



City of Clayton

10 N. Bemiston Avenue * Clayton, MO 63105 (314) 290-8439 (314) 863-0294 fax

Attention Liquor License Applicants:

Following is an application for a license to dispense alcoholic beverages within the corporate limits of the City of Clayton. The authority to regulate the trading in and dispensing of alcoholic beverages is granted by State statutes. The manner in which Clayton regulates this trade is established by City ordinance. A copy of the applicable ordinances is appended to this application for your reference.

Upon receipt of your completed application, an investigation will be made of your background, the background of your firm (if a corporation), of credit and of other pertinent items. A report summarizing these findings will be submitted to the City Manager for their recommendation. The Board of Aldermen of the City of Clayton will by resolution at their next regularly scheduled public meeting following the City Manager's recommendation approve or deny granting of a license.

At the present time, the Board of Aldermen's policy is not to restrict the granting of liquor licenses numerically. Rather, the Board has adhered to stringent criteria concerning the apparent quality of operation expected of the applicant. Only those establishments in which at least fifty percent (50%) of their trade by dollar value (20% for a Wine Bar - *Section 600.10*) will be realized from the sale of food and which will offer respectable and high-quality service will be granted a license to serve liquor by the drink.

Please complete the application carefully and thoroughly. Inaccurate or misleading answers may be grounds for rejection of your application. Please return this completed form with required documents to:

City of Clayton
Attn: Finance Department
10 N. Bemiston Ave.
Clayton, MO 63105.

CITY OF CLAYTON, MISSOURI
LIQUOR LICENSE APPLICATION
INFORMATION FOR APPLICANT

To obtain a liquor license in the City of Clayton, please contact the Finance Department and Planning Department for information and procedures regarding the permits and licenses that are required. The following outlines the general procedure used by the City:

Finance Department (314) 290-8442

The Finance Department will provide you with a liquor license application or you can obtain one from www.claytonmo.gov. Once the completed application and required documentation has been submitted, a copy will be sent to the Police Department for its review.

Police Department

After receiving a copy of the liquor license application from the Finance Department, the Police Department will run a background check on the applicant(s) and advise the Finance Department of the results. From there, a request for the liquor license approval will be placed on an upcoming Board of Aldermen agenda for its consideration. The Board of Aldermen meets the second and fourth Tuesdays of each month.

Planning Department (314) 290-8453

The applicant should contact the Planning and Development Services Department at the time of receiving the Liquor License application to apply for a **Conditional Use Permit (required)** and a **Commercial Occupancy Permit (required)**. If construction or remodeling of the premises is contemplated, it may be necessary to also apply for a Building Permit.

Accounts Receivable - Finance Department (314) 290-8442

The applicant should contact the Accounts Receivable Department to obtain an application for a Business License which is required by the City. A statement of "No Tax Due" must accompany the Business License application.

****IMPORTANT****

APPLICANT MUST CONTACT THE STATE LIQUOR CONTROL OFFICE AND ST. LOUIS COUNTY GOVERNMENT CENTER FOR INSTRUCTIONS ON APPLYING FOR THE APPROPRIATE LIQUOR LICENSES.

State of Missouri - www.atc.dps.mo.gov

ATC District Office:

3256 Laclede Station Rd.
Suite 101
St. Louis, MO 63143
(314) 877-0478

Main office:

1738 E. Elm, Lower Level
Jefferson City, MO 65102-0837
(573) 751-2333

St. Louis County - www.stlouiscountymo.gov

41 S. Central Ave.
St. Louis, MO 63105
(314) 615-4217

Please note: Due to changing COVID-19 regulations, operations and procedures may be subject to change. Please contact the State of Missouri and St. Louis County to verify if appointments are required for in-person visits

Liquor license application checklist:

- Application completed in full
- Application notarized
- Attach prior year Personal Property Tax receipt
- Attach copy of Voter Registration
- Attach transmittal letter providing a complete description of your proposed operation
- Attach drawing of restaurant layout indicating the seating and location of the dispensing/sale of liquor
- Attach petition (if applicable)
- Read and understand Clayton ordinance regarding Alcoholic Beverages (Chapter 600) <https://www.ecode360.com/27569268>
- Read and understand Clayton ordinance regarding Gross Receipt License Exclusions [City of Clayton, MO General Provisions \(ecode360.com\)](https://www.ecode360.com/27569268)

Please note: Payment is due **AFTER** the liquor license application has been approved by the Board of Aldermen.

