

RENEWAL APPLICATION INSTRUCTIONS
2019-2020 ALCOHOLIC BEVERAGE LICENSE

- Renewal applications for the Licensing Year beginning May 1, 2019, are available **ONLINE** at www.hclcb.org beginning **February 1, 2019**.
- Paper copies of the Renewal Packet will be provided by **REQUEST ONLY**; please contact the Board Office for further information.
- AB § 4-404 of the Annotated Code of MD states that, “An application to renew an annual license shall be filed between **March 2 and April 1, inclusive.**” **Therefore, Renewal Applications WILL NOT BE ACCEPTED IN THE BOARD OFFICE PRIOR TO MARCH 2, 2019.**
- Completed Renewal Applications must be filed by **March 15, 2019**, with a renewal processing fee of **\$75.00**. Only Cash or Checks (made payable to Harford County Liquor Control Board) will be accepted.
- The Board Office is open Monday through Friday, from 8:30am to 4:30pm. You are encouraged to bring the application in person. **If mailed, make sure it is received in the Board Office before March 15, 2019.**
- You may pay your **Annual License Fee** at the same time; however, it must be submitted by **SEPARATE CHECK**. Licenses paid for in advance will be delivered to the licensed premises prior to April 30, 2019.
- Applications received **after March 15, 2019**, will be charged an additional **\$200.00 late fee** (total \$275). Please file your application early to avoid the late fee.
- Applications submitted **after April 1, 2019**, will be **held by the Board for a period of 30 days** before further action is taken and **will result in the License Holder being unable to serve or sell alcoholic beverages for the time between the expiration of the prior license and the approved effective date of the Renewal License.**
- Tax Clearances from Harford County (**Revenue Collections @ 410-638-3290**) and the State of Maryland (**Comptroller’s Office @ 410-767-1630 or 410-767-1550**) must be **received by April 30, 2019**, regardless of whether your Renewal Fee and/or License Fee are paid. **Please note that both the County and the State require all payments to be made in certified/guaranteed funds, and payment processing for the State takes ten (10) business days. Licenses will not be released without approval from both tax agencies. You must have a valid license to make sales**
- Your business must be in **Good Standing** with the State. To check the status, contact the **State of Maryland at 410-767-1330** or online at www.dat.state.md.us. **Keep in mind**, your Renewal Application must be submitted by the **March 15, 2019, deadline; and all outstanding tax issues, good standing, etc., must be satisfactorily resolved by April 30, 2019.**
- You are required to have both a valid **Worker’s Compensation Insurance (“WCI”) Certificate** and valid **Alcohol Awareness Training (“AAT”) Certificates** on file with the Board Office. Please include a copy of your WCI certificate and your completed AAT form (mailed to you in January 2019) with your Renewal application.

LICENSES WILL BE READY APRIL 24, 2019

LICENSES MAY BE PICKED UP AT THE BOARD OFFICE BETWEEN
WEDNESDAY, **APRIL 24, 2019**, AND TUESDAY, **APRIL 30, 2019**.
PAYMENT OF LICENSE FEE IS REQUIRED TO PICK UP YOUR LICENSE.
(THE BOARD OFFICE WILL BE CLOSED SATURDAY, APRIL 27, 2019 & SUNDAY, APRIL 28, 2019)

RENEWAL APPLICATION DEADLINES

- ✓ **Fri., March 15, 2019:** Last day to submit the Renewal Application without incurring late fees
- ✓ **Mon., April 1, 2019:** Last day to file Renewal Application
- ✓ **Tues., April 30, 2019:** Last day to pay for & pick up the 2019-2020 Alcohol License
- ✓ **Wed., May 1, 2019:** State Law requires the 2019-2020 Alcohol License be posted at your facility when you open for business.



| |
|---------------|
| DATE RECEIVED |
|---------------|

APPLICATION FOR LICENSE RENEWAL 2019 – 2020 LICENSE YEAR

This Application must be filed on or before **MARCH 15, 2019**, with a \$75 Processing Fee. **Late applications** will instead be assessed an additional \$200 late fee. **APPLICATIONS FILED AFTER APRIL 1, 2019, WILL NOT BE CONSIDERED BY THE BOARD FOR UP TO THIRTY (30) DAYS, WHICH WILL RESULT IN THE INABILITY TO SELL ALCOHOL AFTER MAY 1, 2019, AND UNTIL A FURTHER DETERMINATION IS MADE.**

(1) MD Sales Tax No: Current License No.: _____

(2) Individual / Business Entity Name: _____
 Sole Proprietorship Corporation Limited Liability Company Partnership

