

**INSTRUCTIONS AND CONDITIONS FOR APPLYING FOR LICENSE TO SELL ALCOHOLIC BEVERAGES**

**APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES**

**BARROW COUNTY, GEORGIA**

1. EVERY QUESTION MUST BE FULLY AND CORRECTLY ANSWERED, TYPEWRITTEN OR LEGIBLY HAND PRINTED. DO NOT USE INITIALS; SPELL OUT ALL NAMES. FAILURE TO DO SO MAY RESULT IN DENIAL OR, IF GRANTED, THE LATER REVOCATION OF A LICENSE. IF THE SPACE PROVIDED IS NOT SUFFICIENT, ANSWER THE QUESTION ON A SEPARATE SHEET AND INDICATE IN THE SPACE PROVIDED THAT A SEPARATE SHEET IS ATTACHED.
2. THE COMPLETED APPLICATION FORM AND THE REQUIRED INVESTIGATION FEE OF **\$500.00** MUST BE SUBMITTED AT THE TIME APPLICATION IS MADE TO THE PLANNING DEPARTMENT. UPON APPROVAL OF THE APPLICATION ADDITIONAL FEES MUST BE TENDERED PRIOR TO ISSUANCE OF LICENSE. FEES MUST BE SUBMITTED IN THE FORM OF CERTIFIED CHECK, CASH OR MONEY ORDER. ALL CHECKS WILL BE DEPOSITED DAILY AS RECEIVED BY THE BARROW COUNTY PLANNING DEPARTMENT.
3. ANY CHANGE IN THE OWNERSHIP, MANAGEMENT, OR ANY OTHER STATUS OF THE LICENSED OPERATION, WHICH WOULD CHANGE ANY ANSWERS ON THE ORIGINAL APPLICATION, MUST BE REPORTED IN WRITING TO THE BARROW COUNTY PLANNING DEPARTMENT WITHIN THIRTY (30) DAYS FROM THE TIME OF SUCH CHANGE. FAILURE TO DO SO MAY RESULT IN THE REVOCATION OF THE LICENSE.
4. THE APPLICANT SHALL BE RESPONSIBLE FOR DETERMINING THE DISTANCE OF THE PROPOSED LICENSED LOCATION FOR EACH OF THE FOLLOWING: SCHOOL, A PRIVATE RESIDENCE (STREET ADDRESS AND NAME REQUIRED), AND A CHURCH, AS REQUIRED BY THE ORDINANCE. A CURRENT CERTIFIED PLAT FROM A REGISTERED SURVEYOR IS REQUIRED TO CONFIRM THE DISTANCE REQUIREMENTS AND MUST ACCOMPANY THE APPLICATION. THE PLAT MUST SHOW STRAIGHT LINE MEASUREMENTS FROM POINT TO POINT THAT CERTIFY THE DISTANCE REQUIRED. LOCATIONS THAT PROPOSE PERFORMANCES WHICH WOULD MAKE THEM SUBJECT TO THE BARROW COUNTY ADULT ENTERTAINMENT ORDINANCE ARE REQUIRED TO MEET ADDITIONAL DISTANCE REQUIREMENTS WHICH ARE PROVIDED IN QUESTION NUMBER 28.
5. NO LICENSE SHALL BE ISSUED EXCEPT IN THE ZONES AS DEFINED BY APPLICABLE LOCAL ZONING ORDINANCES. CONTACT THE PLANNING DEPARTMENT, 233 E. BROAD STREET, WINDER, BARROW COUNTY, GEORGIA, 30680 OR PHONE 770-307-3034, FOR ZONING REQUIREMENTS.
6. THE APPLICANT SHALL BE RESPONSIBLE FOR FILING PLANS TO REVIEW WITH THE PLANNING DEPARTMENT. CONTACT THE PLANNING DEPARTMENT, 233 E. BROAD STREET, WINDER, BARROW COUNTY, GEORGIA, 30680 OR PHONE 770-307-3034, FOR OCCUPANCY REQUIREMENTS.
7. ALL CORPORATE APPLICANTS, WITHOUT REGARD TO THE NUMBER OF STOCKHOLDERS, SHALL LIST THE NAMES AND ADDRESSES OF THE OFFICERS OF THE CORPORATION. IN ADDITION, THEY SHALL NAME AN AGENT WHOSE NAME SHALL APPEAR ON THE LICENSE ISSUED TO THE CORPORATION. THE CORPORATION SHALL PROVIDE THE NAME AND ADDRESS OF THE AGENT, WHO SHALL BE THE INDIVIDUAL WHO DOES, IN FACT, HAVE REGULAR MANAGERIAL AND SUPERVISORY AUTHORITY OVER THE BUSINESS CONDUCTED ON THE LICENSED PREMISES. IN ADDITION, THE MANGER SHALL BE AN AGENT FOR SERVICE FOR THE CORPORATION IN ADDITION TO ALL OTHER METHODS ALLOWED FOR SERVING A CORPORATION BY THE LAWS OF GEORGIA.
8. INFORMATION REQUESTED CONCERNING RACE AND SEX IDENTIFICATIN OF APPLICANTS, CORPORATIONS AND STOCKHOLDERS ARE FOR INVESTIGATIVE PURPOSES ONLY.

