

Township Liquor Committee

Stan Eldridge Township Treasurer
John Newman II Township Trustee
Debbie Swanson Township Trustee



**YPSILANTI
TOWNSHIP**
— WHERE YOUR FUTURE GROWS —

7200 S. Huron River Drive
Ypsilanti, Michigan 48197
(734) 544 – 4000
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www.ypsilantitownship.org

LIQUOR LICENSE APPLICATION PROCESS & FORM

LICENSING POLICY:

This policy establishes an application and review process for the issuance of both new and the transfer of existing licenses into the Charter Township of Ypsilanti, or between or among applicants. The process is intended to insure that the individuals and entities seeking licenses from, or charged with operating licensed establishments within, the Charter Township of Ypsilanti meet certain minimum requirements as to criminal history, past conduct, and ongoing business operations standards. It requires that the Charter Township Liquor Committee's review of application information in light of certain criteria that is established for purposes of identifying the kinds of facilities that qualify for a license. It reserves to the Charter Township of Ypsilanti any, and all, discretion afforded under applicable law relating to the issuance of licenses.

As a general matter of policy, applicants for a license will need to demonstrate an identifiable benefit to the Charter Township of Ypsilanti and its residents resulting from the granting of the license. While all of the criteria set forth in this policy are relevant to the decision as to whether to grant a license, an applicant must demonstrate in particular that the proposed facility:

1. Will provide a service product, or function that is not presently available within the Charter Township of Ypsilanti, or that would be unique to the Charter Township of Ypsilanti, or to an identifiable area within the Charter Township of Ypsilanti.
2. Is of a character that will foster or generate economic development or growth within the Charter Township of Ypsilanti, or an identifiable area within the Charter Township of Ypsilanti, in a manner consistent with the Charter Township of Ypsilanti's policies; or,
3. Represents an added financial investment on the part of a long-term business or resident with recognized ties to the Charter Township of Ypsilanti and the local community.
4. Will have a positive impact on surrounding businesses and neighborhoods.
5. Will have an appropriate relationship between area buildings and land uses.
6. Will have a positive impact pedestrian movement, vehicular movement, parking availability and crowd control in the immediate area.
7. Will not create an improper concentration of licenses, concentration and capacity of similar establishments in the same area.
8. Will not create a concentration of drinking establishments and have a negative impact on policing requirements.
9. Will create an overall benefit to the Charter Township of Ypsilanti.
10. Will not create any other factors that may affect health, safety and welfare or the best interests of the community.

The weight to be given to each item of the criteria identified in this application, and the determination whether a particular applicant meets or satisfies those criteria is intended to be within the sole discretion of the Charter Township of Ypsilanti Liquor Committee, and ultimately the Charter Township of Ypsilanti Board of Trustees.

The Township Board of Trustees for the Charter Township of Ypsilanti is responsible to the residents of the township. Therefore, liquor licenses will be granted when it is in the best interest of the citizens of the township to do so. Those applications which indicate substantial benefit to the citizens of the township will receive the highest consideration. The application will indicate the criteria to determine the most eligible applicants.



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REQUIREMENTS AND PROCEDURES:

