



**CONDITIONAL USE PERMIT  
ALCOHOLIC BEVERAGES CONSUMPTION  
(ON-PREMISE)**

The following document must be submitted to the Planning and Zoning Department in order for the department to process your request for a Conditional Use permit for on-premise Alcoholic Beverage Consumption.

- 1) Copy of the property's Warranty Deed.
- 2) If you are acting as an agent/representative for the property, you must bring a letter signed by the owner stating his consent for the request being applied for.
- 3) Copy of driver license of the liquor license holder.
- 4) A completely filled out application (to include interview by City Secretary).
- 5) A processing fee in the amount of \$350.00  
*(annual renewal fee will be \$200.00)*
- 6) A site plan of the property. The site plan shall contain the following items:
  - A. The location of all structures on the subject property and on adjoining property;
  - B. Landscaping and/or fencing of yards and setback areas and proposed changes;
  - C. Design of ingress and egress;
  - D. Off-street parking and loading facilities;
  - E. Height of all structures;
  - F. Proposed uses; and
  - G. The location and type of all signs including lighting and heights.