



CITY OF ABILENE

**City of Abilene**

## **Application for Alcoholic Beverage Checklist Instructions**

### **City Secretary's Office**

City Hall, 555 Walnut

Room 203, 2<sup>nd</sup> Floor

Abilene, TX 79601

325-676-6208

Applicants applying for an alcoholic Beverage License/Permit in the City of Abilene are required to have the attached checklist completed prior to certification of the Texas Alcoholic Beverage Commission Pre-Qualification Application by the City Secretary.

***The Planning & Zoning Department requires a site plan confirming separation requirements pursuant to Sec. 2.4.3.3 Subsections 32, 33, & 34 of the Land Development Code and a notarized affidavit from the Planning Services Department within the City of Abilene.  
Contact (325) 676-6237 for all inquiries.***

### **PROCEDURE:**

Applicants are to complete all identifying information (i.e., Trade Name, Address, etc.) prior to obtaining the required City signatures.

#### **The following City offices must sign the Checklist:**

- Planning & Zoning Department (555 Walnut, 1<sup>st</sup> Floor) ***\*\*24-Hour Waiting Period\*\****
- City Secretary's Office (555 Walnut, 2<sup>nd</sup> Floor)

**NOTE: SHOULD THE LIQUOR STORE BECOME AN ADULT ENTERTAINMENT ENTERPRISE FOLLOWING APPROVAL OF THIS APPLICATION, REAPPLICATION MUST BE MADE TO ENSURE COMPLIANCE.**

An appointment can be made with the Planning Services Department and with the City Secretary for certification of the application. To receive information on City fees please contact the City Secretary's Office or the Planning Services Department.



**CITY OF ABILENE**

**APPLICATION FOR ALCOHOLIC BEVERAGE CHECKLIST**

Trade Name of Business: \_\_\_\_\_

Address or Location: \_\_\_\_\_  
City State Zip

Billing Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name Signature

Applicant's Mailing Address: \_\_\_\_\_  
City State Zip

**Application Filed For:**

- MB - Mixed Beverage
- LB - Mixed Beverage Late Hours
- Wine/Beer Retailer
- BF - Beer Off Premise
- BE - Beer Retailer On Premise
- BG - Wine/Beer Retailers
- W - Wholesale Distributor
- BL - Retail Dealers on Premise Late Hours
- BQ - Wine & Beer Retailers Off Premise Permit
- P - Package Store
- BP - Brew Pub
- Other \_\_\_\_\_
- Renewal
- Renewal Change
- Change of Address

**Application is filed by:**

- Individual
- Partnership
- Corporation
- Other \_\_\_\_\_

**Primary Business at this location:**

- Restaurant
- Bar
- Grocery
- Convenience Store
- Liquor Store
- Other: \_\_\_\_\_

**THE FOLLOWING CITY SIGNATURES ARE REQUIRED:**

**1. Planning and Zoning Office – 555 Walnut, 1<sup>st</sup> Floor**

**\*\*\* The Planning & Zoning Department requires a site plan confirming separation requirements pursuant to Sec. 2.4.3.3 Subsections 32, 33, & 34 of the Land Development Code and a notarized affidavit from the Planning Services Department within the City of Abilene. Contact (325) 676-6237 for all inquiries.\*\*\***

- Location:
- Complies with all zoning requirements relating to liquor stores.
  - Is not an adult entertainment enterprise.
  - Is an adult entertainment enterprise and complies with separation requirements as stipulated by the Zoning Ordinance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Planning and Zoning**

**2. City Secretary's Office - 555 Walnut, 2<sup>nd</sup> Floor**

- Amount paid (fees)
- Receipt Number
- Signature & Seal for Certification

\_\_\_\_\_  
Date

\_\_\_\_\_  
**City Secretary**