



Alcoholic Beverage License Application Office of the City Clerk

P. O. Box 247
186 Hwy 441 Bypass, Baldwin, GA 30511

This application must be signed by the applicant and notarized. **EACH AND EVERY QUESTION MUST BE FULLY ANSWERED. IF THE QUESTION DOES NOT PERTAIN, PLEASE INDICATE WITH "N/A."** If the space provided is insufficient, answer on a separate sheet and indicate in the space provided that a separate sheet is attached. When completed, the application must be dated, signed, and verified under oath by the applicant in front of a notary public. Completed and notarized application must be submitted to Baldwin City Hall along with the licensing fee(s), administrative fee, inspection fee, and Sunday Sales License fee with **all separate checks** (payable to the City of Baldwin). **The applicant must be 21 years of age or older.**

NOTICE: Any false answer to any question could result in the denial of a license, or in the event a license is issued, in the revocation or suspension of the license. *If the Business Owner is different from the Applicant, fingerprinting and consent forms are required for each.*

FOR OFFICE USE ONLY

Name of Business _____

Date Received _____ Date Approved/Denied _____

Local Licensing Number _____ State Licensing Number _____

License Fee Enclosed \$ _____ Check Number _____

Sunday Sales Fee Enclosed \$ _____ Check Number _____

Administrative Fee Enclosed \$ _____ Check Number _____

Inspection Fee Enclosed \$ _____ Check Number _____

Total Fees Enclosed \$ _____

Establishment Inspected: Date _____ By _____

- Inspection Report Attached
- Federal & State Background Check Attached
- Application Approved
- Application Denied

Reviewed By _____

PLEASE PRINT OR TYPE

DATE _____

Name of Business (and DBA)

Name of Owner

Name of Managing Agent

- New Application
- Renewal Application; License No. _____
- Change in Existing License (check all that apply); License No. _____
 - Applicant/Designated Agent
 - Manager/Managing Agent
 - Business Name
 - Owner
 - Location

Section 1: Type of License Applied For: (Check All that Apply to Business)

- Package Malt Beverage (based on sq. footage - see Attachment A, "Fee Schedule")
- Package Wine ((based on sq. footage - see Attachment A, "Fee Schedule")
- Package Distilled Spirits (Liquor)

- Pouring Malt Beverage - \$1,000.00
- Pouring Wine - \$1,000.00
- Pouring Distilled Spirits (Liquor) - \$1,000.00

- Sunday Sales - \$150.00

- Farm Winery License (and/or for tasting room) - \$2,000.00

- Wholesale Dealer within City Limits - \$2,000.00
- Wholesale Dealer Outside City Limits - \$100.00

In addition to the above fees, an administrative fee of \$250.00 and an inspection fee of \$35.00 must accompany this application.

Section 2: Type of Business

- Grocery Store Retail Restaurant
- Convenience Store Bed & Breakfast Farm Winery and/or Tasting Room
- Wholesaler Hotel
- Other; Please explain: _____

Section 3: City Ordinance Compliance

- A. For package sales, is the place of business at least 300 feet from any church, school building or grounds, college building or grounds, alcohol treatment center, or housing authority property?
- Yes No N/A
- B. For distilled spirits sales for consumption on the premises (pouring), is the place of business at least 300 feet from any church, alcohol treatment center or housing authority property and at least 600 feet from any school building or grounds, college building or grounds, or educational building?
- Yes No N/A
- C. For distilled spirits sales by the package, is the place of business at least 1500 feet from any other business licensed to sell distilled spirits by the package?
- Yes No N/A
- D. For wine or malt beverage sales for consumption on the premises (pouring), is the place of business at least 300 feet from any alcohol treatment, housing authority property, church, school building or grounds, or college building or grounds?
- Yes No N/A

Each new application must be accompanied by a scale drawing of the premises, showing its location with respect to all streets within 600 feet in every direction. Such a drawing shall depict all churches, school buildings, and pertinent facilities.

