



## The Village of Arlington Heights

33 South Arlington Heights Road  
Arlington Heights, Illinois 60005

## Liquor Licenses

(847) 368 - 5100

### **INSTRUCTIONS TO LIQUOR LICENSE APPLICANTS**

The following check list has been prepared to help you complete your application so that processing may proceed as rapidly as possible. Processing of Liquor License Applications normally takes **8 – 12 weeks**, depending upon meeting availability with the Village Board of Trustees.

#### **SUBMITTALS:**

Please **check** to ensure that all necessary actions have been completed:

- Completed APPLICATION with \$135 fee
- It is necessary for applicants to be **fingerprinted** by the Arlington Heights Police Department, and to furnish information necessary for a background check to be initiated; which takes approximately four weeks. **"Applicant" includes all principals, partners, officers, shareholders, directors, members, managers (if an LLC) holding an aggregate amount of 5% or more interest in the Business Entity. Also, includes on-site Managers.**
- Completed "Applicant Background Questionnaire" Form (completed by each applicant)
- Copy of Articles of Incorporation or Articles of Organization. At least one applicant **MUST** be listed on the Articles that are filed with the State of IL.
- Copy of Signed & Executed Lease **or** Letter of Intent. **A signed & executed lease must be submitted before your Liquor License will be issued.**
- Floor Plan (**no larger than 8½" x 11"**); indicate liquor service area & seating arrangements including # of seats\_\_\_\_\_, # of high chairs\_\_\_\_\_, # of Bar Stools\_\_\_\_\_
- Certificate of Dram Shop Insurance
- Copy of signed Business License Application (from Building Department)
- Luncheon and Dinner Menu (if applicant is a restaurant)
- Copy of BASSET cards (if completed)
- Have you check with our Planning Dept. to see if the property was issued a Special Use in the past?

#### **PROCESS:**

After all of the necessary materials have been submitted and the application is deemed complete, the applicant(s) will be scheduled for an interview before the Village Board, meeting as a Committee-of-the Whole. These meetings are usually held on the first and third Mondays of each month in the early evening. At this meeting, the applicant(s) is expected to be able to answer questions from the Village Board and state their experience related to the ownership/serving/selling of liquor. At the conclusion of the meeting, the Board usually makes a recommendation to the Mayor (who serves as Local Liquor Commissioner) as to whether the license should be granted. That recommendation is usually approved at the Village Board meeting that same night.

If the Board recommends approval of the license, an ordinance must be adopted increasing the number of liquor licenses. That ordinance is usually placed on the agenda for the **next** Village Board meeting. If, due to particular circumstances, an ordinance is not necessary, the license will be available within two days after the Committee-of-the-Whole meeting.

If you have any questions contact Diane Staggs, Liquor License Coordinator, at 847-368-5102.