(3) Trade Name: _____

(4) Premise Address: _____
(Street Address / City / State / Zip)

(5) Business Mailing Address: _____
(Street Address / City / State / Zip)

(6) Business Telephone No.: _____ Email: _____

(7) Business Website: _____

(8) Hours/Days Business is Open:

| | | | | | | |
|--------|---------|-----------|----------|--------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|

(9) License Class: _____ License Fee: _____

- Restaurant Hotel Tavern Club On Sale Off Sale 6-Day 7-Day

(10) Are you applying for a **Beer & Wine (BWT) Tasting License** (Class A-BW-Off Sale Only Licenses)?
 365 Days @ \$225 52 Days @ \$150 26 Days @ \$100 N/A

(11) Are you applying for a **Cordial, Beer & Wine (CBWT) Tasting License** (Class A1-BWL-Off Sale Only Licenses)?
 365 Days @ \$400 52 Days @ \$200 26 Days @ \$125 N/A

(12) Are there any changes to the facts and information from your last issued alcoholic beverage license? (such as **address change(s)**, **license holder name change(s)**, **change of license holder(s)**, **criminal convictions [to include serious traffic violations]**, **change(s) in ownership percentage**, **change(s) in corporate officers**, **change(s) to floor plan/layout**, etc.)
 Yes No IF YES, EXPLAIN on separate sheet of paper and attach.

TO THE COMMISSIONERS OF THE LIQUOR CONTROL BOARD FOR HARFORD COUNTY, MD:

Each of the Applicants listed below applies for renewal of the license now held, and submits the following required information in support of renewal:

(13) APPLICANTS: Must be completed by each Applicant.

(a) _____ (First Name / Middle Initial / Last Name) _____ (Corporate / L.L.C. Title) _____ (% Interest Held)

_____ (Home Address / City / State / Zip) _____ (County)

_____ (Email Address) _____ (Home Phone) _____ (Cell Phone)

Citizenship: _____ (Country) If Naturalized U.S. Citizen, when & where: _____ (City) _____ (State) _____ (Year)

Are you the Resident License Holder? Yes No Is the Affidavit of Responsibility on file? Yes No N/A

Do you have a financial interest in any other licensed alcoholic beverage business? Yes No

_____ (Business Name) _____ (County) _____ (Percentage Owned)

Is your spouse or any other family member or relative a License Holder or have financial interest in any other licensed alcoholic beverage business? Yes No

_____ (Name of Individual) _____ (Relationship to Applicant)

_____ (Business Name) _____ (County) _____ (Percentage Owned)

(b) _____ (First Name / Middle Initial / Last Name) _____ (Corporate / L.L.C. Title) _____ (% Interest Held)

_____ (Home Address / City / State / Zip) _____ (County)

_____ (Email Address) _____ (Home Phone) _____ (Cell Phone)

Citizenship: _____ (Country) If Naturalized U.S. Citizen, when & where: _____ (City) _____ (State) _____ (Year)

Are you the Resident License Holder? Yes No Is the Affidavit of Responsibility on file? Yes No N/A

Do you have a financial interest in any other licensed alcoholic beverage business? Yes No

_____ (Business Name) _____ (County) _____ (Percentage Owned)

Is your spouse or any other family member or relative a License Holder or have financial interest in any other licensed alcoholic beverage business? Yes No

_____ (Name of Individual) _____ (Relationship to Applicant)

_____ (Business Name) _____ (County) _____ (Percentage Owned)

(13) **APPLICANTS: Must be completed by each Applicant.** (Continued)

(c) _____
(First Name / Middle Initial / Last Name) (Corporate / L.L.C. Title) (% Interest Held)

(Home Address / City / State / Zip) (County)

(Email Address) (Home Phone) (Cell Phone)

Citizenship: _____ If Naturalized U.S. Citizen, when & where: _____
(Country) (City) (State) (Year)

Are you the Resident License Holder? Yes No Is the Affidavit of Responsibility on file? Yes No N/A

Do you have a financial interest in any other licensed alcoholic beverage business? Yes No

(Business Name) (County) (Percentage Owned)

Is your spouse or any other family member or relative a License Holder or have financial interest in any other licensed alcoholic beverage business? Yes No

(Name of Individual) (Relationship to Applicant)

(Business Name) (County) (Percentage Owned)

(d) _____
(First Name / Middle Initial / Last Name) (Corporate / L.L.C. Title) (% Interest Held)

(Home Address / City / State / Zip) (County)

(Email Address) (Home Phone) (Cell Phone)

Citizenship: _____ If Naturalized U.S. Citizen, when & where: _____
(Country) (City) (State) (Year)

Are you the Resident License Holder? Yes No Is the Affidavit of Responsibility on file? Yes No N/A

Do you have a financial interest in any other licensed alcoholic beverage business? Yes No

(Business Name) (County) (Percentage Owned)

Is your spouse or any other family member or relative a License Holder or have financial interest in any other licensed alcoholic beverage business? Yes No

(Name of Individual) (Relationship to Applicant)

(Business Name) (County) (Percentage Owned)

(14) **Name of Corporation** (If Applicable): _____

Address of Corporation: _____

List **ALL** Stockholders: (Attach separate sheet, if needed.)

