



**City of Snellville**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
2342 OAK ROAD, 2<sup>ND</sup> FLOOR  
SNELLVILLE, GA 30078  
[www.snellville.org](http://www.snellville.org)

(770) 985-3513  
(770) 985-3514

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**SECTION I – GENERAL INFORMATION**

- ☐ A state license must be obtained before any alcoholic beverage can be served or sold in the City of Snellville. Contact the Alcohol & Tobacco Division of the Georgia Department of Revenue at (877) 423-6711 or [atdiv@dor.ga.gov](mailto:atdiv@dor.ga.gov)
- ☐ Read and understand the City's Alcoholic Beverage Ordinance. Licensees to maintain a copy of the Alcoholic Beverage Ordinance and employees shall be familiar with the terms and conditions of the ordinance.
- ☐ Please see the attached Alcoholic Beverage Serving/Sales (Hours) Schedule.
- ☐ Before any license can be issued, you must contact the following departments for your inspection and permit/license and Certificate of Occupancy:
  - (a). Gwinnett Co. Fire Marshal's Office (Life Safety Certificate of Occupancy): (678) 518-6000
  - (b). Gwinnett Co. Health Department (on premises consumption only): (770) 963-5132
  - (c). Georgia Department of Agriculture (retail package dealers only): (404) 656-3615
- ☐ Where the applicant is a partnership or corporation and if the total number of locations engaged in the sale of alcoholic beverages that is owned by the partnership or corporation is greater than five (5), the district manager and store manager must jointly apply for a license on the corporation's behalf. If five (5) or fewer, then all the partners, officers, and individual stockholders with holdings of greater than 20% in the applicant business must jointly apply for a license on the company's behalf.
- ☐ A notice of each application to sell distilled spirits by consumption on premises shall be advertised in the official newspaper of the City, once a week for two weeks immediately preceding consideration of the application.
- ☐ All licenses granted hereunder shall expire on December 31<sup>st</sup> of each year. Licenses shall continue in effect from December 31<sup>st</sup> until December 31<sup>st</sup> of subsequent years; provided the renewal procedures are followed pursuant to the terms of the ordinance. Applications for renewal must be filed no less than 60 days nor more than 90 days prior to expiration.
- ☐ All licenses granted hereunder shall be for the calendar year. For an initial application, the license fee shall be prorated based on the quarter of the year in which the City receives the application, except for applications for a temporary license, which shall not be prorated. The four quarters of the year shall be deemed to start on the first of January, April, July and October.
- ☐ Any person renewing any license hereunder shall pay the required fee, or any portion thereof, after December 31<sup>st</sup>, shall, in addition to said annual fee and late charges, pay simple interest on the delinquent balance at the annual rate then charged by the IRS on unpaid federal income taxes.

**RETURN ALL FORMS  
(PAGES 1 THROUGH 21)**



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**SECTION II – CHECKLIST**

**INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED**

The following information will be required at the time of application submittal:

- ☐ Application form;
- ☐ Premise/structure form;
- ☐ Statement of personal history form;
- ☐ Registered agent consent form - MUST BE FULL-TIME RESIDENT OF GWINNETT COUNTY;
- ☐ Copy of Current Driver's License or State Identification Card for all individuals submitting a personal history statement and Registered Agent Consent form;
- ☐ Copy of Legal Alien Card (if applicable) for all individuals submitting a personal history statement;
- ☐ All individuals required to complete personal history statement must contact the Police Dept. at
- ☐ (770) 985-3560 for fingerprinting/background check. There will be a fee, payable in cash, Visa, MasterCard or money order made payable to City of Snellville. Your wait time will be less if you visit Snellville Police on Tuesday, Wednesday or Thursday;
- ☐ Check or cash for Administrative fee - \$200.00; Balance to be collected before permit issuance.
- ☐ Certified report of survey from registered land surveyor or professional engineer;
- ☐ Copies of: (a) Certificate of Occupancy issued by the Gwinnett County Fire Marshal's Office; (b) Food Service Permit issued by the Gwinnett County Department of Environmental Health (food establishment only); Permit from Georgia Department of Agriculture (grocery and convenience stores).
- ☐ Certified scale drawing showing location and distance to closest school buildings, daycare's who offer kindergarten programs, educational buildings, school grounds, colleges and/or any house of worship buildings;
- ☐ Evidence of ownership of the building or copy of the lease, if applicant is leasing the building;
- ☐ If applicant is a franchise, copy of the franchise agreement or contract;
- ☐ If applicant represents an eating establishment, submit a copy of menu(s);
- ☐ If applicant represents a private club, submit minutes of annual meeting setting salaries for members, officers, agents, or employees;
- ☐ If applicant represents a partnership, submit copy of partnership agreement;
- ☐ Projected purchases/projected gross sales (if applying for distilled spirits consumption);
- ☐ If applicant represents a corporation, include articles of incorporation; and certificate of corporation.



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**SECTION III – APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE**

**INSTRUCTIONS:** THIS APPLICATION MUST BE TYPED OR PRINTED LEGIBLY AND EXECUTED UNDER OATH. EACH QUESTION MUST BE FULLY ANSWERED. IF SPACE PROVIDED IS NOT SUFFICIENT, ANSWER ON A SEPARATE SHEET AND INDICATE IN THE SPACE PROVIDED THAT A SEPARATE SHEET IS ATTACHED.

