Office: 410-632-1908 (Option #6)

BOARD OF
LICENSE COMMISSIONERS

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Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
www.worcestermd.gov/departments/drp/liquor-licensing

BOARD ATTORNEY
W. HANK FISHER, III

LIQUOR LICENSE ADMINISTRATOR
APRIL R. PAYNE
apayne@worcestermd.gov

Applicant(s):

The following instructions are provided to assist you in completing the Application for a Retail Alcoholic Beverage License in Worcester County.

The updated electronic application form, along with additional required forms (such as Limited Liability Affidavits and Stockholder Affidavits and Application for Bulk Transfer Permits, etc.), is available on the Worcester County Board of License Commissioners Liquor Licensing webpage:

www.worcestermd.gov/departments/drp/application-for-alcoholic-beverages-licenses

Application & Supporting Documents: ***(Application & Supporting Documents MUST be completed electronically)***

- Complete all required fields on the electronic application along with any other required forms.
- After application and affidavits have been completed, print all the documents. Applicants should also save an electronic copy for their records.
- Attain all required signatures and notarizations where indicated on each form. ***(Ensure all signatures are properly notarized and bear the official seal; licensee(s), affidavit(s), and property owner(s)***
- Submit all fully executed documents along with the appropriate filing fees to the Liquor License Office by mail or in person by the filing deadline.

Two (2) separate checks are required, as your application is processed by two different offices. Please make checks payable to "Worcester County**."**

The following fees are required as part of the Retail Alcoholic Beverage License application process:

$660	-	$600 of this fee represents the application processing fee. $60 of this fee represents the advertising cost in local publications.
$25	-	This fee is required to certify those individuals supporting your application are the property owners and Worcester County voters.

If you are applying as an individual, as multiple individuals, or as a partnership, <u>each</u> must have resided in Worcester County for the past two years.

If you are leasing the property to be licensed, you must submit a copy of that lease with the application.

If you are applying as a corporation, you must designate one person as the Resident Agent. That person must reside in Worcester County. The Resident Agent must hold at least 10% of the company's stock, unless you are applying for a Class "B" Beer, Wine and Liquor license in that case, the Resident Agent must hold some percentage of outstanding stock.

Supporting signatures must be collected by the Resident Agent.

When making an application on behalf of a corporation, it will be necessary for you to complete and submit with the application a Stockholder Affidavit or a Limited Liability Affidavit. Additionally, you must submit with the application a copy of your Articles of Incorporation and a copy of your lease (if applicable) for the subject property.

If you are making application for the transfer of an existing license, you must also complete this application as a transfer application. Further, you must make application to the State Comptroller's Office for the transfer of the alcoholic beverage inventory remaining on the property. That form is enclosed but should be forwarded directly by you to the Comptroller's Office. If there is no inventory, you must supply supporting documentation indicating such.

Your application will be advertised by this Office in the required local publications as part of the statutory public-notice process. Filing deadlines are established to ensure sufficient time for proper legal advertising and public notification. Provided your application is received by the published submission deadline, this Office will make every effort to schedule your application for a hearing before the Board at the next available meeting.

The Board of License Commissioners ordinarily conducts hearings on these applications on the third Wednesday of each month. It is sometimes necessary to deviate from that schedule; you may confirm hearing dates with this office.

In the event your application is approved, your license cannot be issued until we have received a copy of your Articles of Incorporation and Certification of Incorporation (with corporate applications); acknowledgment from the Comptroller's Office that your inventory transfer has been approved and that your tax accounts are in good standing (in the case of a transfer); a copy of your fire and health certificates (unless a Class "A" license); and payment of the proper fees. The Board may set forth other requirements at the hearing.

These guidelines offer basic information to consider when making application to the Board of License Commissioners for an alcoholic beverage license. This list is not all-inclusive. If you have any questions or need further clarification, please contact this office at 410-632-1908, Option #6.

FOR THE WORCESTER COUNTY
BOARD OF LICENSECOMMISSIONERS,

April R. Payne
Liquor License Administrator

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