Section 4: Name to Which the License Will be Issued (if approved)

Business Name (Including DBA) _____

Business Phone _____ Business Fax _____

Business Email _____

Business Location Address _____

Business Mailing Address _____

Section 5: Applicant (must be 21 years of age or older)

Company Name _____ EIN _____

Individual Name _____ SSN _____

Residence Address _____

Individual's Phone Number _____

A. Applicant's Previous Employment (most recent to oldest)

1. Employer _____ Title _____

Address of Employment _____

Time Period (month/year) _____ to _____

2. Employer _____ Title _____

Address of Employment _____

Time Period (month/year) _____ to _____

3. Employer _____ Title _____

Address of Employment _____

Time Period (month/year) _____ to _____

B. Applicant's Previous Addresses (other than present, most recent to oldest)

1. Address _____

County _____ How Long _____

2. Address _____

County _____ How Long _____

3. Address _____

County _____ How Long _____

List ALL previous arrests and dispositions of the charges, including driving under the influence, and the date and place of arrest and conviction.

1. _____
[] Conviction [] Dismissal What Jurisdiction? _____
2. _____
[] Conviction [] Dismissal What Jurisdiction? _____
3. _____
[] Conviction [] Dismissal What Jurisdiction? _____

Section 6: Managing Agent

The Managing Agent, if different than applicant, must be a resident of Habersham or Banks County and 21 years of age or older. Managing Agent must attach proof residency with 2 of the following 3 documents: a current utility bill in your own name (not the name of any company or other entity), a current voter registration card, or a valid driver's license.

[] Same as Applicant (from Section 5)

Name _____ SSN _____

Residence Address _____

Mailing Address _____

Phone Number _____

Note: If there is a change in the managing agent, the licensee shall notify the City of Baldwin within 30 days of the change. A fee of \$100.00 will be charged for the processing of an application for the change of Managing Agent and such applicant will be subject to fingerprint and consent form requirements.

A. Applicant's Previous Employment (most recent to oldest)

1. Employer _____ Title _____
Address of Employment _____
Time Period (month/year) _____ to _____
2. Employer _____ Title _____
Address of Employment _____

Time Period (month/year) _____ to _____
3. Employer _____ Title _____
Address of Employment _____
Time Period (month/year) _____ to _____

B. Applicant's Previous Addresses (other than present, most recent to oldest)

1. Address _____
County _____ How Long _____
2. Address _____
County _____ How Long _____
3. Address _____
County _____ How Long _____

Section 7: Type of Ownership

Please mark the appropriate box and fill out section a, b, or c as indicated.

[] Sole Proprietorship (section a) [] Partnership (section b)
[] Limited Liability Company (section b) [] Corporation (section c)
[] Other (Please explain) _____

Section 7A - For Individual

Full Legal Name _____ SSN _____
Home Address _____
Date of Birth _____ Phone Number _____

Section 7B - For Partnership or LLC

Partnership or LLC Name _____

Partners or LLC members having a 5% or greater interest shall list the names, addresses, and ownership interest of each:

Full Legal Name _____ % Interest _____

Home Address _____

Length of Residency _____ Age _____ Phone No. _____

Full Legal Name _____ % Interest _____

Home Address _____

Length of Residency _____ Age _____ Phone No. _____

Full Legal Name _____ % Interest _____

Home Address _____

Length of Residency _____ Age _____ Phone No. _____

Section 7C - For Corporation

Name of Corporation _____

(Name must be shown exactly as in Articles of Incorporation or Charter)

Date of Incorporation _____ Place of Incorporation _____

Address _____

Phone Number _____

Officers

Full Legal Name _____

Office Held _____ % Stock Owned _____

Home Address _____

Length of Residency _____ Age _____ Phone No. _____

Full Legal Name _____

Office Held _____ % Stock Owned _____

Home Address _____

Length of Residency _____ Age _____ Phone No. _____

Full Legal Name _____

Office Held _____ % Stock Owned _____

Home Address _____

Length of Residency _____ Age _____ Phone No. _____

Section 8: Property

Owner of the property (land and building) where the business will be located. Please attach evidence of ownership of the building or proposed building. If property is leased, must attach a copy of the lease or if a franchise, attach a copy of the franchise agreement or contract.

Property Owner Name _____

Address _____

Is the space where the business is to be located rented or leased?

Yes No N/A

If yes, please state the name of landlord or lessor, address, and phone number.

Name _____ Phone No. _____

Address _____

If the space is rented or leased, is the rent for the premises to be paid to the landlord or lessor on a percentage of the business or contingent upon the amount of business done?

