

NEW \_\_\_\_\_

LICENSE # \_\_\_\_\_

TRANSFER \_\_\_\_\_



## NEW LIQUOR LICENSE CHECKLIST

NAME OF ESTABLISHMENT: \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_

- APPLICATION COMPLETED IN FULL
  - Application Fee -  \$200 for Class E, F-A, B-R
  - \$100 for All Others Classes
- Checks made payable to: TALBOT COUNTY, MARYLAND
  
- Submission of valid fingerprint clearance card for each applicant. (Contact [ScreenID](#), located at: 8707 Commerce Drive, Easton, Maryland 21601 – 866-987-3767.)
- Submission of Agency Privacy Requirements for Noncriminal Justice Applicants [Privacy Statement] (for anyone fingerprinted).
- Driver's License for each applicant.
- Articles of Incorporation – if filing as corporation.
- Articles of Organization – if filing as a limited liability company.
- Attachment # 1 – Owner.
- Attachment #2 - Election Board Certificate & Office of Assessments and Taxation second (Signatures must be certified by Election Office and office of Assessment and Taxation).
- Attachment #3 – Notarized Affidavit of Posting of Property (To be turned in at hearing date).
- Certificate of Alcohol Awareness Training for each applicant.
- Health Department Permit.
- Proof of Compliance from State Fire Marshal.
- Certificate from County or Municipalities Office of Planning and Zoning (Contact either the Town office or Talbot County Planning and Permits office, depending if the establishment is in Town limits or County jurisdiction).
- Complete List of Adjacent Property Owners, contiguous to the place of business measured at right angles to any intervening road or street, including owners of property within 1,000 feet of subject property whose line of sight to subject property is over water. As defined in 11-10-A.3 of The Talbot County Code. - Ask office of Assessment & Taxation, located at: 215 Bay St., Easton, MD 21601, 410-819-5920.
- Copy of Current Trader/Business License.
- Advertising of Public Notice: (Star Democrat) and (cost of postage). You will be billed for this.

**Checks made payable to: TALBOT COUNTY, MARYLAND**

# PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR APPLICATION

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The following instructions are provided for your assistance. **Neither the Talbot County Board of Liquor License Commissioners nor its attorney may provide you with legal advice as to how to complete the application or present your case.** If you have any doubt as to which license would be best for your establishment or how to complete the application you may consult an attorney.

An attorney may represent you in any matter before the Board.

1. The Talbot County Board of Liquor License Commissioners meets each month on the 2<sup>nd</sup> and 4<sup>th</sup> Monday (with the exception that if a holiday falls on one of those Mondays there will not be a meeting) at 10:00 a.m. in the Bradley Meeting Room of the South Wing of the Talbot County Courthouse.
2. Before your application can be processed, you must submit the **original application and three (3) copies** of the following:
  - a. The application, including all supporting documents and certification with the application.
  - b. Attachment #1
  - c. Attachment #2
  - d. Attachment #3
3. Proof of a valid food service facility permit from the Talbot County Health Department must be shown for those classes of licenses (Class B-R and Class F-A) which require the serving of food as a condition of the license or where the applicant is engaged in a business which requires such a permit.
4. Proof of compliance with the current provisions of the State Fire Prevention Code from the Office of the State Fire Marshal.
5. A certificate signed by at least 10 citizens, who shall be owners of real estate and registered voters of the precinct in which the business is to be conducted, setting forth the length of time each has been acquainted with the applicant or, in the case of a corporation, with the individuals making the application. The certificate must state that the signers thereof have examined the application and have good reason to believe that all the statements contained in the application are true, that they are of the opinion that the applicant is a suitable person to obtain the license, and that they are familiar with the premises upon which the proposed business is to be conducted and believe the premises are suitable for the conduct of the business of a retail dealer in alcoholic beverages. The requirements of this section do not apply to applications for special or temporary (Class H and Class J) licenses.
6. Before the Board shall approve any new license, the Board shall cause a notice of such application to be published once a week for two successive weeks in a newspaper of general circulation in Talbot County. The notice shall specify the names of the individual

applicants and any entity they represent, the type of license applied for and the location of the place of business proposed to be licensed as well as the date, time and location fixed by the Board for a hearing upon the application. The hearing shall be not less than seven days nor more than 30 days after the last publication. You will be billed for this notification. **Publication and mailing notification payments must be received prior to the Board hearing.**

