



SUPPLEMENTAL APPLICATION REQUIREMENTS

Conditional Use Permit Application (Alcohol Sales)

1. Application Copy

Provide a copy of your application filed with the California Department of Alcoholic Beverage Control (ABC).

2. Narrative Description of Proposed Alcohol Use

Include the following information in your narrative:

- ☐ **Business Description:** Describe the business, including the services provided and the products and food items sold.
- ☐ **Current Business Hours:** State the current hours of operation.
- ☐ **Proposed Alcohol Service/Sale Hours:** Specify the hours alcohol will be served or sold. Note: Alcohol sold for on-site consumption shall not be permitted within one hour of closing.
- ☐ **ABC License History:** Indicate whether the business operator/owner has held an ABC license in the past. If applicable, include the type of license, business name, location, and years of operation.
- ☐ **Food Menu:** If alcohol is sold for on-site consumption, provide a food menu and indicate the hours during which all items on the menu will be served.
- ☐ **Off-Site Consumption Details:** For businesses selling alcohol for off-site consumption, indicate whether the location is within an area of "overconcentration" and requires the City to make findings of public convenience or necessity.
- ☐ **Alcohol Service Training:** Detail the alcohol service training policies in place.
- ☐ **Document Submission:** Provide all documents in PDF format, with Optical Character Recognition (OCR).

3. Photographs

Submit photographs of the establishment in electronic format, including:

- ☐ **Interior:** Show where alcohol will be served, sold, and stored.
- ☐ **Exterior:** Provide images of the establishment's exterior.

4. Floor Plans

Provide a complete set of floor plans, dimensioned and drawn to scale, including:

- ☐ **Interior Spaces:** Indicate areas such as the kitchen, storage, display areas, restrooms, and other spaces.
- ☐ **Alcohol Service Areas:** Highlight areas for restaurant and bar seating.
- ☐ **Storage Locations:** Show where alcohol will be stored.
- ☐ **Entertainment Areas:** If entertainment is proposed, designate the area devoted to such use and specify the hours of operation.
- ☐ **Document Submission:** Submit floor plans electronically in PDF format, with Optical Character Recognition (OCR).