CITY OF CLAYTON, MISSOURI - LIQUOR LICENSE APPLICATION

On behalf of _____,
(This is the name that will appear on the liquor license certificate)

this application is hereby made to the City of Clayton, Missouri for the following type of liquor, wine bar, wine and beer, or beer license, at the annual license fee indicated below:

- () **A** - All kinds of intoxicating liquor at retail by the drink, including Sunday, **\$750.00**
- () **B** - All kinds of intoxicating liquor at retail by the drink, except Sunday, **\$450.00**
- () **C** - All kinds of intoxicating liquor at retail by the package, including Sunday, **\$450.00**
- () **D** - All kinds of intoxicating liquor at retail by the package, except Sunday, **\$150.00**
- () **E** - 5% beer and not to exceed 14% wine at retail by the drink including Sunday **\$152.50**
- () **F** - 5% beer and not to exceed 14% wine at retail by the drink, except Sunday **\$52.50**
- () **G** - 5% beer at retail by the drink, **\$52.50**
- () **H** - 5% beer at retail by the package, including Sunday, **\$67.50**
- () **I** - 5% beer at retail by the package, except Sunday, **\$22.50**
- () **J** - 3.2% beer at retail by the drink, **\$37.50**
- () **K** - Intoxicating liquor at wholesale, not in excess of twenty-two percent (22%) of alcohol by weight, **\$300.00**
- () **L** – All kinds of intoxicating liquor at wholesale, **\$450.00**
- () **M** - Special Permit for Wine, Malt Beverage and Distilled Spirit Tastings, **\$37.50**
- () **N** - Wine bar, not to exceed 14% wine and 5% beer at retail by the drink, including Sunday, **\$750.00** (limited quantity of licenses available)
- () **O** - Wine bar, not to exceed 14% wine and 5% beer at retail by the drink, except Sunday, **\$450.00** (limited quantity of licenses available)
- () **P** - All kinds of intoxicating liquor at retail by the package, including Sunday AND Special Permit for Wine, Malt Beverage and Distilled Spirit Tastings, **\$487.50**
- () **Q** - All kinds of intoxicating liquor at retail by the package, except Sunday AND Special Permit for Wine, Malt Beverage and Distilled Spirit Tastings, **\$187.50**

PREMISES

1. The trade name of the business for which this license is sought:

2. The address of the business for which this license is sought:

3. Mailing address for all liquor license correspondence (certificate, renewal app)

4. Business phone # _____

5. Federal Tax ID # _____ Missouri State Tax ID # _____

6. Please *submit a transmittal letter* providing a complete description of your proposed operation. Also, *attach a drawing* showing the location of seating and the dispensing/sale of liquor.

7. An optional petition may be submitted per the following Clayton ordinance:

Section 600.110

Filing License Application — Consent of Neighbors to Certain Licenses.

A. All applications for licenses for the sale of intoxicating liquor, light wine, non-intoxicating beer and/or malt liquor, at retail by the drink and for tasting or sampling the same, for consumption on the premises, regardless of the location of the premises, shall be filed with the Director of Finance on forms to be furnished by the Director, such applications to be signed and sworn to by the applicant. All such applications shall be accompanied by the following:

1. The annual or prorated fees set forth in this Chapter for the class of license applied for in such applications.
2. A petition signed by two-thirds (2/3) of the assessed taxpaying citizens owning real property and by two-thirds (2/3) of the persons occupying or conducting any business on the main or surface floor of buildings within a distance of three hundred (300) feet from the proposed location in all directions and located within the City assenting to such application, - OR -
 - The license shall be required to be approved by two-thirds (2/3) of the members of the Board of Aldermen.