1. Complete the Michigan Liquor Control Commission Application. You can contact the M.L.C.C. in Lansing at 517-322-1400, or toll free at 1-866-813-0011.
2. The applicant shall fully complete the Charter Township of Ypsilanti Liquor License Application Form and return to the Charter Township of Ypsilanti Clerk's Office.
3. The applicant shall attach with the Liquor License Application Form a **cover letter** that will provide an overview of the request being made.
4. The applicant shall attach a **non-refundable application fee** of \$2,500.00, plus \$200.00 for each person with a financial or management interest in the application including, but not limited to, partnership partners, corporate officers and directors. Please make the check payable to the Charter Township of Ypsilanti.
5. ***Site Plan** – (1 copy – signed and sealed by a registered architect/engineer). If the facility is to be located in a proposed building for which the site plan has not yet been obtained, or in an existing building that is to be remodeled, you must submit a conceptual site plan showing the proposed building and the relationship of the building to the surrounding properties and their uses.
6. **Zoning** – The applicant shall provide a copy of the Zoning Permit or Clearance from the Building Director that the proposed location is in compliance with the Charter Township of Ypsilanti Zoning Ordinance.
7. **Certificate of Occupancy** – The applicant shall provide a Certificate of Occupancy, or similar clearance, from the Charter Township of Ypsilanti Building Director that the structure and premises are in compliance with local code provisions.
8. **Taxes** – The applicant shall provide written evidence from the Charter Township of Ypsilanti Treasurer's Office that all real and personal property taxes associated with the premises are paid and that all real and personal property taxes in the name of the applicant are paid.
9. **Adherence Part 1** – The applicant shall provide a written, and signed, statement that they will not violate any laws of the State of Michigan, nor the ordinances of the Charter Township of Ypsilanti, in conducting the business where the liquor license will be used and that a violation on the premises may be cause for the Charter Township of Ypsilanti objecting to renewal of the license or for requesting revocation of the license.
10. **Adherence Part 2** – The applicant shall provide a written statement that they understand that the Charter Township of Ypsilanti has an ordinance prohibiting public nudity, and a violation of the ordinance on the premises where the liquor license is used will be cause for objecting to renewal of the license, or requesting the revocation of the license.
11. ***Building Façade Plan** – (1 copy – signed and sealed by a registered architect/engineer) – all sides, including signage. If the proposed building final site plan has been previously approved by the Charter Township of Ypsilanti Planning and Community Development Department and there are **no** changes, then please submit a letter of verification stating there will be no such changes along with this application.
12. ***Interior Plan with seating arrangement** (1 copy – signed and sealed by a registered architect/engineer). If the proposed interior has been previously approved by the Charter Township of Ypsilanti Building Department and there are no changes, then please submit a letter of verification stating there will be **no** such changes along with this application.
13. **Redevelopment Applicants ONLY** – The applicant shall provide documentation that the applicant has invested at least \$100,000 for the rehabilitation or restoration of the building over a period of the preceding five (5) years, or documentation that the applicant has, or will commit, a capital investment of at least \$100,000 that will be expended for rehabilitation or restoration of the building before the license is issued.



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14. **Menu** – The applicant shall provide one (1) full copy of the menu, drink list, etc.

*No site plan, building façade plan, interior plan or any part thereof, may be changed by the applicant once they have secured approval in conjunction with the Charter Township of Ypsilanti liquor licensing process. The applicant must submit separate plans and fees as required by other Charter Township of Ypsilanti departments and consultants in accordance with standard review procedures, if applicable.

*Please note that approval of the Charter Township of Ypsilanti Liquor Committee, or the Charter Township of Ypsilanti Board of Trustees DOES NOT take the place of, or avoid, any permitting processes of the Charter Township of Ypsilanti, including, but not limited to Building, Zoning, Fire, ADA, etc. Significant issues with regards to non-conforming uses may arise after the applicant properly submits detailed plans for such construction and/or permits.

SPECIAL CIRCUMSTANCES:

Transfers that involve the following circumstances may be placed on a Charter Township Board of Trustees Agenda for consideration without payment of a fee and without the necessity of furnishing the information required for a new license:

- (1) The exchange of the assets of a licensed sole proprietorship, licensed general partnership, or licensed limited partnership for all outstanding shares of stock in a corporation in which the sole proprietor, all members of the general partnership, or all members of the limited partnership are the only stockholders of that corporation.
- (2) The removal of a member of a firm, a stockholder, a member of a general partnership or limited partnership, or association of licensees from a license.
- (3) The occurrence of any of the following events:
 - (a) A corporate stock split of a licensed corporation.
 - (b) The issuance to an existing stockholder of a licensed corporation of a previously unissued stock as compensation for services performed.
 - (c) The redemption by a licensed corporation of its own stock.
 - (d) A corporate public offering.

OTHER:

Should an application be denied by the Liquor Committee, or by the Charter Township of Ypsilanti Board of Trustees, the application packet shall be retained by the Charter Township of Ypsilanti per State of Michigan Retention Laws. Once that time frame has expired, the application and any attached documents shall be destroyed.

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Township Liquor Committee

Stan Eldridge Township Treasurer 7200 S. Huron River Drive



LIQUOR LICENSE

APPLICATION

FORM

Application must be completed, in full, by the Managing Partner / Member, or other Officer authorized in writing to make decisions on behalf of the organization.