**BUSINESS INFORMATION:**

- (a) Business Legal Name: \_\_\_\_\_
- (b) Business Trade Name (d/b/a): \_\_\_\_\_ FIN # \_\_\_\_\_
- (c) Business Street  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Ph: (\_\_\_\_) \_\_\_\_\_
- (d) Business Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Ph: (\_\_\_\_) \_\_\_\_\_

**TYPE OF OWNERSHIP:**

- ☐ Sole Proprietorship (Individual) ☐ Partnership ☐ Estate  
☐ Professional Association ☐ Fiduciary ☐ Sub-S Corporation  
☐ Limited Liability: Company ☐ or Partnership (☐ Single Member ☐ Multiple Member)  
☐ Corporation: State of Incorporation: \_\_\_\_\_ Incorporation Date: \_\_\_\_\_ ☐ Non-Profit  
☐ Other – (please explain): \_\_\_\_\_

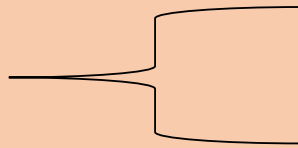
**BUSINESS OWNERSHIP/RELATIONSHIP INFORMATION:**

- (a) Name (1): \_\_\_\_\_ SSN/TIN#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Check one: ☐ Owner ☐ LLC Member ☐ Partner ☐ Officer ☐ Other
- (b) Name (2): \_\_\_\_\_ SSN/TIN#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Check one: ☐ Owner ☐ LLC Member ☐ Partner ☐ Officer ☐ Other

☐ Check here if there are additional persons to list and attach additional sheets if necessary

## APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

TYPE OF LICENSE (CHECK ONE):



	<b>NEW</b>
	<b>AMENDMENT</b>
	<b>RENEWAL</b>

**ADMINISTRATIVE FEE: \$200 FOR NEW APPLICATIONS**

### **TYPE OF BUSINESS AND LICENSE TYPE (CHECK ALL THAT APPLY):**

"By the Drink" Retail Dealers for Consumption <b>ON Premises</b>	Retail Package Dealers for Consumption <b>OFF Premises</b>
<input type="checkbox"/> Bottle Shop	<input type="checkbox"/> Bottle Shop
<input type="checkbox"/> Brewpub	<input type="checkbox"/> Brewpub
<input type="checkbox"/> Brewery	<input type="checkbox"/> Convenience Store
<input type="checkbox"/> Craft Beer Market	<input type="checkbox"/> Department Store (Walmart & Target)
<input type="checkbox"/> Distillery	<input type="checkbox"/> Grocery Store
<input type="checkbox"/> Eating Establishment/Restaurant	<input type="checkbox"/> Warehouse/Members Only Club (Sam's)
<input type="checkbox"/> Farm Winery Tasting Room	<input type="checkbox"/> Hotel/Motel (in room service only)
<input type="checkbox"/> Hotel	<input type="checkbox"/> Indoor Entertainment Hall
<input type="checkbox"/> Indoor Commercial Recreational Establishment	<input type="checkbox"/> Indoor Public Owned Civic & Cultural Ctr
<input type="checkbox"/> Personal Services/Amenity	<input type="checkbox"/> Private Club
<input type="checkbox"/> Public Stadium, Coliseum, Auditorium	<input type="checkbox"/> Publically Owned Golf Course
<input type="checkbox"/> Sports Club	<input type="checkbox"/> Other: _____
<b>Retail Sales for Consumption ON Premises AND                      Retail Package OFF Premises (Hybrid)</b>	<b>Retail Sales for Consumption ON Premises AND                      Wholesale Dealers (Hybrid)</b>
<input type="checkbox"/> Bottle Shop	<input type="checkbox"/> Brewpub
<input type="checkbox"/> Craft Beer Market	
<input type="checkbox"/> Farm Winery (w/tasting room)	
<b>Manufacturing</b>	<b>Other License Types</b>
<input type="checkbox"/> Brewery	<input type="checkbox"/> Art Shop (BYOB) Bring Your Own Bottle
<input type="checkbox"/> Winery or Farm Winery	<input type="checkbox"/> Home Brew Special Event
<b>Alcoholic Beverage Caterer Pouring Permit</b>	<input type="checkbox"/> Temporary Special Event
<input type="checkbox"/> Per Special or Temporary Event	<input type="checkbox"/> Wine Tasting Event
	<input type="checkbox"/> Outdoor Alcohol Drinking Area (Single Event)

**OFFICE USE ONLY:**

# APPLICANT TO COMPLETE - (CIRCLE ALL THAT APPLY)

(Effective April 1, 2025)

## For On Premises and Off-Premises Consumption

### Retail Dealers

Retail Dealers for Consumption ON PREMISES types:	Distilled Sprints (first fixed bar only)	\$5,000
	- Additional Fixed Bar (each) Total #_____	\$500
	- Moveable Bar (each) Total #_____	\$100
	Beer (only)	\$750
	Wine (only)	\$750
	Beer and Wine (only)	\$1,500
	Beer, Wine & Distilled Spirits	\$6,500
Retail Dealers for Consumption OFF PREMISES types:	Beer (only)	\$500
	Wine (only)	\$500
	Beer and Wine (only)	\$1,000
	Distilled Spirits (only)	\$5,000
	Beer, Wine & Distilled Spirits	\$6,000

