



# Liquor License Application

Application Fee: \$850.00

Pursuant to Chapter 6 (Alcoholic Liquor) of the Code of Ordinances of Portage, Michigan, each applicant for a Liquor License within the City of Portage is required to submit a current and complete "City of Portage Liquor License Application" as furnished by the City Clerk.

## **INSTRUCTIONS TO COMPLETE APPLICATION:**

Please provide the information requested. If additional room is required for a response, please attach a separate sheet. The completed application must be signed and dated by the applicant, if an individual, or by a duly authorized agent thereof, if a partnership or corporation.

The original application must be submitted to the City Clerk's Office.

Application fee (payable to the City of Portage), due at time of application submission.

Incomplete applications may be rejected from further consideration.

The City reserves the right to request additional information from the applicant as part of its review process.

## SECTION 1: Applicant Information

(complete corresponding section that applies for your entity)

1(a): Individual Applicant			
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Entity Website (if applicable):	

1(b): Partnership Applicant			
List name, age, and address of all persons entitled to share in the profits thereof. The general partner shall sign the application and all other documents required in connection with the application.			
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Partnership Role:	
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Partnership Role:	
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Partnership Role:	
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Partnership Role:	
<i>(list any additional persons on a separate sheet)</i>			

**1(c): Corporation Applicant**

List name and address of all persons of all officers and directors thereof. (List any additional persons on a separate sheet.)

If an aggregate of more than 10% of the stock of such corporation is owned by any one person or his or her nominee, list the name, age, and address of such person.

Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Corporation Role:	
Name:		Age:	
Address:			
City:	State:	ZIP Code:	Phone:
E-mail:		Corporation Role:	

**1(d): Limited Liability Company Applicant**

List for all members. (List any additional persons on a separate page.)

Name:		Age:	
Address:			
Name:		Age:	
Address:			
Name:		Age:	
Address:			

**1(e): Business Manager: If the business to be operated by a local manager or agent, complete below.**

Name:		Title:	
Address:			
City:	State:	Zip Code:	
Email Address:		Phone:	

## SECTION 2: License Type

Type of License Desired:

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## SECTION 3: Nature of Business

The nature of business of the applicant.

If a corporation, partnership or limited liability company, the object or objects for which it was formed:

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## SECTION 4: Location Information

Proposed Business Location & Description:

Address:

Unit/Suite:

Parcel ID:

Description:

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## SECTION 5: Attestations

Provide a written statement below regarding the applicant's character, experience and financial ability to meet the obligations and business undertakings for which the license is to be issued.

Include the length of time said applicant has been in the business of that nature, or, in the case of a corporation, partnership, or limited liability company, the date in which the entity came into existence:

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Provide a written statement below whether applicant has, prior to this application, made application for a license to sell beer and wine or spirits and the date, place, and description of such application or applications.

Provide a written statement below that the applicant will not violate any of the ordinances of the City of Portage or laws of the State of Michigan or of the United States in the conduct of its business.

Provide a written statement below that, should any of the information provided in his or her application or any attachment thereto change during the term of this license or any renewal thereof, the applicant will notify the City Clerk in writing within thirty (30) days of such change.

**SECTION 6: Additional Information (optional)**

Provide any other information pertinent to the applicant and operation of the proposed facility below.  
(Attach additional page, if necessary.)

Attach an 8-1/2" x 11" building and grounds layout diagram showing the entire structure, premises, and grounds and, in particular, the specific areas where the license is to be utilized. The plans shall show the relationship of the proposed structure to the surrounding property and land use and shall demonstrate adequate off-street parking, lighting, refuse disposal facilities and where appropriate, adequate plans for screening and noise control.

**Execution:**

Signed:

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(Name of entity or individual)

Date:

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Witness:

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Witness:

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THE COMPLETED APPLICATION AND THE APPLICATION FEE IN THE AMOUNT OF \$850 SHOULD BE MAILED OR DELIVERED TO:

City Clerk  
City of Portage  
7900 South Westnedge Avenue  
Portage, MI 49002