



BALDWIN COUNTY COMMISSION

POLICY #2.6	
Subject	Alcohol License Applications
Date Adopted	April 19, 2022
Agenda Item	BA2
Obsolete Versions	July 5, 1995 Minute Book 16, Page 247 March 16, 2004 Minutes Book 34, Page 388 February 19, 2008 Minutes Page 26 March 17, 2009 Minutes Page 11 March 16, 2010 Minutes Page 10-11 February 7, 2012 Agenda Item EA6 April 18, 2017 Agenda Item BA2 September 4, 2018 Agenda Item BA3 February 4, 2020 Agenda Item BA3

POLICY STATEMENT

This policy outlines the procedures for alcohol license applications submitted to the Baldwin County Commission.

The procedures required by this policy are implemented for the benefit of the health, safety and general welfare of the general public of Baldwin County, and they shall in no way limit the County Commission's discretionary ability to approve or disapprove any subject application for any reason.

PROCEDURAL REQUIREMENT

In order to carry out this policy, all license applications concerning alcoholic beverages, whether new, renewals, transfers or otherwise, as presented to the Baldwin County Commission for approval, shall be subject to the following procedures as a prerequisite to such approval:

DETERMINING THE APPROVING AUTHORITY'S JURISDICTION

The Applicant must fill out a Baldwin County Location Verification Request Form (LVF) online. The exact location of the property is verified, and staff determines whether the property is in the unincorporated area of Baldwin County. Based on the location verification the ABC Board determines if the establishment seeking the license is in the jurisdiction of the Baldwin County Commission or a municipality.

DOCUMENTATION AND INFORMATION REQUIRED FROM THE APPLICANT

The Applicant is required to submit the following documents to the County Administration Office:

- 1) Original completed County Alcohol License Application; and
- 2) Copy of the completed State ABC License Application; and
- 3) Copy of current County Business License, except as provided in paragraph 7 below; and
- 4) Copy of County Health Department Permit or documentation from the Health Department stating a permit is not necessary, except as provided in paragraph 7 below; and
- 5) Baldwin County sales and use tax account with no delinquent taxes; and
- 6) Original Consent for Inspection Form (the owner or authorized agent for the owner of the premises must consent to the inspection of said premises and the posting of a public notice sign by County personnel in conjunction with the application for an alcohol license).
- 7) If the establishment seeking the license will be located in a building that is the result of new construction or remodeling of an existing structure that has not yet received the necessary permit(s) from the Baldwin County Health Department resulting to the Applicant not being able to obtain the proper business license, the Applicant is required to provide a copy of a current Health Department permit application and Administration staff will notify County Business License Inspection Office for follow up purposes if a copy of the business license has not been presented to the Commission on or before the date when the Commission will consider and take action on the license request.

RECOMMENDATION OF THE BALDWIN COUNTY SHERIFF'S OFFICE

Baldwin County Sheriff's Office will review the application and make a recommendation to the County Commission regarding the license approval.

SUBMITTING OF THE AGENDA ITEM FOR COMMISSION APPROVAL

At such time the Administration staff has received all required documentation and verifications, staff will submit an agenda item to a Commission meeting for consideration and the Applicant will be informed of the meeting date/time in writing.

PUBLIC NOTIFICATION REQUIREMENTS

Planning staff will place a public notice sign on the subject property once the signed Consent for Inspection Form has been received from the Applicant. The sign must be posted on the subject property at least seven (7) days prior to the Commission meeting date where the application will be considered for approval. The public notice sign will not be removed until the meeting has been held and the County Commission has taken action on the license request. Site photos and a location map of the subject property will be published in the County Commission meeting agenda.

COMMISSION ACTION AND NOTIFICATION OF DECISION

The ABC Board and the Applicant will be notified in writing of the Commission's decision.

FORMS/ATTACHMENTS/EXHIBITS

1. Baldwin County Alcohol License Application
2. Consent for Inspection Form

Has any person(s) with any interest, including manager, whether sole applicant, officer, member, or partner been charged (whether convicted or not) of ANY law violation(s)? _____ Yes* _____ No

*If yes, please list person(s) and charge/violation: _____

Please list three (3) reputable references with mailing addresses (non-resident applicants or residents of less than one year must provide references from former place of residence):

Name	Address	Telephone Number	Relationship

Has a County Business License pertaining to this business been obtained? _____ Yes _____ No*

*If no, please explain _____
(Applicant must provide a copy of current County business license to Commission Administration Office)

PLEASE NOTE: The applicant is responsible for obtaining a county business license, a sales and use tax account, Health Department approval if applicable, and any and all permits, if necessary, PRIOR to the Administration Office setting a public hearing date for this license request.

The undersigned _____, applicant for the Alcoholic Beverage License Application requested hereby, acting as the _____ (title) of the business/entity subject hereto, swears and affirms that he/she has read all statements therein and the facts set forth are true and correct and understands that any incorrect information may lead to either denial of the license request or the rescinding of any approvals gained hereby.

Sworn to and subscribed before me this _____ day of _____, 20_____.

_____/_____
Signature of **Applicant** Date

Signature of **Notary**

NOTARY SEAL

Notary Public, State at Large
My Commission expires: _____

BALDWIN COUNTY COMMISSION

CONSENT FOR INSPECTION

I, _____, the owner or authorized agent for the
owner of the premises located at _____

_____,
do hereby consent to the inspection of said premises and the posting of a public notice
sign, by an employee of the Baldwin County Planning Department, Baldwin County,
Alabama, in conjunction with application for an alcohol license, without further
notice. I understand that the public signs are the property of the Baldwin County
Commission and are only to be removed by an employee of the Baldwin County
Commission.

Dated this _____ day of _____, 20_____.

Signature of Owner or Authorized Agent

Telephone number