### Non-Profit Private Club

Non-Profit Private Club for Consumption ON PREMISES	Distilled Sprints (only)	\$700
	Beer (only)	\$120
	Wine (only)	\$120
	Beer and Wine (only)	\$240
	Beer, Wine & Distilled Spirits	\$940

### Manufacturing

Brewery, Winery, or Farm Winery	\$570
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### Outdoor Alcohol Drinking Area Permit (Single Event Fee)

Destination Marketing Organization of the City of Snellville (or designated alcohol provider)	Per Event	\$50
Non-Profit Organizations	Per Event	\$250
All other	Per Event	\$1 per SF or \$2,000, whichever is greater

### Supplemental License (in addition to Retail Dealer License)

Brewpub License	\$100
Farm Winery Tasting Room License	\$100
Wine Tasting Event License	\$100

### Alcoholic Beverage Caterer Pouring Permit

Alcoholic Beverage Caterer Pouring Permit (per special or temporary event)	\$50
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### Other License/Permit Types

Art Shop B-Y-O-B (annual)		\$500
Personal Service Amenity License (annual)	Beer (only)	\$250
	Wine (only)	\$250
	Beer & Wine	\$500
Temporary Special Event Permit (not to exceed 3-days/6 permits per calendar year)		\$50
Home Brew Event License (up to 5 events per calendar year)		\$50

### Other Fees

Hotel/Motel In-Room Service (annual)		\$100
Transfer of Licensed Location (no change in ownership)		\$300
Administrative Fee (new applications)		\$200
Applicant Investigation By Snellville Police Dept. (per person) THESE FEES ARE PAID TO THE SNELLVILLE POLICE DEPARTMENT	Fingerprinting	\$45
	Background	\$10

APPROVED 3.10.25

**TOTAL FEES:**

\$

## APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

**FOR PARTNERSHIP ONLY (Attach Partnership Agreement):** Check Here if Not Applicable: ☐

(a) Date Partnership Was Formed: \_\_\_\_\_

(b) List Partners:

<u>Partner Names:</u>	<u>Social Security Number</u>	<u>G – General L – Limited S – Silent</u>	<u>Investment Interest (Dollars)</u>	<u>Participation Interest (Percentage)</u>
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Check here if there are additional Partners not listed above and attach additional sheet(s): ☐

**FOR CORPORATIONS ONLY (Attach Articles of Incorporation & Certificate of Corporation):**

Check Here if Not Applicable: ☐

(a) Date of Incorporation (month/day/year): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(b) Place of Incorporation (city and state): \_\_\_\_\_

(c) Parent Corporation Name (if applicable): \_\_\_\_\_

(d) No. Shares of Capital Stock Authorized: \_\_\_\_\_

(e) No. Shares of Outstanding Stock: \_\_\_\_\_

(f) List Officers, Directors and/or Principal Shareholders with 20% or more shares of stock:

<u>Stockholder Name(s):</u>	<u>Social Security Number</u>	<u>Position</u>	<u>Interest %</u>
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Check here if there are additional Stockholders not listed above and attach additional sheet(s): ☐

(g) Is the corporation owned by a parent corporation or held by a holding company? ☐ No ☐ Yes

If yes, explain:

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**FOR PRIVATE CLUBS ONLY:** Check Here if Not Applicable: ☐

(a) Date of Organization under the laws of the State of Georgia: (month/day/year): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(b) State the total number of regular dues paying members: \_\_\_\_\_

(c) Is any member, officer, agent, or employee compensated directly or indirectly from the profits of the sale of alcoholic beverages beyond a fixed salary as established by it's members at any annual meeting or by it's governing board out of the general revenue of the club? ☐ No ☐ Yes (explain):

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(d) Attach minutes of the last annual meeting setting salaries for members, officers, agents, or employees.

## APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

### GENERAL INFORMATION:

- (a) Has owner and/or individual partner, shareholder, director or officer any financial interest in any manufacturer or wholesale of alcoholic beverage? ☐ No ☐ Yes (explain below)
- (b) Has owner and/or individual partner, shareholder, director, or officer received any financial aid or assistance from any manufacturer of alcoholic beverages? ☐ No ☐ Yes (explain below)
- (c) If answer is "Yes" to either of immediate foregoing, explain: \_\_\_\_\_

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- (d) Show hereunder any and all persons, corporations, partnerships, or associations (other than persons stated herein as owner(s), directors, or officers) who have received or will receive, as a result of your operation under the requested license, any financial gain or payment derived from any interest or income from the operation. Financial gain or payment shall include payment or gain from any interest in the land, fixtures, building, stock and any other asset of the proposed operation under the license. In the event any corporation is listed as receiving an interest or income from this operation, show the names of the officers and directors of said corporation together with the names of the principal stockholders:

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- (e) List all other businesses engaged in the sale of alcoholic beverages that you the owner, or any individual, partner, shareholder, officer or director is interested in, employed by or associated with in any way whatsoever, or have been interested in, employed by, or associated with in the past.

