

## Application for Licensed Establishment

Businesses wishing to sell or serve liquor must apply to the Province for a liquor license. The provincial Liquor Control and Licensing Branch refers applications for new liquor primary licenses or amendments to existing licenses to governments for comments or a resolution in a specific format. In order for the city to consider this referral, a Licensed Establishment Application must be submitted. For more information about liquor license establishment requirements, visit [www.portcoquitlam.ca/business](http://www.portcoquitlam.ca/business).

### TO BE COMPLETED BY APPLICANT

*I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.*

Application Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address (incl. postal code): \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner email: \_\_\_\_\_

**Applicant (Primary Contact)**    Owner (info above)

Applicant Name: \_\_\_\_\_

Applicant Address (incl. postal code): \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant email: \_\_\_\_\_

### LICENSED ESTABLISHMENT DETAILS

Legal Description of Property(ies): \_\_\_\_\_

PID: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Present Use: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Present OCP: \_\_\_\_\_

Existing License Type: \_\_\_\_\_

Existing Seating Capacity: \_\_\_\_\_ Proposed Seating Capacity: \_\_\_\_\_

Class of License or Amendment Applied For: \_\_\_\_\_

## LICENSED ESTABLISHMENT APPLICATION CHECKLIST

*The following materials are required as part of the Licensed Establishment Application. All requirements must be submitted in order to process a Licensed Establishment Application.*

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee		
Letter of Authorization	<p>If registered owner is not the applicant, include the following authorization documentation:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from the owner authorizing agent to act on their behalf <u>OR</u></li> <li><input type="checkbox"/> Copy of an Option to Purchase <u>OR</u></li> <li><input type="checkbox"/> Copy of Purchase under Registered Agreement.</li> </ul>		
Written Submission	<p>Explaining the proposed development and why it is in the public's interest. <u>The submission to include:</u>  <u>A description of:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The site context including uses adjoining the property features such as:                             <ul style="list-style-type: none"> <li>• Setbacks or height of adjacent buildings.</li> <li>• Distance from residential areas.</li> <li>• Distance from other liquor license establishments, etc.</li> </ul> </li> <li><input type="checkbox"/> The rationale for the liquor license or liquor license amendment.</li> <li><input type="checkbox"/> Potential impacts to the neighbourhood, which may result from a new liquor primary licensed establishment or an amendment to an existing liquor license, including the regulatory criteria that local government, are requested to comment on. <u>Impacts may include:</u> <ul style="list-style-type: none"> <li>• Increased traffic.</li> <li>• Increased noise.</li> <li>• Parking conflicts.</li> </ul> </li> </ul> <p>The applicant should outline proposed mitigation of these impacts.</p>		
Site Survey	<p>Site Survey of property(ies) prepared by a BC Land Surveyor identifying:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot dimensions, including total area of lot(s).</li> <li><input type="checkbox"/> Location and setbacks of existing structure(s).</li> <li><input type="checkbox"/> Existing Statutory right-of-way(s), restrictive covenant(s) and/or easements.</li> </ul>		
Liquor Licence(s)	A copy of the current liquor license(s).		

<p>Plans</p>	<p><u>If a new or altered building is proposed:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduced set of those plans (8 ½"x 11") Site Plan with lot dimensions.</li> <li><input type="checkbox"/> Detailed floor plans of all levels of a proposed building.</li> <li><input type="checkbox"/> Detailed elevations of all sides of a proposed building, including list of all exterior materials and colours. – <i>If alterations are proposed.</i></li> <li><input type="checkbox"/> Siting and setback information.</li> <li><input type="checkbox"/> Project statistics including:             <ul style="list-style-type: none"> <li>• Number of seats</li> <li>• Patron capacity</li> <li>• Gross floor area</li> <li>• Site area</li> <li>• Site coverage</li> <li>• Height</li> <li>• Number of parking spaces provided, etc.).</li> </ul> </li> <li><input type="checkbox"/> Seating plan.</li> </ul> <p><u>If no building changes proposed:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Floor plans, including any dance floor area.</li> <li><input type="checkbox"/> Proposed seating plan.</li> <li><input type="checkbox"/> Person or patron capacities.</li> </ul> <p><u>Plans and drawings to include:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow and scale.</li> <li><input type="checkbox"/> Site plan (<i>or proposed subdivision plan</i>) including:             <ul style="list-style-type: none"> <li>• Lot dimensions.</li> <li>• Siting and yard setbacks.</li> </ul> </li> <li><input type="checkbox"/> All drawings must be legible and clearly show:             <ul style="list-style-type: none"> <li>• Dimensions, notes and details.</li> <li>• All measurements in metric.</li> </ul> </li> <li><input type="checkbox"/> Any adaptable units in multi-family buildings should be labeled on the plans.</li> </ul>		
<p>Additional Information</p>	<p>The Director of Development Services may require additional information to evaluate the application such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A traffic or sight line analysis to determine appropriate access and egress.</li> <li><input type="checkbox"/> Parking studies, if a variance to parking is requested.</li> <li><input type="checkbox"/> Proposed signage or sign guidelines.</li> <li><input type="checkbox"/> Proposed community consultation.</li> </ul>		

## APPLICANT ACKNOWLEDGEMENT

*The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)*

### FOR OFFICE USE ONLY

Permit #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Cheque       Cash       Visa       MC       AMX       Interac      CSR Initials: \_\_\_\_\_