Yes No N/A

Section 9: Residency/Age Requirement

Is the applicant and Managing Agent at least twenty-one (21) years of age or older?

Yes No N/A

Is the Applicant: (check one)

- A United States citizen
- A legal permanent resident
- A qualified alien or non-immigrant under the Federal Immigration and Nationality Act and lawfully present in the United States

Is the Managing Agent: (check one)

- A United States citizen
- A legal permanent resident
- A qualified alien or non-immigrant under the Federal Immigration and Nationality Act and lawfully present in the United States

Section 10: Disclosure of Previous Denials

Is there any person, managing agent, registered agent, or anyone holding a five percent (5%) interest or more in this business who has applied for a beer, wine, and/or liquor license from the City of Baldwin or another City or County in the State of Georgia or other state or political subdivision, and was denied?

- Yes No **If yes, please give full details of disposition on separate sheet.**

Is there any person, managing agent, registered agent, or anyone holding a five percent (5%) interest or more in this business who has had an alcoholic beverage license revoked or suspended by or surrendered to any federal, state, or local authority?

- Yes No **If yes, please give full details of disposition on separate sheet.**

Section 11: Disclosure of Licenses Held

Is there any person, managing agent, registered agent, or anyone holding a five percent (5%) interest or more in this business who holds another alcohol license in any retail category or any license under any wholesale category?

- Yes No **If yes, please give full details of disposition on separate sheet.**

Section 12: Disclosure of Felonies or Other Convictions and Offenses

Is there any person managing agent, registered agent, or anyone holding a five percent (5%) interest or more in this business who:

- Has been convicted under any federal, state, or local law of any felony or a misdemeanor involving moral turpitude within the past ten years?

Yes No **If yes, please give full details of disposition on separate sheet.**

- Has been convicted under any federal, state, or local law of a misdemeanor, particularly, but not limited to, those involving alcoholic beverages, gambling, or tax law violations within the last ten years immediately prior to filing of this application?

Yes No **If yes, please give full details of disposition on separate sheet.**

- Has been found in violation of the ordinances or resolutions of the City of Baldwin, or any other county or municipality governing alcoholic beverages licenses within the last ten years immediately prior to the filing of this application?

Yes No **If yes, please give full details of disposition on separate sheet.**

- Who has any remaining delinquent ad valorem taxes due to the City of Baldwin or has any outstanding fines, assessments, liens, fi fas, penalties, or judgements due to the City of Baldwin or is currently in any violation of any City of Baldwin ordinance or resolution?

Yes No **If yes, please give full details of disposition on separate sheet.**

All of the foregoing information is hereby given, and all of the foregoing statements are hereby made under oath, willfully, knowingly and absolutely, and the same is and are hereby sworn to be true under penalty for false swearing as provided by law.

Applicant Name

Applicant Signature

Date

Sworn to and subscribed before me,

This _____ day of _____, 20_____.

Notary Public

(seal)

NOTE: This application will not be accepted until it is completed with all required attachments.

- For new establishments, the application **must** be accompanied by a scale drawing of the premises for the proposed business, showing its location with respect to all streets within 600 feet in every direction. Such a drawing shall also depict the distance from the premises (being the front door) to each premise (being the front door) of each church, school building, or other pertinent facility. All such distances shall be measured by the most direct route on the ground.
- If the applicant is denied a city or a state license, the deposit representing the initial license fee shall be refunded, but the administrative fee and the inspection fee shall be retained.
- There shall be an annual license renewal fee for each license payable in advance for the entire year, beginning January 1 and ending December 31 of each year.
- In the event a license is revoked, surrendered, or suspended, there shall be no refund whatsoever.
- Allow two (2) weeks for processing of this application.

ATTACHMENT A
ALCOHOL ORDINANCE:
AMENDED 12/13/2021

FEES.