Name

Name of Business

Interest %

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## **SECTION IV – PREMISE AND STRUCTURE CERTIFICATION**

**INSTRUCTIONS:** THIS CERTIFICATION MUST BE TYPED OR PRINTED LEGIBLY AND EXECUTED UNDER OATH. EACH QUESTION MUST BE FULLY ANSWERED. IF SPACE PROVIDED IS NOT SUFFICIENT, ANSWER ON A SEPARATE SHEET AND INDICATE IN THE SPACE PROVIDED THAT A SEPARATE SHEET IS ATTACHED.

1. Is this location within a commercial Zoning District (“BN”, “BG”, or “HSB”) ☐ No ☐ Yes
2. Does the completed building or the proposed building comply with the ordinances of the City of Snellville, Gwinnett County, regulations of the State Revenue Commissioner and the laws of the State of Georgia? ☐ No ☐ Yes
3. Does the building in which the business is to be located contain sufficient lighting so that the building and premises are readily visible on all sides and at all times from the front of the street on which the building is located? ☐ No ☐ Yes
4. Does the interior of the building contain sufficient lighting so that all hallways, passage ways and open areas may be clearly seen by the customer? ☐ No ☐ Yes

If the answer is “NO” to questions 1-4, please explain why and proposed methods to rectify the issue.

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5. Attach copies of the following information as it applies to this application:
  - ☐ A certified scale drawing of the proposed premises by a registered land surveyor or professional engineer, showing the distance from schools and houses-of-worship (see Sec. VI).
  - ☐ A certificate by a registered land surveyor or professional engineer, showing that the location complies with the distance requirement from schools and houses-of-worship (see Sec. VI).
  - ☐ Evidence of ownership of the building or proposed building or copy of the lease.
  - ☐ A copy of the franchise agreement or contract, if applicable.
  - ☐ A copy of the menu(s) if applicant is an eating establishment (restaurant).
  - ☐ Building Plans: Provide copy of floor plan and patio/open area plan (if applicable).

**The following pages are additional questions relating to the premises and structure for specific business and license types indicated on page 3, section 3.**



**PREMISE AND STRUCTURE CERTIFICATION**

6. ADDITIONAL INFORMATION OR **ALL EATING ESTABLISHMENTS:**

- (a) Total floor area in square feet ..... \_\_\_\_\_
- (b) Total square feet devoted to dining area..... \_\_\_\_\_
- (c) Total seating capacity (excluding bar area)..... \_\_\_\_\_
- (d) Do you intend to utilize an outside patio/open area for customer seating? \_\_\_\_\_. If yes, is patio/open area enclosed by a fence or wall (3 feet min. height) and which public ingress/egress is only through the main entrance of the licensed premises? ☐ No ☐ Yes
- (e) Hours of operation:..... \_\_\_\_\_
- (f) Hours that prepared meals or food are served ..... \_\_\_\_\_
- (g) Maximum number of employees on highest shift:..... \_\_\_\_\_
- (h) Projected annual gross revenue of food and non-alcoholic beverage sales..... \_\_\_\_\_
- (i) Projected annual gross revenue of all food and beverage sales including alcoholic beverage sales..... \_\_\_\_\_
- (j) Do you have a full service kitchen? ☐ No ☐ Yes If Yes, indicate whether the full service kitchen contains a three (3) compartment sink ☐ No ☐ Yes; stove and/or grill permanently installed and approved by the health and fire departments ☐ No ☐ Yes; refrigerator approved by the health and fire departments ☐ No ☐ Yes. If the answer to any of the immediate foregoing is "No", please explain:

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7. ADDITIONAL INFORMATION FOR **BOTTLE SHOP and CRAFT BEER MARKET/GROWLER:**

- (a) Is this location located within the City of Snellville Downtown Development Authority boundary? ☐ No ☐ Yes
- (b) Will business operate primarily as a retail package dealer and earn a minimum of 70% of its annual gross revenue from the **retail package sales** of beer and/or wine? ☐ No ☐ Yes
- (c) Has location received a Special Use Permit approved by the Mayor and Council? If "NO", applicant must first be granted Special Use Permit approval by the Mayor and Council before making application for a Bottle Shop License. ☐ No ☐ Yes
- (d) Do you intend to utilize an outside patio/open area for customer seating? \_\_\_\_\_. If yes, is patio/open area enclosed by a fence or wall (3 feet min. height) and which public ingress/egress is only through the main entrance of the licensed premises? ☐ No ☐ Yes
- (e) A Craft Beer Market is authorized to sell samples of draft beer and pints to patrons over the age of 21 years. Samples shall not exceed four (4) ounces in volume, pints shall not exceed sixteen (16) ounces in volume and high gravity beers shall not exceed ten (10) ounces in volume. One individual shall not be offered more than a total of thirty-two (32) ounces within a 24-hour period.

## **PREMISE AND STRUCTURE CERTIFICATION**

### 7. ADDITIONAL INFORMATION OR **BOTTLE SHOP and CRAFT BEER MARKET/GROWLER (cont.):**

- (f) The Craft Beer Market licensee shall provide a variety of pre-packaged snacks available for purchase and consumption. The licensee shall also offer some snacks to patrons free of charge; and
- (g) A Bottle Shop may sell and serve beer and wine by the drink for consumption on the premises; and sell wine and beer by the package.