SECTION 1:

Name: _____ Date of Birth: _____

Home Address: _____ Phone: _____ Place of Birth: _____

City: _____ State: _____ Zip: _____ Citizenship: _____

Position in Company: _____ Email Address: _____

Name of Business: _____

Address of Business: _____

Trade Name (DBA) under which the establishment will be operated (if different from above): _____

Federal Tax I.D. Number: _____

Type of License: (Check One)

- Class C A-Hotel B-Hotel Tavern Club Re-Development Class G-1, G-2
- Resort Brewer Brew-Pub Micro-Brewery On-Premise Tasting Room Small Winemaker
- Small Distiller Brandy Manufacturer Transfer

Type of Permits:

- Sunday Sales Add Bar Entertainment Sales Outdoor Sales & Service Area SDD and/or SDM (incurs no fee)
- Before/After Hours for: _____ Dance and Entertainment Permit Beer & Wine Tasting

1. Will the Applicant operate the establishment? Yes No
2. Mailing Address of Establishment (if different from above)

Mailing Address: _____

City: _____ State: _____ Zip: _____

3. Form of Business:

- Sole Proprietorship Partnership Corporation Limited Liability Association Company
- Club Other _____

Please provide copies of: DBA Certificate, Article of Incorporation, Articles of Organization, Bylaws, and any other written agreements that are applicable, as well as previous three years State sales tax filing.



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SECTION 2:

1. Please briefly describe the type, and name, of establishment (bar, restaurant, lounge, etc.)

2. The business has been in operation for _____ years.
 - A. Capacity of business for that time period? _____

3. Primary purpose of business? (Beer / Tavern, Micro Brewery, etc.) _____

4. Have you ever been granted a Michigan, or other state, liquor license? Yes No
If yes, please explain _____

5. List the days, or intended days, of operation: _____
6. List the hours, or intended hours, of operation: _____
7. What is the present, or will be, the patron capacity? _____
8. What is the square footage of the building? _____
9. How many employees are on your existing staff? _____ How many employees will be on your future staff? _____
10. If the license is granted, will the business stay in the same location? Yes No
11. Will the business be your fulltime employer? Yes No
12. Do you presently own the building? Yes No

If you do not own the building, please provide the following information, and a copy of the lease agreement, including financials:

Building Owner's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Term of the Lease, with details of the lease: _____

13. Please provide Landlord references for the past 10 years, for existing building locations:
 - A. Name: _____
Address: _____
City: _____ State: _____ Zip: _____



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B. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

C. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

14. If you presently own the building, but it is subject to a mortgage or being purchased under a land contract, please answer the following:

Name of the Mortgage / Land Contract Holder: _____

Address: _____

City: _____ State: _____ Zip: _____

Balance Owing: _____ Repayment Terms (including interest rate): _____

15. If the license is granted, will any of the following occur: (If not, you can mark N/A next to each and proceed to #16)

A. Renovation to the building? If yes, explain: _____

B. Estimated costs of renovations? _____

C. Will the patron capacity increase? If yes, by how many _____

D. Will the number of employees be increased? If yes, by how many _____

16. Have you ever been involved in a lawsuit, legal proceedings, or administrative hearings related to improper training, over-serving customers alcoholic beverages or been cited for any Health Department Violations in any jurisdiction? Yes No
If yes, please explain below in detail (include dates, locations, case numbers and dispositions)

17. If the business for which the liquor license does not presently exist, please complete the following items:

A. Location of the proposed site? _____

B. Size of the facility to be built? _____

C. Estimated cost of the facility? _____

D. Expected staff requirements? _____

E. Expected patron capacity? _____

F. Expected parking capacity needed? _____



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G. What will be the business? _____ primary purpose of the

Does the property have the necessary zoning? _____

H. Has a building permit been issued? _____

I. Will the facility be built if a license is not granted? _____

J. Describe the proposed facilities in detail: (Use additional sheets if needed) _____

18. Total costs of leaseholder improvements? _____

19. Total costs of building improvements? _____

20. Total cost of equipment? _____

21. Can living quarters be reached from inside of the establishment, without going outside? Yes No

22. Are gas pumps on the premises or directly adjacent? Yes No

23. Does the business possess a license from the Michigan Bureau of Lottery? Yes No

If yes, please attach a copy of the license.

24. Does the business possess any other type of license issued by any other government agency? Yes No

If yes, please attach a copy of the license.

