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## ABC APPLICATION INSTRUCTIONS

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A. Properly complete all appropriate City, State and Federal Application Forms. All application forms including appropriate payments should be returned to the City c/o ABC Administrator and we will send to the appropriate State and Federal offices. Separate sets of documentation (discussed below) must be attached to each individual Application Form.

B. Payment of all fees must be in the form of Certified Check, Cashier's Check or Money Order. You must submit with each application a separate payment for each item listed below:

City of Mayfield ABC License: payable to "City of Mayfield"

Kentucky State ABC License: payable to "Kentucky State Treasurer"

Kentucky Statewide Police Record Check: payable to "Kentucky State Treasurer"

Federal ABC License: payable to "Bureau of Alcohol, Tobacco and Firearms."

C. Run a legal advertisement in the Mayfield Messenger for one day (select the proper format from the examples attached.) You must obtain an Affidavit of Advertisement signed by the newspaper and a copy of the actual advertisement to be attached to each Application Form.

D. If you are purchasing an existing licensed establishment, you must have the current owner sign Section F of the State application. Under State Law, you are not allowed to use the current owner's license in order to keep the business running while your application is being processed. The current owner would have to continue to run the business during that time period.

E. If you do not own the building where you plan to establish your licensed business, you must send a copy of the lease, dated and signed by both the lessee and the lessor. Lessee must be the same party, or parties, as listed on the Application Forms. The lease must be valid and in force through the full license period. City and state license periods end annually March 31. The ATF special tax registration is due annually on June 30.

F. A City of Mayfield Business License must be presented or purchased and a copy presented with this application. New businesses must complete the business application process through the Occupational Licensing Department at City Hall.

G. The investigative process will normally take from five to seven working days at the local level. If problems or questions arise, the investigation time may increase. For this reason, it is very important that the applicant furnish a telephone number where the investigating officer assigned to handle the application may reach a responsible party.

H. After the local Administrator has approved or denied each application received, we will mail all State documents and forms to the Kentucky Alcoholic Beverage Control Board in Frankfort, Kentucky. We will mail all Federal forms to the Bureau of ATF in Louisville, Kentucky.

I. The City of Mayfield ABC License Fee for the Limited Restaurant Alcoholic Beverage by the Drink license is \$1,000.00 annually. The State License is \$800.00 annually. If application is made between the months of October and March the fee will be \$500.00 for the City License and \$400.00 for the State License.

Applications for renewal of licenses required by this section shall be made for each fiscal year beginning the first day of April and extending through the last day of March of the succeeding year. Applications for renewal are to be filed with City Alcoholic Beverage Control Administrator fifteen (15) days to expiration.

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If you have questions or concerns, call the City of Mayfield City Clerk's Office at (270) 247-1981 or visit us at 211 E. Broadway. Our mailing address is City of Mayfield, 211 E. Broadway, Mayfield, Kentucky 42066.

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