### 8. ADDITIONAL INFORMATION FOR **HOME BREW SPECIAL EVENT:**

- (a) At the home-brew special event, home-brewed malt beverages shall not be sold, offered for sale, or made available for consumption by the general public.
- (b) Provide a Letter of Intent which fully describes the nature of the proposed event, including the description of the designated event area.

### 9. ADDITIONAL INFORMATION FOR **HOTEL/MOTEL IN-ROOM SERVICE:**

- (a) The sale of beer and/or wine by "in-room service" shall be subject to all restrictions and limitations relative to the retail sale of any alcoholic beverages, except as provided otherwise in this article; and
- (b) Keys for "in-room service" shall only be sold to guests between the hours of 7:00 a.m. until 12:00 midnight Monday through Saturday.

### 10. ADDITIONAL INFORMATION FOR **ART SHOP:**

- (a) ART SHOP: A retail business located in the BN, BG, or HSB districts devoted exclusively to providing art education that is limited to instruction in painting, sculpture, and similar crafts; or to selling and displaying portraits, paintings, sculptures, and similar art work and crafts. An Art Shop may sell art supplies in addition to providing art education or to offering artwork for sale. An Art Shop shall not allow activities that would cause the business to be an "adult entertainment establishment" as defined in Chapter 10, Article II of the City Code of Snellville.
- (b) BRING YOUR OWN BOTTLE: Facilities licensed as an Art Shop under Chapter 6 of the City Code of Snellville may allow customers to bring in a bottle or bottles of wine and/or beer subject to the specific provisions governing the operation of an Art Shop.
- (c) Applicant understands and acknowledges the following (please initial each):

\_\_\_\_\_ The retail business establishment is located on property which is zoned BN, BG, or HSB;

\_\_\_\_\_ The retail business establishment is devoted exclusively to providing art education that is limited to instruction in painting, sculpture, and similar crafts; or selling and displaying portraits, paintings, sculptures, and similar art work and crafts and may sell art supplies in addition to providing art education or to offering art work for sale;

## **PREMISE AND STRUCTURE CERTIFICATION**

### 10. ADDITIONAL INFORMATION FOR **ART SHOP (continued)**:

- (c) Applicant understands and acknowledges the following (please initial each):

- \_\_\_\_\_ An Art Shop licensed under Chapter 6 of the City Code of Snellville may allow customers to bring in a bottle or bottles of wine and beer to be consumed on the premises. The customer must remove any unconsumed wine or beer from the premises before leaving;
- \_\_\_\_\_ An Art Shop shall not store, keep, or handle any wine or beer belonging to the customer, and no owner, employee or agent of the Art Shop shall pour or have any contact with the wine or beer;
- \_\_\_\_\_ No customer of an Art Shop shall consume more than two (2) six (6) ounce servings of wine or two (2) twelve (12) ounce servings of beer during a three hour period or four (4) six (6) ounce servings of wine or four (4) twelve (12) ounce servings of beer within a single business day;
- \_\_\_\_\_ The brown-bagging of wine and/or beer in an Art Shop shall be subject to Chapter 6 of the City Code of Snellville and to State law, and no one who is under twenty-one (21) years of age or intoxicated persons may consume wine or beer in an Art Shop; and
- \_\_\_\_\_ An Art Shop may serve food provided it meets all of the requirements provided in the City Code of Snellville and Gwinnett County Department of Environmental Health.

### 11. ADDITIONAL INFORMATION FOR **PERSONAL SERVICE LICENSE**:

- (a) A Personal Service License to sell beer and/or wine by the drink at nail salons, hair salons, or beauty shops, provided the serving of the beer and/or wine is an act of hospitality and clearly a secondary function of the business.
- (b) Applicant understands and acknowledges the following (please initial each):
- \_\_\_\_\_ The serving of beer and/or wine is an act of hospitality and clearly a secondary function of the business;
- \_\_\_\_\_ Applicant must charge a reasonable fee for each serving of beer and/or wine and meet the records and retention requirements of Sec. 5-1 (b);
- \_\_\_\_\_ Any holder of a license issued pursuant to this ordinance is required to apply for and obtain an alcoholic beverage license from the State of Georgia before any sales commence; and
- \_\_\_\_\_ Applicant shall not purchase alcoholic beverages from any person, firm or corporation other than a wholesaler licensed under this ordinance.

## PREMISE AND STRUCTURE

### 12. ADDITIONAL INFORMATION FOR TEMPORARY SPECIAL EVENT:

- (a) A temporary permit may be issued to any person, firm or corporation, for a period not to exceed three (3) days for an approved small or special event, and no more than six (6) such permits may be issued to the applicant organization in any one (1) calendar year;
- (b) Provide a Letter of Intent which fully describes the nature of the proposed event, including the description of the designated event area, handling and storage of alcoholic beverages and the distribution of alcoholic beverages;
- (c) The permittee shall be responsible for compliance with all aspects of the Alcoholic Beverage Ordinance and state law, and shall be liable for infractions thereof;
- (d) The chief of police or his designee may immediately revoke any temporary license for a special event if it is determined continued alcohol sales may endanger the health, welfare or safety of the public; and
- (e) As a condition on the issuance of a temporary special event permit, the permittee shall indemnify and hold the City of Snellville harmless from claims, demand or cause of action which may arise from activities associated with the special event.