SECTION 3:

1. As was stated earlier in the application form, the Charter Township of Ypsilanti will use certain criteria in determining the most eligible applicants. Amongst that criteria are the following items:

A. The location of the building should be easily accessible and adjacent to the populated areas of the township.

B. Is the business to be located on, or adjacent, to major traffic arteries?

C. The size and patron capacity of the facility.

D. The number of jobs to be created by the business

2. Why do you believe that you should be granted a liquor license? _____

3. Have you, or any of the applicants, ever been convicted of a crime, including moral turpitude, violence or alcohol violations?

If yes, please explain and include locations, case numbers and disposition: Yes No

4. Are you disqualified to receive a license by reason, or any matter or thing, contained in the Charter Township of Ypsilanti Liquor License or laws of the State of Michigan? Yes No



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5. Please provide a _____ statement that you will not violate any of the laws of the _____ State of Michigan, the United States of American, or any Ordinances of the Charter Township of Ypsilanti in the conduct of your business: _____

6. Fingerprints of the applicant, manager, and officers in the case of a club, society or corporation must be on file with the Washtenaw County Sherriff's Office prior to your approval. Have you completed this requirement? Yes No
If yes, please provide a receipt, or proof, of your adherence.

SECTION 4: (FOR NEW BUSINESSES ONLY)

1. Please provide a copy of your franchise agreement, including a copy of all financials (if applicable): _____
2. What is the total cost of investment? _____
3. What is the total cost of equipment? _____
4. Please identify all major sources of capital for the business: _____
5. Please provide a description of any training or experience related to managing or owning a business, administering a business's finances, or working in a business with a liquor license: _____
6. Projected annual food sales: _____
7. Projected annual liquor sales: _____
8. How many staff members do you expect to employ: _____ Full time _____ Part time

SECTION 5: (FOR EXISTING OR CURRENTLY OWNED BUSINESS ONLY)

1. Please provide a copy of your franchise agreement (if applicable) _____
2. What is the length of time that this business has been in operation? _____
3. What is the total cost of investment? _____
4. What is the total cost of the building? _____
5. What are the annual food sales? _____
6. What are the projected liquor sales? _____
7. Does the business have any existing loans or debts? Yes No If yes, please explain: _____



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8. How many current full-time license?

time / part-time employees do you expect to add if approved for a liquor

Full-Time: _____

Part-Time: _____

Projected New Employees: _____

9. Has the business ever had State or Federal Tax Liens filed against it? Yes No If yes, please explain:

SECTION 6:

1. The following questions must be answered by each and every member, partner, or shareholder of greater than 10% of stock, as applicable. (Attach additional pages if necessary)

First Name: _____ Middle: _____ Last: _____

Position held in the organization: _____ Amount of stock owned: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell / Home Phone: _____ Business Phone: _____

2. Are you a resident of Michigan: Yes No If yes, how long have you lived in Michigan? _____

3. List all previous names, or alias, that you have used at any time: _____

4. Have you ever filed for personal bankruptcy protection: Yes No

5. If yes, please provide the dates the bankruptcy action was filed and closed, the disposition of the bankruptcy, and the chapter under which the bankruptcy was conducted:

6. Has any company in which you were a sole proprietor, partner, member or owner of more than 10% of stock ever filed for bankruptcy protection? Yes No

7. If yes, please provide the dates the bankruptcy action was filed and closed, the disposition of the bankruptcy, and the chapter under which the bankruptcy was conducted:

8. Have you ever had State or Federal Tax Liens filed against you: Yes No If yes, please explain: _____



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SECTION 7:

1. Please list below **ALL** past 10 years. employer(s) and **ALL** occupations for the

<u>Employer</u>	<u>Occupation</u>	<u>Date of Service</u>

2. Please give the names, addresses and telephone numbers of three (3) citizens who know your reputation in the community in which you have lived and done business during the past 10 years.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

3. Do you or any member of your immediate family hold a license for the sale of alcoholic beverages at the present time, either as an individual, membership of a partnership or LLC or shareholder of at least 10% in a corporation? Yes No

If yes, please list the type of license: _____

Also, please list below the name in which the license is issued and the relationship to you:

Name: _____ Relationship to you: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

4. Have you, or any member of your immediate family, previously held a license or any interest in a license for the sale of alcoholic beverages in the State of Michigan, or anywhere else in the United States? Yes No If yes, please list below the type of license and also list the name in which the license was issued and the relationship to you:

Name: _____ Relationship to you: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____



