land: Lessor:	-	land and the name and address of the
Sub-Lessor:		
How much money is being investoral amount of money paid	<u> </u>	
Name of Person Home	Address City/	State/Zip Amount of Money
How Much of the Money is being Total amount borrowed		
Name of Bank, Business or Pers		dress City/State/Zip





Name and Home Address of the Manager:
Have you attached a copy of the floor plans of this business showing inside layout of the store including entrance(s) and exit(s). Night clubs and restaurants needs to show kitchen, bathrooms dining areas, entertainment area and any offices. ( )Yes ( ) No
Have you attached two (2) registered agent forms with pictures of the agent? ( ) Yes ( ) No
<ul> <li>If you are a gas station that is selling beer and wine, applying to sell liquor:         <ul> <li>Have you submitted as built plans to the Community Development department showing that there are no common storage areas or doors, or common cash registers to the area of the store selling products other than distilled spirits. (Yes/No)</li> <li>Have you registered a second and separate legal address for the area of the store selling products of than distilled spirits. (Yes/No)</li> <li>Have you submitted an personnel statement proving separate employees for each location (Yes/No)</li> </ul> </li> </ul>
*** Please note any application that does not submit all of the above requirements will be denied.
Have you received a copy of the City of Dunwoody Alcoholic Beverage Ordinance? ( ) Yes ( ) No <b>No application may be processed without acknowledgement of receipt of this document.</b>

Staff Use Only	
Permit #:	Permit Fees:
Approved/Denied By:	Expiration Date:
Approval Date:	Denied Date:



# **Personnel Statement**

	NAME	NAME		NAME		
	Last:	First:		Middle:		
	Sex: □ Male □ Female	Aliases / Stage N	Names:	Social Security Number:		
tion	Home Address:		City/State/Zip:			
Applicant Information	Date of Birth / /	Phone:		BIRTHPLACE City: State:		
icant I	Are you a U.S. Citizen?	Naturalized? Provide Certificate No.(Yes/No)		Date, Place, Court.		
Appl	Petition Number	Derived Parents	Certificate No.	Alien Register No.		
				must be provided at the time		
	of application. The application		ceptea withou			
	Native Country	Date of Entry		Port of Entry		
	Marital Status	If Married, Spou	se's Name:	Spouse's SS No.		
	Spouse's Date of Birth:	Spouses Employ	er:	Address of Spouse's Employer:		
	Business of Employment:					
ss tion	Job Title:		Supervisor:			
Business Iformatic	Street Address:	SS:				
Bu Info	Phone:		Length of Emplo	oyment:		
	% Ownership if any:		Salary or Annua	l Compensation:		
	in distilling, bottling, rectifying, locations of interest in each.  1)			olesale or retail business engaged Yes/No) If Yes, give names and		
ation	2)					
ati	3)					
Additional Inform	Have you ever had any financia license? (Yes/No) If so give deta		alcoholic bevera	ge business whish was denied a		
Additi	employed, or have been employed	ed, ever been cite er or any local	ed for any violati ordinances/regu	held, a financial interest, or are on of the rules and regulations of lations relating to the sale and		





If during the past ten years you have bought and sold any alcoholic beverage business give details (date, license number, persons and considerations involved).

Have you ever been denied bond by a commercial security company? (Yes/No) If Yes, give details.

Have you ever been arrested or held by Federal, State, or Other law-enforcement authorities, for any violation of any federal law, state law, county or municipal law, regulation, or ordinances? A criminal background investigation will be conducted to verify this information. (Do not include traffic violations. All other charges must be included even if they were dismissed.