### 13. ADDITIONAL INFORMATION FOR WINE TASTING EVENT LICENSE:

- (a) The holder of a license to sell packaged wine in the City of Snellville who is in compliance with all applicable provisions of the City Ordinances may apply for a Wine Tasting Event License which allows for samples of wine to be served in conjunction with an educational presentation related to wine pursuant to the following requirements:
- (b) Applicant understands and acknowledges the following (please initial each):
  - \_\_\_\_\_ Wine tasting events can occur no more often than one day per week with a duration of no more than two hours per day;
  - \_\_\_\_\_ An educational program related to wine must be conducted in conjunction with any wine tasting event;
  - \_\_\_\_\_ Samples shall not exceed two (2) ounces, and no attendee may be served more than six (6) ounces of wine during the event;
  - \_\_\_\_\_ Samples shall only be poured by an employee of licensee;
  - \_\_\_\_\_ The licensee shall provide a variety of prepackaged snacks available for purchase and consumption. The licensee shall also offer some snacks to patrons free of charge;
  - \_\_\_\_\_ The application process for a wine tasting event license shall follow the same procedures and requirements for other licenses required under the ordinance;
  - \_\_\_\_\_ Licensees must comply and stay in compliance with all applicable state laws and regulations of the State of Georgia in order to maintain its license; and
  - \_\_\_\_\_ Nothing in this section is intended to preclude a licensee from charging a fee for the event and/or sample.

## PREMISE AND STRUCTURE

### 14. ADDITIONAL INFORMATION FOR FARM WINERY TASTING ROOM LICENSE:

(a) A farm winery licensed by the state and possessing a valid Farm Winery Manufacturers License from the City of Snellville, may apply for a Farm Winery tasting Room License which allows the Farm Winery to provide samples of such wine to the public and for retail sale as provided by law. Samples of wine can be given complimentary or for a fee pursuant to the following procedures and requirements:

(b) Applicant understands and acknowledges the following (please initial each):

\_\_\_\_\_ the application process for a farm winery tasting room license shall follow the same procedures and requirements for other licenses required under this ordinance;

\_\_\_\_\_ Samples shall not exceed two (2) ounces, and no customer may be served more than six (6) ounces of wine within a 24-hour period;

\_\_\_\_\_ Licensees must comply and stay in compliance with all applicable state laws and regulations of the State of Georgia in order to maintain its license; and

\_\_\_\_\_ The licensee shall provide a variety of prepackaged snacks available for purchase and consumption. The licensee shall also offer some snacks to patrons free of charge;

## SECTION V – STATEMENT OF PERSONAL HISTORY

**INSTRUCTIONS:** THIS STATEMENT MUST BE TYPED OR PRINTED LEGIBLY AND EXECUTED UNDER OATH. EACH QUESTION MUST BE FULLY ANSWERED. IF SPACE PROVIDED IS NOT SUFFICIENT, ANSWER ON A SEPARATE SHEET AND INDICATE IN THE SPACE PROVIDED THAT A SEPARATE SHEET IS ATTACHED.

**NOTE:** Where the applicant is a partnership or corporation, then the following apply: (1) If the total number of locations engaged in the sale of alcoholic beverages that the applicant partnership or corporation owns is greater than five (5) nationally, the district manager and store manager must jointly apply for a license on the company's behalf, including completion of the Statement of Personal History and fingerprinting and background investigation. (2) If the total number of locations engaged in the sale of alcoholic beverages that the applicant partnership or corporation owns is five (5) or less nationally, then all the partners, officers, and individual stockholders with holdings of greater than 20% in the applicant corporation must jointly apply for a license on the company's behalf, including completion of the Statement of Personal History and fingerprinting and background investigation.

1. Name:

\_\_\_\_\_  
Last First Middle

Residence

\_\_\_\_\_  
Street Number Street Name

\_\_\_\_\_  
City State Zip Code Telephone Number

2. Applicant Relationship (please check):

- |  |   |
|--|---|
| <input type="checkbox"/> Sole Owner/Proprietor     | <input type="checkbox"/> Partner: <input type="checkbox"/> General <input type="checkbox"/> Limited <input type="checkbox"/> Silent |
| <input type="checkbox"/> Director                  | <input type="checkbox"/> Principal Stockholder (20% or more)  |
| <input type="checkbox"/> District/Regional Manager | <input type="checkbox"/> Officer: _____   |
| <input type="checkbox"/> Store Manager             | <input type="checkbox"/> Other: _____   |

3. Trade name of business for which this statement is for:

TRADE NAME OF BUSINESS: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
Street Number and Street Name P. O. Box

\_\_\_\_\_  
City State Zip Code Telephone Number

4. State the percentage of ownership or interest, if any, in this business: \_\_\_\_\_

5. State method of compensation, if any, directly or indirectly: \_\_\_\_\_

6. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Sex: ☐ Male ☐ Female

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

7. ☐ U.S. Citizen ☐ Legal Alien ☐ Other (please explain): \_\_\_\_\_

8. ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated (If married or separated, complete information below):

