BEER GARDEN APPLICATION
REQUIRED ATTACHMENTS

1. An $870.00 non-refundable application fee. Only one fee will be charged per location.

2. A detailed business plan setting forth the nature and use of the prospective licensed premises. The mayor shall be deemed to have relied on the detailed business plan in the issuance of any license under this chapter. (The mayor may, as a prerequisite to completing the review of any application, require the applicant to supplement such detailed business plan, including requiring the delivery of detailed site plans, building elevations, blueprints, and floor plans for the prospective licensed premises, so as to establish clear representations regarding the proposed operations of the prospective licensed premises and the types of alcoholic beverages and other items to be sold or served thereon.)

3. A copy of one of the following documents must be provided PRIOR to the issuance of a liquor license:

   a. Legally competent proof of ownership of premises for which license is sought, i.e. recorded deed.
   b. Recorded contract to purchase premises for which license is sought.
   c. Lease for premises covering full period for which license is sought.

4. A detailed depiction of the proposed interior layout of the premises to be licensed. The interior layout must be drawn to scale (engineering or architect scale), with at least one copy submitted to be sized 11" by 17" or 8.5" by 11". Areas where liquor will be served or sold shall be identified, including bar areas, display areas, outdoor seating, etc. Questions regarding this requirement should be directed to the City of Rockford Current Planning at 815-987-5585.

5. A detailed exterior site plan and building elevation plan drawn to engineer or architect scale, with at least one copy submitted to be sized 11" by 17" or 8.5" by 11" and including the following:

   -Dimensions of the parcels and dimensions and setbacks of all existing and proposed structures;
   -Streets, sidewalks and curb cuts for access to the property; the required number of off-street parking stalls, loading and stacking areas and their dimensions; and traffic circulation aisles and their dimensions;
   -A landscape plan showing all landscape strips and buffers required by the Zoning Ordinance, including dimensions, and a summary of the landscape units required to be provided with the proposed development. Questions regarding this requirement should be directed to the City of Rockford Current Planning at 815-987-5585.

6. The names, mailing addresses and Property Identification Number EACH and EVERY adjacent property and property owners. Adjacent property includes all property immediately next to and across the public right of way (street or alley) from the proposed licensed premises. If the property is held in a trust, provide the Trust number and bank name and address. This information may be obtained from the Winnebago County Recorder's Office, 404 Elm Street, 4th Floor, Rockford, Illinois.

7. If the proposed licensed premises is a bar, tavern or is zoned for assembly use, a detailed security plan must be submitted. The security plan must include, but is not limited to, the following specific information:

   a. The number of security personnel to be employed ;
   b. The proposed qualifications of security personnel;
   c. Whether or not the business will enforce a dress code and, if so, a description of said dress code;
   d. An articulated plan for controlling and addressing disorderly activity in EACH of the following areas:
      - Parking areas utilized by patrons of the licensed premises
      - Public areas immediately adjacent to the licensed premises
      - The interior of the licensed premises.

8. If the proposed use of the property will be a new use or a change in use, a Certificate of Occupancy is required before a liquor license will be issued. The Building Department is located at the Permit Center, 1st floor, City Hall, 815-987-5550. Building Department clearance is required prior to the issuance of a liquor license.

9. The Winnebago County Health Department, 401 Division Street, Rockford, Illinois, 815-962-5092, requires premises selling beverages and/or food to have a permit. Your Health Department permit number is required to be submitted to the Legal Department prior to the issuance of a liquor license.

10. Legal description of the property