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Please briefly describe
restaurant, lounge, etc.) in

the type of establishment (bar,

detail: _____

SECTION 8:

1. Waiver and Release

I (applicant), _____, authorize the Charter Township of Ypsilanti to investigate all statements contained in this Application including but not limited to employment and income verification, references, to obtain credit reports and/or criminal history, and to periodically update this information if (name of business establishment here) _____ is granted a license for as long as it conducts business in connection with the license in the Charter Township of Ypsilanti, I expressly authorize the Charter Township of Ypsilanti, or the Township's agent (including a collection agency) to obtain consumer credit reports, and hereby waive any claim against the Charter Township of Ypsilanti incident to obtaining consumer credit reports and release the Charter Township of Ypsilanti from any liability connected therewith.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____

2. I (applicant), _____, agree that should the Charter Township of Ypsilanti approve my application for the license for which I have applied, that my intent is to operate the business listed in this application within the boundaries of the Charter Township of Ypsilanti, and should I decide to sell my business, cease operations or in any other way I will return the license to the Charter Township of Ypsilanti forthwith at no cost whatsoever to the Charter Township of Ypsilanti.

Signature of Applicant: _____ Date: _____

Printer Name of Applicant: _____

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3. I hereby authorize the Charter Township of Ypsilanti, its agents, and employees, to seek information and conduct an investigation into the truth of the statements set forth in this application, and the qualifications of the applicant for the license, and I will execute any waivers or authorizations for the release of information deemed necessary or expedient by the Charter Township of Ypsilanti upon request. I understand that the Charter Township of Ypsilanti may deny this application, or make approval contingent on the completion of one or more additional requirements, which may include providing the Charter Township of Ypsilanti with a personal or business credit card history from a credit reporting agency, executing an agreement restricting the transfer or use of the liquor license applied herein, or any other requirement deemed necessary or expedient by the Charter Township of Ypsilanti.

STATE OF MICHIGAN)
) ss
COUNTY OF WASHTENAW)

I, (name of applicant) _____, hereby declare under penalty of perjury that the foregoing information in the application is true and correct; that I have fully understood each of the questions; and that I understand any falsification or omission is grounds for denial or if issued a license grounds for revocation or recommendation for non-renewal.

Signature of Applicant: _____

Printed Name of Applicant: _____

On the _____ day of _____, 20____, _____
(Name)

did appear before me, as a Notary Public, in and for said County, and being duly sworn by me, did state (s)he is the applicant of the within application, and that the information contained within the application is true, correct and complete.

Notary Public

Acting in _____ County, Michigan

My Commission expires on: _____

4. I hereby certify that the above information and answers in this application are true and correct, and that I have read, and am aware, of the provisions of the Charter Township of Ypsilanti Ordinance #99-211 and #99-212 pertaining to liquor licenses and enforcement:

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____ Date: _____

Receipt#: _____ Amount: _____ Date: _____

FEE SCHEDULE

(Effective March, 11th, 2020)

New On-Premises License (such as a Class C, Hotel A, Hotel B, Tavern, etc.)	\$5,000.00
New Manufacturing or Non-Retail License with On-Premise Permit (such as a Micro-Brewer and Wine Maker)	\$5,000.00
Transfer of Location & Ownership of an Existing On-Premise License	\$5,000.00
Transfer of Location and Ownership of an Existing On-Premises License (previously approved outside of the Charter Township of Ypsilanti)	\$5,000.00
Transfer of Location of an Existing On-Premise License (previously approved by the Charter Township of Ypsilanti)	\$2,500.00
Transfer of Ownership of an Existing On-Premise License (previously approved by the Charter Township of Ypsilanti)	\$2,500.00
Other Changes (Stock Ownership, Addition of Space, Deletion of a Partner, etc.)	\$1,500.00
Other Changes, not specified	\$1,500.00
License Renewal Fee (Building Inspection, Fire Inspection, Liquor Control Officer Inspection, etc.)	\$150.00

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FOR CHARTER TOWNSHIP OF YPSILANTI CLERK'S OFFICE USE ONLY:

Date Received (Clerk's Office Staff Member's Name): _____

Application Packet Received By (Clerk's Office Staff Member's Name): _____

Date Fee Paid (Clerk's Office Staff Member's Name): _____

Fee Received By (Clerk Office Staff Member's Name): _____