Reason Charged or HeldDatePlace of ChargeReason Charged or HeldDatePlace of Charge

No Arrests? (Yes/No)

Attached additional Arrests? (Yes/No)

Please list any other names used by the applicant (maiden name, names by former marriages, former names, aliases, nicknames, etc) Specify which and show dates used.

ecord First)	Fro Month	om Year	T Month	o Year	Occupation and Description of Duties Preformed	Salaries Received	Employers	Reason for Leaving
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yment Recent								
ploy ost R								
Employ (Most								
		Dates			Stroot	6	ity	Ctata
Past	Fro	om	То		Street	C	ity	State
the I								
for t								
ces en Y								
Residences Ten Y								
Resi								





# **Personnel Statement Affidavit**

NOTE: Before signing this statement, check all answers and explanations to see that you have answered all questions fully and correctly. This statement is to be executed under oath and subject to the penalties of false swearing, and it includes all attached sheets submitted herewith.

State	of	Georgia,	do solemniv sv	County. I vear, subject to the penalties
		nat the statements and a tare true and correct.		the applicant in the foregoing
Applicant'	's Signatur	e:		
foregoing therein, a	applicatio	n stating to me that he k oath actually administer	new and understood all s	signed his name to the tatements and answers made said statements and answers
				Please Attach Original Photograph (front view) taken within the past year (copies are not acceptable).
Sworn an	d Attested	before me on this	day of	, 20
Notary Si	gnature/S	eal:		
		St	aff Use Only	
Permit #			Permit Fe	
Approved Approval	I/Denied By	<u>':</u>	Expiratio	
IADDroval	Dare:		Denied D	ate:





# **Registered Agent Form**

	NAME	NAME		NAME
	Last:	First:		Middle:
t tion	Date of Birth: / /		Social Secu	urity Number:
Agent	Home Address:		City/State/	Zip:
A info	Are you a U.S. Citizen?	Home Telephon	e Number:	Business Telephone Number:
	Sex: □ Male □ Female	BIRTHPLACE City:		BIRTHPLACE State:
	Business Name:			
Business	Street Address:		City/State/	/Zip
registe perfor Article	m all obligations of such agen	cy under the praise consent	and/or dir rovisions o t to the	hereby consent to serve as the ectors of the above business and to f City of Dunwoody Code Chapter 4 required criminal background
Signat	ture of Agent:		Da	te:
agent. C <b>oun</b> t to cov	. It is the owner's responsil ty. Please attach a cashier's c er the background investigation nsion or revocation of your alc	<b>bility to maint</b> theck or money on. Failure to m	ain a regi order for s naintain a r	the person shown above to be their stered agent who lives in DeKalb \$50.00 payable to City of Dunwoody registered agent shall be grounds for
	Licensee Name			
	Licensee's Signature	Date		
	Owner's Name			Two Pictures taken within the last year
	Owner's Name Owner's Signature	Date		Two Pictures taken within the last year are required. Attach one picture of the agent here on each form.
		Date Title		are required. Attach one picture of the





### O.C.G.A. § 50-36-1(e)(2) SAVE Affidavit Verifying Status for City Public Benefit

### \*\*This form is required for ALL LICENSES/PERMITS by State Law\*\*

By executing this affidavit under oath, as an applicant for an <u>alcohol license</u>, as referenced in O.C.G.A. § 50-36-1, from the City of Dunwoody, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

,	I am a United States citizen copy of either current State Driver's L	icense, Passpor	t, or Military ID)	
(Must include	I am a legal permanent resident on a copy of your current State Driver's Lyment Authorization Card			ent Residen
3)	I am a qualified alie and Nationality Act with an alien r Security or other federal immigrat	umber issued b	rant under the Federal I y the Department of Ho	
	a copy of your current State Driver's L yment Authorization Card)		r a copy of your Perman	ent Residen
	**My alien number issued by the immigration agency is:			ther federa
	applicant also hereby verifies that he e and verifiable document, as require			
The secure and ve	erifiable document provided with this a	affidavit can bes	t be classified as:	
makes a false, fict	ove representation under oath, I under itious, or fraudulent statement or repraises as a second contract of the statement of	esentation in an	affidavit shall be guilty	
Executed in	(city), (sta	ate).		
	Signature of Applicant		Date	
	Printed Name of Applicant		-	
SUBSCRIBED AND	SWORN BEFORE ME ON THIS THE _	DAY OF	, 20	
	My C	ommission Expir	es:	
NOTARY PUBLIC/S		•		



# **Alcohol Excise Tax Acknowledgement**

Pursuant to the Chapter 4 Alcoholic Beverage Ordinance, all licensed businesses in the City of Dunwoody that hold a valid City of Dunwoody Alcoholic Privilege License to serve **liquor for consumption on premises** must be responsible for submitting their monthly Alcohol Excise Tax returns. Below is an excerpt of Article 8 Excise Tax from the Chapter 4 Alcoholic Beverage Ordinance.

