



## **Required supplemental questions for any business license applicant intending to sell or serve alcohol**

Any business license applicant intending to sell or serve alcoholic beverages must answer the following questions in addition to completing the business license application form.

Upon submittal of both the completed business license application and the completed supplemental questions to the Community & Economic Development (CED) Department, the business applicant seeking a liquor license will then be required to attend and make a preliminary public presentation at a meeting of the Village Board of Trustees, typically as an agenda item under the Work Session. CED staff will assist with scheduling.

Upon receiving the submitted business application information and supplemental questions, hearing the applicant's presentation at a public meeting, and asking any questions it might have, the Village Board at its meeting will:

- give feedback on the applicant's intent to initiate the liquor license application process with the Police Department, and
- advise the applicant on whether or not the Village will require the applicant to also enter into an agreement to waive its rights to obtain a video gaming license as part of the liquor license approval.

Upon successful completion of the public presentation, the applicant may then contact the Police Department to complete the liquor license application process within the limitations set forth by the Village Board. The liquor license application process will culminate with a second review and vote by the Village Board at a subsequent public meeting to ensure that all requirements of the applicant have been fulfilled.

### **SUPPLEMENTAL BUSINESS LICENSE APPLICATION QUESTIONS FOLLOW**

Complete all questions in a separate document and submit along with your business license application and any supplemental documents to [bboys@richtonpark.org](mailto:bboys@richtonpark.org). Call (708) 753-8820 with any questions.

### **PART A: Business Plan Questions**

1. Please describe your business concept. If you have a business plan, please submit.
2. Please describe the target market of your business – who will your customers be?
3. Is your business a chain or franchise? If so, list other locations.
4. Do you intend to install video gaming?
5. Will you prepare/serve food? Please describe how this will take place.
6. What is the address of your establishment?
7. Is your business registered with the County? State? Provide proof.
8. How many persons do you intend to employ at this establishment?
9. What is your expected opening date?
10. What are your anticipated hours of operation?

### **PART B: Alcohol Questions**

11. Is obtaining a liquor license critical to your business model? Please explain.
12. Do you currently have a liquor license? If so, list other location(s).
13. What type of alcohol do you anticipate selling?
14. What is the approximate area (in square feet) of the site selected for your liquor license application?
15. Are you aware if any prior tenant of the site selected for your liquor license application has held a liquor license? Please explain.
16. If you are a prospective tenant, have you secured landlord permission, in writing, to pursue a liquor license? Please provide.
17. Establishments that serve liquor must have a security plan. Do you have a security plan for the establishment? Please provide.

### **PART C: Video Gaming Questions**

18. Is obtaining a video gaming license critical to your business model? Please explain.
19. Do you currently have a video gaming license? If so, list other location(s).
20. How many gaming machines would you seek to install?
21. What is the approximate area (in square feet) of your selected site that would be dedicated to video gaming?
22. Are you aware if any prior tenant of your selected site for your video gaming application has held a video gaming license? Please explain.
23. If you are a prospective tenant, have you secured landlord permission, in writing, to pursue a video gaming license? Please provide.