## STATEMENT OF PERSONAL HISTORY

9. Employment record for the past five (5) years. (List the most recent experience first):

<u>From</u> <u>(mo/yr)</u>	<u>To</u> <u>(mo/yr)</u>	<u>Employer</u> <u>Name</u>	<u>Title or</u> <u>Position</u>	<u>Reason for</u> <u>Leaving</u>

10. List in reverse chronological order all of your residences for the past five (5) years:

<u>From</u>	<u>To</u>	<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>

11. Do you have any financial interest, or are you employed in any other wholesale or retail business engaged in distilling, bottling, rectifying or selling alcoholic beverages? ☐ No ☐ Yes

If your answer is "yes" to number 14, give names, locations and amount of interest in each:

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12. Have you ever had any financial interest in a business that applied for an alcoholic beverage license, which was denied a license? ☐ No ☐ Yes (explain):

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13. Has any alcoholic beverage business in which you hold, or have held, any financial interest of, or employed, or have been employed, ever been cited for any violations of the rules and regulations of the state revenue commissioner relating to the sale and distribution of alcoholic beverages?

☐ NO ☐ YES, If yes, explain.

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### STATEMENT OF PERSONAL HISTORY

14. If during the past ten years you have bought or sold any business associated with the selling and/or serving of alcohol, give details, including: (date, license number, persons and considerations involved):

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15. Have you ever been denied bond by a commercial security company? ☐ No ☐ Yes (explain):

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19. Are you a registered voter? ☐ No ☐ Yes, in what state? \_\_\_\_\_ in what county? \_\_\_\_\_

20. Have you ever been arrested, or held by federal, state or other law-enforcement authorities, for any violation of any federal law, state law, county or municipal law, regulation or ordinances? ☐ No ☐ Yes (do not include minor traffic violations. All other charges must be included even if they were dismissed. Give reason charged or held, date, place where charged and disposition. **If no arrest, write no arrest. After last arrest is listed, please write no other arrest**):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

21. Have you had any license under the regulatory powers of the City of Snellville or Gwinnett County denied, suspended or revoked within two (2) years prior to the filing of this application? ☐ No ☐ Yes (explain):

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22. Attach photograph (front view) taken within the last year.

Date of picture: \_\_\_\_\_

**ATTACH  
PHOTO HERE**



### STATEMENT OF PERSONAL HISTORY

PLEASE NOTE: Before signing this statement, check all answers and explanations to see that you have answered all questions fully and correctly. This statement is to be executed under oath and subject to the penalties of false swearing, and it includes all attached sheets submitted herewith.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS ALCOHOLIC BEVERAGE LICENSE APPLICATION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT TO WILLFULLY PREPARE OR PRESENT A DOCUMENT THAT IS FRAUDULENT OR FALSE IS A CRIMINAL MISDEMEANOR UNDER O.C.G.A. § 48-1-6.**

**FURTHER, AS PART OF THE PROCESS RESULTING FROM MY APPLICATION FOR BACKGROUND INVESTIGATION, FOR AN ALCOHOLIC BEVERAGE LICENSE. I HEREBY AUTHORIZE PERSONNEL OF THE CITY OF SNELLVILLE POLICE DEPARTMENT TO RECEIVE, VERIFY, AND DISSEMINATE ANY CRIMINAL HISTORY INFORMATION WHICH MAY BE IN THE FILES OF ANY LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCY FOR INVESTIGATIVE PURPOSES, DENIAL, OR APPEALS.**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
DAYTIME PHONE

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

I HEREBY CERTIFY THAT \_\_\_\_\_ IS PERSONALLY KNOWN, OR VERIFIED BY ME, THAT THE APPLICANT SIGNED THIS APPLICATION AFTER STATING TO ME HIS OR HER PERSONAL KNOWLEDGE AND UNDERSTANDING OF ALL STATEMENTS AND, UNDER OATH ACTUALLY ADMINISTERED BY ME, HAS SWORN THAT THE STATEMENTS AND ANSWERS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

AFFIX  
SEAL HERE

## **SECTION VI – SURVEYOR’S AFFIDAVIT**

I, \_\_\_\_\_, a Georgia registered land survey or professional engineer, Registration No. \_\_\_\_\_, do hereby certify that I am familiar with the business: \_\_\_\_\_ located: \_\_\_\_\_ and that it is in compliance with the Sec. 3-2 of the City of Snellville Alcoholic Beverage Ordinance set out below.

☐ **Beer and Wine**

No malt beverage and/or wine shall be offered for sale, sold, or dispensed within 100 yards of any house-of-worship or 130 yards of any school grounds. This restriction on selling alcoholic beverages shall be a zero (0) yard restriction within the Town Center Overlay District.

☐ **Distilled Spirits**

No distilled spirits shall be offered for sale, sold, or dispensed within 100 yards of any house-of-worship or 130 yards of any school grounds. This restriction on selling alcoholic beverages shall be a zero (0) yard restriction within the Town Center Overlay District.

The undersigned understands and applied the following criteria in making said determinations:

1. House of Worship: means the main structure used by any religious organization for purposes of worship.
2. Schools: “School building” or “educational building” shall apply only to state, county, city, or house-of-worship school buildings and to such buildings at such other schools in which are taught subjects commonly taught in the common schools and colleges of this state and which are public schools or private schools as defined in O.C.G.A. § 20-2-690(b). The term “school building” includes only the structures in which instruction is offered.