### Tax Imposed on Sale of Drinks Containing Distilled Spirits

There is imposed upon the retail sale of drinks containing distilled spirits in the City a tax in the amount of three per cent (3%) of the purchase price of the drink to the consumer. A record of each sale shall be made in writing and maintained for inspection by any authorized agent of the City.

#### Licensee to Collect and Remit

Every consumption on the premises licensee shall collect the tax imposed by this article from purchasers of drinks containing distilled spirits. The licensee shall furnish such information as may be required by the City of Dunwoody to facilitate the collection of the tax.

### Payment and Returns by Licensee

- (a) Each licensee shall pay over the amount of taxes collected and coming due under this Article in any calendar month to the City not later than the **twentieth day of the following calendar month**.
- (b) On or before the twentieth day of each month, a return for the preceding month shall be filed with the City of Dunwoody by each licensee liable for the payment of tax under this article. Returns shall be in such form as the City may specify and shall show the licensee's gross receipts from the sale of drinks containing distilled spirits and the amount of taxes collected or coming due thereon.
  - Any amounts collected in excess of three per cent (3%) of the taxable sales shall be reported and paid to the City.
- (c) Licensees shall be allowed a percentage of the tax due and accounted for and shall be reimbursed in the form of a deduction in submitting, reporting, and paying the amount due, if said amount is not delinquent at the time of payment. The rate of deduction shall be the same rate authorized for deductions from State sales and use tax under O.C.G.A. § 48-8-50.

Alcohol Excise forms can be found on our website at <a href="www.dunwoodyga.gov">www.dunwoodyga.gov</a>. Please sign and date below acknowledging that you understand your responsibility to report your monthly Alcohol Excise Taxes to the City of Dunwoody.

Signature:	Date:	Conta
Ducin and Manage		<u>Nikki.W</u>
Business Name: Phone:	<u> </u>	

**Contact for Excise Taxes** 

Nikki Wilson 678.382.6760 Wilson@dunwoodyga.gov



# **Background Check Consent Form**

\*\*\*PLEASE NOTE: Background Checks are only performed between the hours of 9AM-10:45AM and 1PM-2:45PM on Tuesdays and Thursdays.

I authorize the **<u>Dunwoody Police Department</u>** to receive any background record information pertaining to me, which may be in the files of any federal, state, and/or city criminal justice agency in Georgia. I also acknowledge that I received a copy of my privacy rights in accordance to both Federal and State regulations.

Print Full Name:					
Date:					
Driver's License No:					
Are you a U.S. Citizen?	′es No_				
If no, you will need to have	e your Green Card	<b>l available.</b> Cour	ntry of Birth:		
Date of Birth:	Race:Sex:	Social Sec#	:		
Street Address:					
City:	County:	State:	Zip:		
Business Name:					
Business Address:					
Signature of Applicant:					
For Finance Dept Use Only	:				
<ul><li>Only Background Chec</li><li>Only Background Chec</li><li>Return Results to Fina</li></ul>	ck & Fingerprints (No ck (No Permit Requin nce Department	red)			
Employee Completing:					
Meets Permit/License Require	ments:	Does Not Meet Pe	ermit/License Requirements:		





As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-335(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<a href="http://gbi.georgia.gov/obtaining-criminal-history-record-information">http://gbi.georgia.gov/obtaining-criminal-history-record-information</a>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (http://gbi.georgia.gov/obtaining-criminal-history-recordinformation).





### PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

2018-05 Attachment B