



City of Robbinsdale

4100 Lakeview Avenue North
Robbinsdale, MN 55422
(763) 531-1255 Phone
(763) 531-1291 Fax

TAPROOMS AND SMALL BREWERIES LICENSE APPLICATION

License Fee(s):

- Brewer Off-Sale Malt Liquor - \$100
Brewer Taproom On-Sale - \$550
Sunday Sales (per state law) - \$200

Investigation Fee(s) – non-refundable:

- Renewal - \$250
New - \$500 in-state applicant; out-of-state costs tbd, if any

Check, if applicable:

- Outdoor Service/Seating
Premise Enlargement

The City Liquor Ordinance requires that the data requested in this application be submitted in order for the City to determine your eligibility for this license. Refusal to provide the data shall result in an automatic denial of the requested license. The data provided shall be classified in accordance with the Minnesota Government Data Practices Act. The data provided shall be investigated by the Chief of Police who shall then submit a recommendation for approval or denial based upon the applicant’s eligibility as determined by provision of the licensing ordinance. Access to the data provided shall be by officials and employees of the City engaged in administering or monitoring the provisions of the licensing ordinance; and also as allowed for by the Minnesota Government Data Practices Act.

PLEASE PRINT OR TYPE YOUR RESPONSES TO THE FOLLOWING:

Form with multiple sections for applicant information, business details, and licensing questions. Includes fields for name, address, phone, and business type.

Do you possess, or have you ever possessed, a liquor license in another city? _____

If yes, provide details:

Provide names, addresses and phone numbers for three **business** references from the Metropolitan Area:

Ph: _____

Ph: _____

Ph: _____

Provide names, addresses and phone numbers for three **personal** references from the Metropolitan Area (other than relatives):

Ph: _____

Ph: _____

Ph: _____

Is there a common entrance between any two establishments licensed under Robbinsdale Liquor Ordinance? If yes, describe type of entrance/exit and location on premises. yes no Description (if yes) _____

Please list the distance in feet from the following if near the premises:

N/A _____ Places of Worship (measured in straight line from main entrance to any entrance to central place of worship)
_____ School Buildings _____ School Grounds _____ School Athletic Fields
_____ Public Parks Boundaries (all measured beginning from main entrance of premises to any point of said boundary line)

Are premises ready for occupancy? Yes No If no, give reason _____

Legal Description of real property and specific description of gross square feet to be occupied (Please attach legal description)

Specific description of any planned building improvements (please attach planned improvements)

Applicant: Within the last five years, any convictions for willful alcohol related violations of Federal, State or Local laws, or revocation of intoxicating or non-intoxicating licenses? yes (summons/revocation attached) no

Partners or officers of the corporation: Please list names, current addresses, residence addresses for the past five years, citizenship status, dates of birth and any convictions for willful alcohol related violations of federal, state or local laws, revocation of alcoholic beverage license within the last five years (to include violations or revocations related to non-intoxicating liquor):

If this is a renewal application: no changes from initial application _____ changes as follows

(1) Name: _____

Current Address: _____

Residence Addresses for past five years: _____

Date of Birth _____ Citizenship Status _____ Drivers License # /State Issued: _____

Convictions Yes No Revocations Yes No

(2) Name: _____

Current Address: _____

Residence Addresses for past five years: _____

Date of Birth _____ Citizenship Status _____ Drivers License # /State Issued: _____

Convictions Yes No Revocations Yes No

(3) Name: _____
 Current Address: _____
 Residence Addresses for past five years: _____
 Date of Birth _____ Citizenship Status _____ Drivers License # /State Issued: _____
 Convictions ___yes ___no Revocations ___Yes ___No

Political Contributions: (This section must be completed for renewals only.)
 Nature or amount of any contribution made for campaign or political purposes: _____
 Person to whom contribution was made: _____
 Person or organization for who intended: _____

You Must Submit with Your Application:

