

CITY OF SHAKOPEE
OFF SALE INTOXICATING LIQUOR LICENSE
APPLICATION PACKET

Included here are the instructions as well as the necessary application forms. Please read through these instructions carefully before filing out the forms. Applicants should be aware that once all requested paperwork has been submitted, there are three phases of the license approval process:

1. Police Investigation
 - o A background check by the Police Department on all applicants must be completed before the application for license can be put before the City Council for approval.
 - o The police investigation will not proceed until all of the paperwork requested herein has been submitted.
 - o A minimum of two weeks must be allotted for said investigation.

2. Shakopee City Council Approval
 - o City Council must approve the application at a regularly scheduled Council meeting. (City Council meets on the first and third Tuesdays of the month.)
 - o The application will not be placed on the Council agenda for consideration until the police investigation is completed, and all applicable fees are paid.
 - o City Building Inspector must conduct a building inspection prior to issuance of the license.

3. State of Minnesota Alcohol Enforcement Division
 - o All off sale liquor licenses approved at the City level are subsequently forward to the State of Minnesota Alcohol Enforcement Division for their approval and inspection.

APPLICATION FORMS:

- Part I – General Information
This form must be completed and signed (in the presence of a notary public) by one of the following as applicable:
Individual application – by such individual
Partnership application – by one of the partners
Corporation application – by an officer of the corporation

Materials to be submitted with Part I:

- Plot plan showing dimensions, location of buildings, street access, and parking
- Copy of lease (where applicable)
- Partnership agreement (where applicable)

- Certificate of incorporation (where applicable)
- Articles of incorporation (where applicable)
- By-laws (where applicable)
- Foreign corporations – certificate of authority

- Part II – Personal Information
 - This form must be completed and signed (in the presence of a notary public) by:
 - The sole owner
 - Each partner
 - Each officer or director
 - Each manager, proprietor or other person with management responsibilities
 - Each person who by combined ownership or control has an interest in a Corporation or association in excess of 5%

- Certificate of liquor liability insurance. Term of insurance must cover entire license period (July 1 through June 30). If applying mid-term, the policy period must run through June 30th

- Minnesota Department of Public Safety Application for Off Sale Intoxicating Liquor License

- Minnesota Department of Public Safety Application for Retailer's (Buyer's) Card
 - Include check payable to "Alcohol and Gambling Enforcement Division" for \$20.00

- Fees:
 - Investigation fee within Minnesota: \$330.00
 - Investigation fee outside Minnesota: City expenses up to \$10,000 with \$1,100 deposit
 - Annual license fee: \$150.00