



LIQUOR CONTROL BOARD FOR HARFORD COUNTY

16 North Main Street, Bel Air, MD 21014
410.638.3028 / 410.638.4970 (Fax)

www.hclcb.org



CHANGE IN LOCATION APPLICATION CHECKLIST

PLEASE NOTE: The proposed new location must meet the requirements of the Alcoholic Beverages (AB) Article § 22-1602 regarding church and school distances and is subject to the Board's determination as to need and accommodation to the public. An application for a change in location is subject to the same advertising and posting requirements as a New or Transfer License application.

THE FOLLOWING ITEMS MUST BE SUBMITTED:

- ☐ **Application:** Must be **ORIGINAL FORMS**. Photocopies and/or Facsimiles will not be accepted. All questions must be answered by all Applicants, and all Applicants' signatures must be properly notarized.
- ☐ **Check for \$850.00:** Made payable to Liquor Control Board, for Processing/Advertising. **(There is no refund in connection with this fee.)**
- ☐ **Check for \$20.00:** Made payable to Liquor Control Board, for the License Change Fee required by AB § 4-305(a). **(There is no refund in connection with this fee.)**
- ☐ **Copy of Driver's License:** Must be submitted for all License Holders.
- ☐ **Consent for Records Check:** Must be completed by any and all License Holders.
- ☐ **Personal Financial Information Sheet:** Must be completed by all Applicants, to document the capital investment made in the move to the new location.
- ☐ **Proof of Capital Investment:** Financial documentation (i.e., copies of cancelled checks, promissory notes, loans, etc.) substantiating the capital investment must be provided.
- ☐ **Affidavit of Responsibility:** Must be completed by the designated Responsible Operator License Holder. In the case of a **Restaurant**, all applicants must hold at least a **10 percent** interest. In the case of an **Off-Sale License**, the Responsible Operator shall own at least **25 percent** of the business.
- ☐ **Lease:** A fully executed lease for the new location must be submitted.
- ☐ **Floor Plan & Site Plan:** Floor plans must show the layout of the business, including seating, cash registers, display areas, etc.
- ☐ **Bulk Transfer Permit:** Must be received from the MD Alcohol Tobacco & Cannabis Commission prior to hearing.
- ☐ **Worker's Compensation Certificate:** If a current Certificate is not already on file, same must be provided.

- ☐ **Final Approvals:** Inspections must be completed and final approvals received from the **Health Department, Fire Marshal's office, and a Use & Occupancy permit for the new location.**
 - ☐ **Taxing Agencies:** You must be clear of all tax obligations prior to the scheduled hearing.
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**IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THE ABOVE ITEMS,
PLEASE CONTACT THE BOARD OFFICE AT 410.638.3028**