- ___ 1. Certificate of insurance for \$1,000,000 liquor liability insurance (must run concurrent with license year) as required by City Liquor Ordinance, Section 1200 and §340A.409.
- ___ 2. Bond (for new license year) with corporate surety, or in lieu thereof, cash or U.S. Government Bond (\$5,000) as required by City Liquor Ordinance.
- ___ 3. Proof of General Liability (for new license year) as required by Minnesota State Statutes.
- ___ 4. Minnesota Tax Clearance and Workers' Compensation forms.
- ___ 5. State Application Form(s) <https://dps.mn.gov/> (651-201-7500)
- ___ 6. Applicable Fees.
- ___ 7. Current Hennepin County License. (612-543-5200) <http://www.hennepin.us/> (Human Services and Public Health Dept.)
- ___ 8. Site plan, including seating capacity. Site plan for outdoor areas must include compliance with 1205.23, Subd. 4.
- ___ 9. A statement from CPA on the gross receipts for current license year showing at least 75% of production was sold on site. This applies for renewals only.

Applicant Signature: _____ Date: _____

This license expires on December 31st of each year. **Renewal application must be made at least 60 days prior to the date of the expiration of the license.**

Return completed form to the Office of the City Clerk, City of Robbinsdale, 4100 Lakeview Ave N, Robbinsdale, MN 55422 (763) 531-1255

DEPARTMENT REVIEW (Initial your approval. If denied, state reason(s). Attach memo if necessary.)

	APPROVE	CONDITIONS?	DENY
___ Building Official	_____	_____	_____
___ City Planner (non-production)	_____	_____	_____
___ Chief of Police	_____	_____	_____
___ Fire Marshal	_____	_____	_____

PUBLIC HEARING:

Public Hearing Notice published: _____ (10 days prior to public hearing)
 Public Hearing held: _____
 Date Council approved/denied license: _____

CITY OF ROBBINSDALE
APPLICATION INSTRUCTIONS
TAP ROOM AND SMALL BREWERIES LICENSE

- I. Anyone that knowingly and willfully falsifies the responses to the application shall be deemed guilty of perjury as set forth by Minnesota State Law.
- II. In completing the application, applicants shall be governed as follows: for a corporation, one officer shall execute this application for all officers, directors and stockholders. For a partnership, one of the partners shall execute this application for all members of the partnership. For a sole proprietorship, the owner shall execute this application.
- III. Every question must be answered. The City Liquor Ordinance requires an investigation of the information provided in this application. Information requested that is not applicable to your particular application should be so indicated with the "N/A" notation. Please print or type your responses. Provide in full the first, middle and last names wherever requested (no initials or nicknames may be used).
- IV. The City Liquor Ordinance (Section 1200) is available online at <http://www.robbinsdalemn.com> and the Minnesota Statutes Chapter 340A is available online at <https://www.revisor.mn.gov/pubs/>
- V. In addition to the information requested in the application and applicable fees, the following must also be submitted with the completed application:
 - * Proof of \$1,000,000 liquor liability insurance (must run concurrent with license year) as required by City Liquor Ordinance
 - * Bond with corporate surety, (for new license year) or in lieu thereof, cash or U.S. Government Bond (\$5,000) as required by City Liquor Ordinance
 - * Proof of General Liability insurance (for new license year) as required by Minnesota State Statutes
 - * Minnesota Tax/Workers' Compensation Forms
 - * State Liquor Application Forms
 - * All Applicable Fees
 - * Current Hennepin County License
 - * Site plan, including seating capacity. Site plan for outdoor areas must include compliance with 1205.23, Subd. 4
- VI. Payment of applicable fees is required when submitting the application. Payment options include: check, cashier's check, money order, credit card or cash.
- VII. Investigation of your application by the Robbinsdale Police Department may take from two to six weeks, possibly longer if out-state investigation is required. The length of time for processing the application also depends on the thoroughness in providing the information requested.
- VIII. Required public hearings will be scheduled per City Ordinance for new licenses. Applicant will be notified of the date, time and place of the hearing and should attend the meeting in the event questions may be asked by the Council. (For renewal applications, the Council may dispense with notice and hearing.)
- IX. If Council approves the license, an application is then made to the State Liquor Control Division. Once approval has been granted by the state, and the applicant has met all conditions of approval, the license shall be issued by the City Clerk's office.

If you have any questions regarding your application or the provisions of Robbinsdale Liquor Ordinance, Section 1200, please contact the City Clerk's Office at 763-531-1255.