Name: _____ Percentage/Shares: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

Name: _____ Percentage/Shares: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

Name: _____ Percentage/Shares: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

Name: _____ Percentage/Shares: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

(15) **Name of Limited Liability Company (L.L.C.):** (if Applicable): _____

Address of L.L.C.: _____

Ownership Interest of **ENTIRE** L.L.C.: (Attach separate sheet, if needed.)

Name: _____ Percentage: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

Name: _____ Percentage: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

Name: _____ Percentage: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

Name: _____ Percentage: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

(16) **Name of Partnership:** (if Applicable): _____

Address of Partnership: _____

Ownership Interest of **ALL** General and/or Limited Partners: (Attach separate sheet, if needed.)

Name: _____ Percentage: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

Name: _____ Percentage: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

Name: _____ Percentage: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

Name: _____ Percentage: _____

Address: _____
(Street Address / City / State / Zip) (Phone Number)

(17a)

ELECTION OF OFFICERS FORM
CORPORATE MINUTES

(Name of Corporation)

President:

(Name)

Vice President:

(Name)

Secretary:

(Name)

Assistant Secretary:

(Name)

Treasurer:

(Name)

(17b)

LIMITED LIABILITY COMPANY (L.L.C.)
ORGANIZATIONAL RESOLUTION

(Name of L.L.C.)

Member/Authorized Person:

(Name)

Member/Authorized Person:

(Name)

Member/Authorized Person:

(Name)

Member/Authorized Person:

(Name)

Member/Authorized Person:

(Name)

AFFIDAVITS

(18) Do you currently have permission for **service on an outdoor patio or deck**?

- Yes** **No** **N/A**

(19) Do you currently have permission to make **retail deliveries**? (Class A & A-1 Licenses Only)

- Yes** **No** **N/A**

(20) Do you currently **cater food and alcoholic beverages** off-premises?

- Yes** **No** **N/A**

If so, do you have a: **Statewide Catering License** (issued by the State of Maryland)

License No: _____

- Mobile Catering License** (issued by the Liquor Control Board)

(21) Do you currently have permission to keep **cooking liquor** on the premises (Class B1 Licensees only)?

- Yes** **No** **N/A**

(22) Do you currently have permission to allow **Wine Corkage**? (Available only to Class B & Class C Licensees)

- Yes** **No** **N/A**

(23) Do you currently have a **Growler Permit**? (Available only to Class A – A1 – Class B & D with Off-Sale)

- Refillable Container (\$50 Annual Fee Required)** **No** **N/A**
 Non-Refillable Container (\$50 Annual Fee Required, unless a Refillable Container permit is also held)

(24) Do you currently have an **Off-Site Storage Permit**? (For off-premises storage of alcohol inventory; issued by the State of MD)

- Yes (attach copy)** **No**

(25) Do you have current **Worker’s Compensation Insurance** coverage? **Yes** **No**

*****Attach copy of Certificate of Insurance.**

(26) Do you have employees who are currently certified in **Alcohol Awareness Training**? **Yes** **No**

*****Attach completed AAT form (mailed to you in January 2019).**

(27) **Ratio Affidavit:**

I/We hereby attest, under the penalty of perjury, that the gross receipts from the sale of food in the hotel/restaurant for the twelve-month period immediately preceding this application for renewal did exceed the gross receipts from the sale of alcoholic beverages in that same hotel/restaurant for the applicable period.

- Yes** **No** **N/A**

Extract from Alcoholic Beverages (AB) Article § 6-330 of the Annotated Code of MD: "If any signed statement, affidavit or oath required under the provisions of this Act shall contain any false statement, the offender shall be deemed guilty of perjury, and upon indictment and conviction thereof, shall be subject to the penalties provided by law for that crime."