Distance shall be measured by the most direct route of travel on the ground and shall be measured in the following manner:

- (a) From the main entrance of the establishment from which alcoholic beverages are sold or offered for sale;
- (b) In a straight line to the nearest public sidewalk, walkway, street, road or highway;
- (c) Along such public sidewalk, walkway, street road or highway by the nearest route;
- (d) To the main entrance of the house-of-worship, or to the nearest portion of the school grounds.

Provide survey results below. Attach a scaled drawing if within 200 yards of the proposed alcohol establishment.

\_\_\_\_\_ yards from the main entrance of the establishment from which alcoholic beverages are sold or offered for sale, to the main structure used by the closest religious organization/house-of-worship identified as: \_\_\_\_\_ AND

\_\_\_\_\_ yards from the main entrance of the establishment from which alcoholic beverages are sold or offered for sale, to the school grounds of the closest school identified as: \_\_\_\_\_

### **REGISTERED LAND SURVEYOR/PROFESSIONAL ENGINEER CERTIFICATION:**

In my opinion, the distances listed above are true and correct.

\_\_\_\_\_  
Surveyor/Prof. Engineer Signature

\_\_\_\_\_  
Reg. Number

AFFIX  
SEAL  
HERE

**SECTION VII – REGISTERED AGENT CONSENT FORM**

Business Trade Name (d/b/a) \_\_\_\_\_

Location Address \_\_\_\_\_

I, \_\_\_\_\_, do hereby consent to serve as the Registered Agent for the licensee, owners, officers, and/or directors and to perform all obligations of such agency under the Alcoholic Beverage Ordinance of the City of Snellville. I understand the basic purpose is to have and continuously maintain in Gwinnett County a Registered Agent upon which any process, notice, or demand required or permitted by law or under said Ordinance to be served upon the licensee or owner may be served.

**I understand that the Registered Agent must be a resident of Gwinnett County, Georgia.**

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signature of Agent \_\_\_\_\_ Print Name of Agent \_\_\_\_\_

Agent's Home Address \_\_\_\_\_

☐ Attach Copy of Georgia DL or ID Card

City, County, and State \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

I HEREBY CERTIFY THAT \_\_\_\_\_ SIGNED HIS/HER NAME TO THE FOREGOING APPLICATION STATING TO ME THAT HE/SHE KNEW AND UNDERSTOOD ALL STATEMENTS AND ANSWERS MADE THEREIN, AND, UNDER OATH ACTUALLY ADMINISTERED BY ME, HAS SWORN THAT SAID STATEMENTS AND ANSWERS ARE TRUE AND CORRECT.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*NOTARY PUBLIC SIGNATURE*

*AFFIX  
SEAL HERE*

## **SECTION VIII – PROJECT GROSS SALES**

(FOR DISTILLED SPIRIT APPLICANTS ONLY)

APPLICANT:

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BUSINESS

---

NAME:

ADDRESS:

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### **PROJECTED FOOD SALES:**

Balance of Calendar  
Year 20 \_\_\_\_\_

Projected Food Sales

\$ \_\_\_\_\_

Calendar Year  
Year 20 \_\_\_\_\_

Projected Food Sales

\$ \_\_\_\_\_

### **PROJECTED MIXED DRINK SALES:**

Balance of Calendar  
Year 20 \_\_\_\_\_

Projected Mixed Drink Sales

\$ \_\_\_\_\_

Calendar Year  
Year 20 \_\_\_\_\_

Projected Mixed Drink Sales

\$ \_\_\_\_\_

**SECTION IX – CERTIFICATION**

*PLEASE NOTE: Before signing this statement, check all answers and explanations to see that you have answered all questions fully and correctly. This statement is to be executed under oath and subject to the penalties of false swearing, and it includes all attached sheets submitted herewith.*

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS ALCOHOLIC BEVERAGE LICENSE APPLICATION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT TO WILLFULLY PREPARE OR PRESENT A DOCUMENT THAT IS FRAUDULENT OR FALSE IS A CRIMINAL MISDEMEANOR UNDER O.C.G.A. § 48-1-6.**

\_\_\_\_\_  
AUTHORIZED SIGNATURE TITLE DATE

\_\_\_\_\_  
PRINT NAME EMAIL ADDRESS DAYTIME PHONE

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

I HEREBY CERTIFY THAT \_\_\_\_\_ IS PERSONALLY KNOWN, OR VERIFIED BY ME, THAT THE APPLICANT SIGNED THIS APPLICATION AFTER STATING TO ME HIS OR HER PERSONAL KNOWLEDGE AND UNDERSTANDING OF ALL STATEMENTS AND, UNDER OATH ACTUALLY ADMINISTERED BY ME, HAS SWORN THAT THE STATEMENTS AND ANSWERS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
AFFIX  
SEAL HERE

**FOR OFFICE USE ONLY**

Reviewed and Recommend: APPROVAL / DENIAL (circle one) by: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION APPROVED / DENIED (circle one) by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Reason for DENIAL: \_\_\_\_\_

+++++

Date Rc'd \_\_\_\_\_ Check # \_\_\_\_\_ Amount Rc'd \_\_\_\_\_ Rc'd By: \_\_\_\_\_