8. If the location of the above described premises is within two hundred (200) feet of a church or school, written approval from such institution is required per the following Clayton ordinance:

Section 600.30

Sales of Liquor Prohibited Near Schools and Churches (RSMo. §311.080, 2005)

OWNERSHIP AND MANAGEMENT

9. The managing officer must be actively in charge of the business. Explain any special situations: _____

10. In the absence of the managing officer, who will be in active control and supervision of the business during the business hours?

Name _____

Address _____

Phone _____ Social Security # _____

Date of Birth _____

Name and address of previous employer _____

11. Give the name of the managing officer for the individual, partnership or corporation for which this license is sought.

(first)

(middle)

(last)

a. Residence _____

b. How long at present address (*attach a copy of prior year's personal property tax receipt*) _____

c. Addresses where resided last ten years _____

d. Primary phone _____

e. Business phone _____

- f. Place of birth _____
- g. Date of birth _____
- h. Married _____ If so, spouse's name _____
- i. Names of immediate family _____

- j. Social Security number _____
- k. Native born citizen of the United States? _____
Naturalized citizen? _____
- l. How long a legal voter in the United States _____
(Attach a copy of voter registration documentation.)

12. Has the managing officer ever been employed by any individual, partnership, or corporation that had a liquor license revoked or suspended by any city, town, village, county or state? If so, give details _____

13. Has the applicant, or the managing officer thereof, or any member of their household or immediate family, ever had a liquor license issued by any city, town, village, county or state suspended or revoked? _____

14. Has the applicant or managing officer ever been convicted of the violation of any ordinance of St. Louis County, the City of Clayton or of any city relating to intoxicating liquor, gambling, immorality, fighting or peace disturbance? If so, give details _____

15. If the applicant is a corporation, has any officer, stockholder, director or managing officer of the corporation ever been employed by any entity that has had a liquor license revoked or suspended by any city, town, village, county or state? _____ If so, give details _____

16. Has the applicant or the managing officer, or if the applicant is a corporation any shareholder, director, officer or any person with a direct or indirect financial interest in the corporation, ever been convicted or pleaded guilty to any liquor law or other criminal law? _____ If so, give details _____

17. Is this application being made by the applicant as a subterfuge to permit any person other than applicant to secure a license from the City of Clayton, in your name for their benefit? _____

18. Specify if the applicant owns, rents or leases the premises for which the license is sought _____

19. What interest, if any, does the landlord have, directly or indirectly, in the business for which this license is sought? _____

20. State name of individual, partnership, firm or corporation that has advanced, or that will advance, any money, to you to purchase or operate the business for which this liquor license is sought. (If none, so state) _____

21. If the applicant is a corporation, give date and place of incorporation _____

22. Location of principal office of applicant _____

23. State names and residences of all officers of the corporation and office held by each.

Name	Residence	Office
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24. State names of all stockholders owning 10% or more of the outstanding common or preferred stock of the corporation.

Name	Number of Shares

25. State business interests (other than the corporation) of those persons listed in question 21 if that interest exceeds 10% of common or preferred stock. (Use separate sheet if necessary)

Name	Business	Nature of Interest <small>(Owner, Partner, % of Interest)</small>

EMPLOYERS

26. State names, addresses, and dates of birth of all persons employed or proposed to be employed in a supervisory position in the business who will physically be present at any time that the retail sale of liquor is being made, who will directly control the retail sale of liquor under the license hereby sought:

27. Has any such employee or proposed employee, ever been convicted or pled guilty to any liquor law or other criminal law? _____ If so, list employee(s)

Provide the following information on a separate sheet for each employee so convicted:

- (a) Nature of charge
- (b) Whether convicted or plea of guilty
- (c) Date of conviction or plea
- (d) In what court (federal, state, municipal)

28. Has any employee, or proposed employee, ever had a liquor license revoked or been employed by an establishment whose license was revoked or suspended? YES / NO (circle one) If YES, please give details.