All the facts and information contained in the original application upon which the present license was issued are true and unchanged to this time (or have been changed as noted above in Section 12)? AGREE

I do solemnly declare and affirm under the penalties of perjury that the content of the foregoing document are true and correct to the best of my knowledge, information, and belief. AGREE

(28) **SIGNATURE (S) OF APPLICANTS:**

ALL APPLICANTS MUST SIGN **IN THE PRESENCE OF A NOTARY** UNDER SECTIONS (a), (b), (c), OR (d) BELOW.
The (a), (b), (c), and (d) signatures must correspond to the person(s) listed on number 13 (pages 2-3).

(a) _____
(Signature of Applicant)

(b) _____
(Signature of Applicant)

(c) _____
(Signature of Applicant)

(d) _____
(Signature of Applicant)

State of _____ County of _____

I hereby certify that on this _____ day of _____, in the year of _____, before me, a notary public of the State of _____, in and for _____ County, personally appeared: (a) _____, (b) _____,

(c) _____, and (d) _____,

the **above-named** in this Renewal Application, and made oath in due form of law that the matters and facts contained in said application are true and correct.

Witness my hand and official seal:

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____

SEAL

CONSENT STATEMENT OF THE PROPERTY OWNER

(a) I/We hereby certify that I am/we are the owner(s) of the property known as: _____
(Business Name)

_____ located at _____
(Property Address/City/State/Zip)

named in the foregoing Renewal Application made by _____
(Applicant)

to the Liquor Control Board for Harford County, Maryland. This property is currently under a signed lease with the following terms:

(i) Date Lease was made: _____ (ii) Date Lease expires: _____

(iii) Renewal Options (if any): _____

(b) **EXTRACT FROM AB § 4-405(b):** "The Harford County Liquor Control Board may not require a signed property owner's consent statement for a renewal application if: (1) the owner signed a comparable consent statement in connection with an original or previous license renewal; (2) the consent statement under item (1) is in effect for the term of the owner's lease with the applicant; and (3) the lease does not expire during the term of the license renewal."

I/We agree that my/our signatures are not required for future renewals of the alcoholic beverage license during the term of the lease referenced above. AGREE DISAGREE

(c) **Under the Alcoholic Beverage Laws of Maryland:** I/We assent to the granting of the Renewal License applied for; and that I/we hereby authorize the State Comptroller, his duly authorized Deputies, Inspectors, and Clerks; the Liquor Control Board for Harford County, its duly authorized Agents and Employees; and any Peace Officer of Harford County to inspect and search, without warrant, the premises upon which the business is to be conducted at any and all hours; and the undersigned owner further agrees that evidence uncovered during such inspection shall be admissible as evidence in any prosecution for the violation of any of the Acts or Laws heretofore mentioned.

(d) Date of Signature: _____

If owned by a Corporation or Limited Liability Company, list the name of the entity for whom you have signed: _____

(i) _____
(Signature of Property Owner)

(Printed Name of Property Owner)

(Address)

(Phone Number)

Witness: _____
(Signature of Witness - REQUIRED)

(iii) _____
(Signature of Property Owner)

(Printed Name of Property Owner)

(Address)

(Phone Number)

Witness: _____
(Signature of Witness - REQUIRED)

(ii) _____
(Signature of Property Owner)

(Printed Name of Property Owner)

(Address)

(Phone Number)

Witness: _____
(Signature of Witness - REQUIRED)

(iv) _____
(Signature of Property Owner)

(Printed Name of Property Owner)

(Address)

(Phone Number)

Witness: _____
(Signature of Witness - REQUIRED)