7. Notice to local jurisdiction and adjacent property owners. Whenever a hearing upon a license application is scheduled, the Board shall give at least 15 days' notice of the time and place of such hearing to be mailed by regular United States mail, first class postage prepaid, to the applicant, to the governing body of the local jurisdiction in which the place of business proposed to be licensed is located, and to the owners of all property contiguous to the place of business proposed to be licensed and of all properties opposite said property measured at right angles to any intervening road or street. It shall be the responsibility of the applicant to furnish the Board with a complete, accurate and up-to-date list of all such property owners. The notice shall be directed to the address to which the real estate tax bill on the property is sent. The notice shall contain the same information as the published notice required in Subsection 6 hereof. For purposes of this section the term "contiguous property owner" is to include owners of property within 1,000 feet of the subject property, whose line of sight to the subject property is entirely over water. Failure of a person to receive the notice prescribed in this section shall not impair the validity of the hearing.
8. All employees involved in the sale of alcoholic beverages shall successfully complete training in an Alcohol Awareness Program within one hundred eighty (180) days of the date of hire. The Liquor Inspector may grant an extension not to exceed sixty (60) days for Licensees with less than three (3) employees whose businesses would suffer undue hardship, due to circumstances beyond the Licensee's reasonable control. Any request for a waiver must be submitted in writing within thirty (30) days and contain all grounds in support of the request.
9. Every person receiving a license under the provisions of this chapter shall frame the license under glass/plastic and place the framed license so that it shall at all times be conspicuous and easily read in the place of business.
10. License holders are required to comply with all applicable provisions of this chapter and with all provisions of state law applicable to Talbot County by virtue of § 11-20 of this chapter, Article 2B, § 18-101, Annotated Code of Maryland, or Article 25, § 3(ee), Annotated Code of Maryland. Violation of any such provision is a misdemeanor, and in addition to any criminal penalty, may result in administrative sanctions including revocation or suspension of any license issued pursuant to this chapter or the imposition of a fine, or any combination thereof.
11. The Board will issue a decision within thirty (30) days of the hearing.

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Talbot County Board of Liquor License Commissioners  
11 N. Washington Street – South  
Wing  
Easton, MD 21601  
410-770-8019

**FOR LIQUOR BOARD USE**

\_\_\_\_\_ PUBLIC NOTICE to STAR DEMOCRAT at E-mail Address: [legals@chespub.com](mailto:legals@chespub.com) for publication of legal notice in STAR DEMOCRAT for the two consecutive Sunday's prior to Hearing. Public Notice must be sent to [legals@chespub.com](mailto:legals@chespub.com) **by Wednesday at noon prior to Sunday publishing.**

**15 DAYS PRIOR TO HEARING:**

\_\_\_\_\_ SIGN TO BE PICKED UP WITH INSTRUCTIONS & AFFIDAVIT.

\_\_\_\_\_ PUBLIC NOTICE TO \_\_\_\_\_ PROPERTY OWNERS  
\_\_\_\_\_ APPLICANT  
\_\_\_\_\_ ATTORNEY

\_\_\_\_\_ Copy of Application to Commissioners with a list of outstanding items.

**APPLICATION APPROVED ON / /**

\_\_\_\_\_ License Fee (Pro-rated if not a full year)  
\_\_\_\_\_ Star Democrat ad bill received \_\_\_\_\_ Licensee invoiced \_\_\_\_\_ Rec'd \_\_\_\_\_