AFFIDAVIT

Affiant's oath states that:

29. For the purpose of requesting the Board of Aldermen of the City of Clayton, Missouri to approve and the Director of Finance to issue said license, it is understood and agreed that if any statements or answers made herein are untrue and the license herein applied for is granted, such license may be revoked suspended by the Board of Aldermen, and it is further agreed that if any of the corporation's agents, servants, or employees shall violate any provisions of Chapter 600 of the Municipal Code of the City of Clayton, Missouri or any law of the state of Missouri or other ordinance of the City of Clayton while in or upon the premises herein described, such license may be suspended or revoked, and it is further understood and agreed that after issuance of a liquor license the licensee must notify the City in writing of any changes in items 1 through 31, and that failure to do so may result in suspension or revocation of said license.

30. Affiant is a qualified, legal voter and tax-paying citizen of the state of Missouri.
31. Affiant has not been convicted since the ratification of the 21st Amendment of the Constitution of the United States of a violation of the provisions of any law or ordinance applicable to the manufacture or sale of intoxicating liquor and the applicant does not employ, has not and will not employ in this business, any person whose liquor license has been revoked or who has been convicted of violating the provisions of any such law since the date aforesaid.
32. Affiant or affiant's agents and employees will not violate any law of the state of Missouri or ordinance of the City of Clayton, or knowingly allow any other person to violate any said law or ordinance while in or upon the premises herein described.
33. Affiant will not sell, give away, or otherwise dispose of any intoxicating liquor, nor permit the same to be done, in any quantity between the hours of 1:30 a.m. on Sunday and 6:00 a.m. on the following Monday, unless a license has been issued by the City of Clayton for the sale of liquor on Sunday, nor on week days between the hours of 1:30 a.m. and 6:00 a.m.
34. Affiant has and will keep a stock of goods having a value according to invoices of at least \$1,000.00 at all times in their store, exclusive of fixtures and intoxicating liquors, and will conform to all provisions specified in Section 600.140 (a) of the Municipal Code of the City of Clayton (strike out if the application is for the sale of liquor by the drink).
35. Affiant will not permit or allow any blinds, screens, swinging door, curtains, or any obstruction to be placed in the business which will tend to obstruct the public view of the inside of their place of business from the street and will not sell intoxicating liquors in any room not located on the ground floor or level immediately abutting on a public street, except if served in a restaurant, hotel, or private club.

Managing Officer

Signature

Print Name

Date

STATE OF MISSOURI)
) SS
COUNTY OF _____)

_____, of lawful age, being first duly sworn upon _____ oath deposes and says that _____ is the applicant or managing officer of the corporation seeking a license hereunder, that _____ has been authorized by said corporation to make this application in its behalf, that _____ has read this application and the instructions with reference thereto, and that _____ fully understands the same and that _____ knows the contents thereof and the answers and statements contained therein and the same are true.

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My commission expires _____

INFORMATION WAIVER - APPLICANT

I voluntarily consent to a thorough investigation of my past employment and activities. I give the City of Clayton permission to make checks on the background of myself and my spouse (if applicable) and release from all liability or responsibility all persons, companies or corporations supplying such information.

Signature of Applicant

Date

Social Security #

Date of Birth

Signature of Spouse

Date

Social Security #

Date of Birth

INFORMATION WAIVER – OWNER(S)
(Complete only if owner(s) is other than applicant)

I voluntarily consent to a thorough investigation of my past employment and activities. I give the City of Clayton permission to make checks on the background of myself and my spouse (if applicable) and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Signature of Owner		Owner's Spouse	
Date	Social Security #	Date	Social Security #
Date of Birth		Date of Birth	

Signature of Owner		Owner's Spouse	
Date	Social Security #	Date	Social Security #
Date of Birth		Date of Birth	

Signature of Owner		Owner's Spouse	
Date	Social Security #	Date	Social Security #
Date of Birth		Date of Birth	

CITY OF CLAYTON - OFFICE USE ONLY

Application issued to _____

on _____
(date)

Completed application received on _____

by _____

Copies disseminated to the following departments for review:

Finance - Application _____
Petition _____
Tax Receipt _____
Voter registration _____

Police - Application _____

Housing & Planning - Application _____

Date _____

Correspondence sent to applicant during application's review (attach copy):

Department

Subject

Date