9. GEORGIA CRIME INFORMATION CENTER COUNCIL (GCIC) RULES REQUIRE THAT THE CONSENT FORM ON THE LAST PAGE OF THE APPLICATION FORM BE COMPLETED, SIGNED AND NOTARIZED PRIOR TO ANY INFORMATION BEING ACCESSED FOR RELEASE OF CRIMINAL HISTORY INVESTIGATION BY THE SHERIFF'S DEPARTMENT IN REFERENCE TO YOUR APPLICATION. THE INFORMATION IS AVAILABLE IN CHAPTER 140-2-04, RULES OF THE GEORGIA CRIME INFORMATION CENTER COUNCIL PRACTICE AND PROCEDURES. A SEPARATE FORM MUST BE COMPLETED FOR WHOMEVER THE LICENSE IS ISSUED TO AND THE AGENT OR DESIGNATED MANAGER FOR INDIVIDUAL BUSINESS OR PARTNERSHIPS. CORPORATIONS SHOULD COMPLETE FORMS FOR OFFICERS AND THE AGENT OR THE DESIGNATED MANAGER.
10. APPLICANTS ARE NOT REQUIRED TO BE A RESIDENT OF BARROW COUNTY. HOWEVER, IF APPLICANT IS NOT A RESIDENT, A REVIEW OF THE REGULATIONS OF THE GEORGIA DEPARTMENT OF REVENUE SHOULD BE MADE. LOCAL ALCOHOL AGENTS MAY BE REACHED AT GEORGIA DEPARTMENT OF REVENUE, PO BOX 1843, ATHENS, GA, 30603, OR PHONE 706-542-6058, MONDAY, WEDNESDAY AND FRIDAY, 8:00 AM TO NOON.
11. A STATE ALCOHOL LICENSE IS ALSO REQUIRED BEFORE YOU CAN PURCHASE AND SELL ALCOHOLIC BEVERAGES. PLEASE CONTACT THE GEORGIA DEPARTMENT OF REVENUE, REGISTRATION UNIT, PO BOX 38428, ATLANTA, GA. 30334-8428. PHONE 404-656-4092 FOR THEIR REQUIREMENTS, FEES AND APPLICATION.
12. CONTACT THE FEDERAL ALCOHOL, TOBACCO AND FIREARMS LICENSING DEPARTMENT FOR THEIR REQUIREMENTS. FEDERAL ATF, LICENSING DEPARTMENT, 2600 CENTURY CENTER PARKWAY, SUITE 300, ATLANTA, GA. 30345. PHONE 404-417-2600.
13. A COPY OF THE BARROW COUNTY ALCOHOL ORDINANCE IS A PART OF THIS APPLICATION PACKAGE. PLEASE READ IT AND RETAIN IT FOR YOUR INFORMATION.
14. WHEN COMPLETED, THE APPLICATION MUST BE DATED, SIGNED AND VERIFIED UNDER OATH. TO ASSURE THAT YOUR LICENSE IS PROCESSED TIMELY, ALLOW APPROXIMATELY A THIRTY (30) DAY PERIOD FOR APPLICATION PROCESSING.

APPLICATION FOR ALCOHOL BEVERAGE LICENSE SHOULD BE RETURNED TO:

LOCATION & MAILING ADDRESS: BARROW COUNTY  
 PLANNING DEPARTMENT  
 233 EAST BROAD STREET  
 WINDER, GA 30680

TELEPHONE NUMBER: 770-307-3034

FAX NUMBER: 770-307-3004

WEB SITE: [WWW.BARROWGA.ORG](http://WWW.BARROWGA.ORG) - SELECT "ONLINE FORMS" AND GO TO PLANNING

PLEASE CONTACT PLANNING DEPARTMENT IF FURTHER ASSISTANCE IS NEEDED WITH THIS APPLICATION

Faxed applications are not considered final applications; the original signed document must be presented to the Planning Department in order to complete the applications process.