- (a) There is hereby imposed a license fee, payable at the time of issuance of the license under this chapter and each annual renewal license, except as provided herein, as follows:

PACKAGE LICENSES	ANNUAL FEE
Fee for the sale of malt beverages by the package in an establishment with 10,000 sq. ft or less of total floor space for alcoholic beverages.	\$ 900.00
Fee for the sale of malt beverages by the package in an establishment having between 10,001 and 20,000 sq. ft. of total floor space for alcoholic beverages.	\$ 1,750.00
Fee for the sale of malt beverages by the package in an establishment having 20,001 sq. ft. or more of total floor space for alcoholic beverages.	\$ 3,350.00
Fee for the sale of wine by the package in an establishment with 10,000 sq. ft. or less of total floor space for alcoholic beverages.	\$ 900.00
Fee for the sale of wine by the package in an establishment having between 10,001 and 20,000 sq. ft. of total floor space for alcoholic beverages.	\$ 1,750.00
Fee for the sale of wine by the package in an establishment having 20,001 sq. ft. or more total floor space for alcoholic beverages.	\$ 3,350.00
Fee for the sale of malt beverages and wine by the package in an establishment with 10,000 sq. ft. or less of total floor space for alcoholic beverages.	\$ 1,350.00
Fee for the sale of malt beverages and wine by the package in an establishment having between 10,001 and 20,000 sq. ft. of total floor space for alcoholic beverages.	\$ 2,550.00
Fee for the sale of malt beverages and wine by the package in an establishment having 20,001 sq. ft. or more of total floor space for alcoholic beverages.	\$ 4,950.00
Fee for the sale of packaged distilled spirits only.	\$ 4,000.00
Fee for the sale of packaged distilled spirits and wine or malt beverages.	\$ 4,500.00
Fee for the sale of packaged distilled spirits, wine and malt beverages.	\$ 5,000.00

CONSUMPTION ON PREMISES LICENSES	ANNUAL FEE
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Fee for the sale of malt beverages for consumption on the premises.	\$ 1,150.00
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Fee for the sale of wine for the consumption on the premises.	\$ 1,150.00
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Fee for the sale of distilled spirits for consumption on the premises.	\$ 1,150.00
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Fee for the sale of malt beverages and wine for consumption on the premises.	\$ 2,150.00
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Fee for the sale of malt beverages and distilled spirits for consumption on the premises.	\$ 2,150.00
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Fee for the sale of wine and distilled spirits for consumption on the premises.	\$ 2,150.00
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Fee for the sale of malt beverages, wine and distilled spirits for consumption on the premises.	\$ 2,150.00
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OTHER LICENSES	ANNUAL FEE
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License to conduct Sunday sales of alcoholic beverages	\$ 150.00
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Fee for wine tasting permit by wine package store.	\$ 25.00 per permit
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Farm winery license (and/or for tasting room)	\$ 2,150.00
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Fee for the wholesale dealer-principle place of business in City of Baldwin.	\$ 2,000.00
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Fee for the wholesale dealer-principle place of business outside of City of Baldwin.	\$ 100.00
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Temporary special event license permit.	\$ 50.00 per permit
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Fee for caterer license			
In City of Baldwin	License fee and 1 st permit	\$ 50.00	
	Each permit hereafter	\$ 50.00	
Outside of City of Baldwin	License fee and 1 st permit	\$ 50.00	
	Each permit hereafter	\$ 50.00	

OTHER FEES	ANNUAL FEE
Administrative fee, each license	\$ 250.00
Packaged Distilled Spirits Application Fee (non-refundable)	\$500 .00
Building inspection fee, per inspection.	\$ 35.00
Alcoholic beverage employee permit (includes fingerprinting)	\$ 30.00 per employee
Change of managing agent/transfer of location Penalty	\$ 100.00
for not notifying change in agent within 5 days	\$ 100.00
Penalty for late payment of annual fees	10 %

- (b) The license fees imposed by this section are regulatory fees intended to offset the City's cost in administering and enforcing this chapter. In addition thereto, licensees are subject to payment of an occupational tax in accordance with the occupational tax ordinance of the City of Baldwin.
- (c) When a new license is issued on or after July 1, the license fee shall be reduced by one-half (1/2).
- (d) As to renewal licenses for licensed establishments or licenses issued for the first time for the calendar year 2015 and which licenses have already been issued and the license fees paid prior to the passage of this ordinance amendment said license holders shall be allowed to conduct Sunday sales beginning Sunday, January 4, 2015 upon payment of an additional license fee to the City of Baldwin of One Hundred and Fifty and 00/100 (\$150.00) Dollars as to each alcoholic beverage license held by the business establishment.