



CITY OF CHASKA - LIQUOR LICENSE APPLICANT INSTRUCTIONS



This is your application packet. Included here are the instructions (below), as well as the necessary City and Police application forms. You will find that there are other documents and statements required to be submitted as well. Please read through these instructions carefully before filling out the forms. Applicants should be aware that once all requested paperwork has been submitted, there are three phases to of the license approval process:

1. Police Investigation

- ◆ A background check by the Police Department on all applicants must be completed before the application for license can be put before City Council for approval.
- ◆ The police investigation will not proceed until all of the paperwork requested herein has been submitted.
- ◆ A minimum of two weeks must be allotted for said investigation. (Note that between May and September, three weeks must be allotted.)

2. Chaska City Council Approval

- ◆ City Council must approve the application at a regularly scheduled Council meeting. (City Council meets on the first and third Mondays, and when applicable, the fifth Monday of the month.)
- ◆ The application will not be placed on the Council agenda for consideration until the police investigation is completed, and all applicable fees are paid.

3. State of Minnesota Alcohol Enforcement Division

- ◆ All liquor licenses approved at City level are subsequently certified to the State of Minnesota Alcohol Enforcement Division. If an inspection is required, the process could take up to three weeks, but generally approval of the certification occurs within 2 weeks.

Liquor License applications must be signed by the appropriate parties or they are not valid:

- a) Individual Owner - must be signed by the owner
- b) Partnership - must be signed by the partners
- c) Corporation - must be signed by an officer of said corporation

For each type of license, specific forms, documents and statements must be submitted. The information required is listed by type of license on the following pages. (The City application forms are attached to these instructions.) *Please remember that ALL information must be submitted before the police department will even begin the investigation process. If you cannot submit a particular document, you are responsible for contacting the police department's current liquor license investigator (952-448-4200.)*

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1. On-Sale Intoxicating Liquor, Special Sunday Sale and On- & Off-Sale 3.2 Percent Malt Liquor License Applications:

- a) Part 1 - General Information
- b) Part 2 - Personal Information
- c) State Certification and 2 a.m. Closing Application Form No. 9011-2A.M.
- d) Information Advisory & Release of Information Form - One copy for **each** individual listed on application form
- e) Partnership Agreement
- f) Trade name certificate
- g) Certification of incorporation
- h) Articles of incorporation and Bylaws
- i) Foreign corporation - Certificate of Authority
- j) Certificate of liquor liability insurance. Term of insurance must cover entire license period – July 1 through June 30th of the succeeding year. If applying mid-term, the policy period must run through June 30th.
- k) Lease agreement
- l) Any information listed on the Liquor License Investigation Checklist that may not be listed above.
- m) Applicable license fees (See scheduled attached to this applicant packet)
- n) Investigation fee of \$250.00.

2. Off-Sale Intoxicating Liquor

- a) Part 1 - General Information
- b) Part 2 - Personal Information
- c) Information Advisory and Release of Information form
One copy for **each** individual required listed on application form
- d) State form PS 9136 - Off-sale Application & Application for Retailer's (Buyer) Card.
(If not included with this packet, contact State Liquor Control at 651-296-6439)
- e) Trade name certificate
- f) Certification of incorporation
- g) Partnership agreement
- h) Articles of Incorporation and Bylaws
- i) Foreign corporation - Certificate of Authority
- j) Certificate of liquor liability insurance. Term of insurance must cover entire license period – July 1 through June 30th of the succeeding year. If applying mid-term, the policy period must run through June 30th.
- k) Lease agreement
- l) Any information listed on the Liquor License Investigation Checklist that may not be listed above.
- m) Applicable license fees (See scheduled attached to this applicant packet)
- n) Investigation fee of \$100.00.

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3. On-Sale Wine

- a) Part 1 - General Information
- b) Part 2 - Personal Information (One copy for **each** individual holding more than 5% interest in the business)
- c) Information Advisory & Release of Information form (One copy for **each** individual listed on the application form)
- d) State form PS 9114 - Wine On-Sale Application
(If not included with this packet, contact State Liquor Control – 651-296-6939)
- e) Partnership Agreement
- f) Trade name certificate
- g) Certification of incorporation
- h) Articles of incorporation and Bylaws
- i) Foreign corporation - Certificate of Authority
- j) Certificate of liquor liability insurance. Term of insurance must cover entire license period – July 1 through June 30th of the succeeding year. If applying mid-term, the policy period must run through June 30th.
- k) Lease agreement
- l) Any information listed on the Liquor License Investigation Checklist that may not be listed above.
- m) Applicable license fees (See scheduled attached to this applicant packet)
- n) Investigation fee of \$100.00.

4. If this is a license transfer, please submit the applicable paperwork requested above, as well as:

- a) Notarized statement signed by both seller and purchaser indicating that applicant is purchasing the remaining liquor stock from the former owner.
- b) \$200 Transfer fee.
- c) On the first day of business, new or previous owner must return the previous liquor licenses to the City for cancellation.

CHASKA LIQUOR LICENSE FEES

On-Sale Intoxicating	\$4,605.00
Off-Sale Intoxicating.....	155.00
Sunday Sale.....	200.00
Club On-Sale.....	515.00
Wine On-Sale.....	775.00
On-Sale 3.2 Percent Malt Liquor	310.00
Off-Sale 3.2 Percent Malt Liquor	52.00
Temporary On-Sale Intoxicating.....	50.00
Temporary On-Sale 3.2 Percent Malt Liquor	10.00
➤ Investigation Fee – On-Sale Intoxicating.....	250.00
➤ Investigation Fee – All other License Types.....	100.00
➤ License Transfer Fee.....	\$ 200.00