LICENSE CLASSES & FEES

| | | | <u>6-Day</u> | <u>7-Day</u> |
|---------------|------------|--|---------------------|---------------------|
| Class B | HOTEL | Beer, Wine & Liquor On Sale Only License | \$2260.00 | \$2685.00 |
| Class B | HOTEL | Beer & Wine On/Off – Liquor On Sale Only License | \$2260.00 | \$2685.00 |
| Class B | HOTEL | Beer, Wine & Liquor On/Off Sale License | \$2610.00 | \$3135.00 |
| Class B-3 | HOTEL | Beer, Wine & Liquor On Sale Only License | \$2620.00 | \$3045.00 |
| Class B-3 | HOTEL | Beer & Wine On/Off – Liquor On Sale Only License | \$2620.00 | \$3045.00 |
| Class B-3 | HOTEL | Beer, Wine & Liquor On/Off-Sale License | \$2970.00 | \$3495.00 |
| Class B | RESTAURANT | Beer, Wine & Liquor On Sale Only License | \$1720.00 | \$2145.00 |
| Class B | RESTAURANT | Beer & Wine On/Off – Liquor On Sale Only License | \$1720.00 | \$2145.00 |
| Class B | RESTAURANT | Beer, Wine & Liquor On/Off Sale License | \$2070.00 | \$2595.00 |
| Class B-3 | RESTAURANT | Beer, Wine, & Liquor On Sale Only License | \$2050.00 | \$2435.00 |
| Class B-3 | RESTAURANT | Beer & Wine On/Off – Liquor On Sale Only License | \$2050.00 | \$2435.00 |
| Class B-3 | RESTAURANT | Beer, Wine & Liquor On/Off Sale License | \$2400.00 | \$2885.00 |
| Class BNR | RESTAURANT | Beer, Wine, & Liquor On Sale Only License | | \$3000.00 |
| Class B (INN) | | Beer, Wine & Liquor License (11 – 24 Rooms or Suites) | | \$2500.00 |
| Class B (INN) | | Beer, Wine & Liquor License (25 or More Rooms or Suites) | | \$3295.00 |
| Class B-BB | | Beer, Wine & Liquor On Sale Only License (1 – 10 Rooms) | | \$1000.00 |
| Class B-FD | | Beer, Wine & Liquor On Sale Only License (Fine Dining) | | \$2900.00 |
| Class B-Cafe | | Beer & Wine On/Off Sale License | | \$1575.00 |
| Class B-Café | | Beer & Wine On/Off – Liquor On Sale Only License | | \$3000.00 |
| Class B-1 | | Beer & Wine On Sale Only License | \$350.00 | \$500.00 |
| Class B-1 | | Beer & Wine On/Off Sale License | \$350.00 | \$500.00 |
| Class B-1 | | Beer & Wine On/Off – Liquor Off Sale Only License | \$700.00 | \$950.00 |
| Class B-2 | | Beer & Wine On Sale Only License | \$500.00 | \$700.00 |
| Class CC | | Beer & Wine On Sale Only – Community College License | | \$1500.00 |
| Class A-1 | | Beer, Wine, & Liquor – Off Sale Only License | | \$1470.00 |
| Class A-2 | | Beer, Wine, & Liquor – Off Sale Only License | \$980.00 | |
| Class A | | Beer & Wine – Off Sale Only License | \$625.00 | \$850.00 |
| Class BWT | | Tasting License – Class A Licensees Only (26 Dates) | | \$100.00 |
| Class BWT | | Tasting License – Class A Licensees Only (52 Dates) | | \$150.00 |
| Class BWT | | Tasting License – Class A Licensees Only (365 Dates) | | \$225.00 |
| Class CBWT | | Tasting License – Class A-1 Licensees Only (26 Dates) | | \$125.00 |
| Class CBWT | | Tasting License – Class A-1 Licensees Only (52 Dates) | | \$200.00 |
| Class CBWT | | Tasting License – Class A-1 Licensees Only (365 Dates) | | \$400.00 |
| Class D | | Beer, Wine, & Liquor (On Sale Only) License | | \$3000.00 |
| Class D | | Beer, Wine, & Liquor (On & Off Sale) License | | \$4000.00 |
| Class DBR | | Beer Only (On Sale Only) License | | \$500.00 |
| Class GC | | BWL – Golf Course License | | \$3500.00 |
| Class H | | BWL – Catering License | | \$1500.00 |
| Class H-CC | | BWL – Corporate Conference Center License | | \$3000.00 |
| Class MT | | BWL – Movie Theatre License | | \$500.00 |
| Stadium | | BWL (On Sale Only) License | | \$10000.00 |
| Class C-1 | | CLUB – BWL License (451 – Up) [American Legions & V.F.W.'s] | \$1000.00 | \$1100.00 |
| Class C-1 | | CLUB – BWL License (251 – 450) | \$850.00 | \$950.00 |
| Class C-1 | | CLUB – BWL License (100 – 250) | \$600.00 | \$700.00 |
| Class C-1 | | CLUB – BWL License (50 – 99) | \$350.00 | \$450.00 |
| Class C-1 | | CLUB – BW Only License | \$150.00 | \$225.00 |
| Class C-2 | | CLUB – BWL License (451 – Up) [Elks, Moose, Knights of Columbus] | \$1200.00 | \$1300.00 |
| Class C-2 | | CLUB – BWL License (251 – 450) | \$1050.00 | \$1150.00 |
| Class C-2 | | CLUB – BWL License (100 – 250) | \$800.00 | \$900.00 |
| Class C-2 | | CLUB – BW Only License | \$350.00 | \$425.00 |
| Class C-3 | | CLUB – BWL License [Golf Courses, Country Clubs, Topiary Gardens, Yacht Clubs] | \$1300.00 | \$1400.00 |
| Class C-3 | | CLUB – BW Only License | \$450.00 | \$525.00 |