



EXPANSION OF LICENSED PREMISES OR
TRANSFER TO NEW LOCATION

1. **APPLICATION** - (form furnished) - To be completed by sole owner, principal managing partner if business ownership is a partnership, or by the Managing Officer if business ownership is a corporation or an LLC. Answer all questions in full. **An original signature and notarization is required on each copy.**
2. **FEE** - A \$35 fee is due at the time of application. This fee is non refundable upon denial or withdrawal of application.
3. **COPY OF LEASE AGREEMENT** - The lease agreement must be executed to the sole owner, all partners if business ownership is a partnership, or to the corporation or LLC if the business ownership is either a corporation or LLC. The lease agreement must reflect the lease term, monthly rental, options to renew, if any, and special conditions. Any assignment of lease must bear written approval of lessor.

If the property is being purchased, or is owned by the applicant, a copy of the warranty deed or deed of trust, in the name of the sole owner, all partners if business ownership is a partnership, or in the name of the corporation or LLC if business ownership is a corporation or LLC.

If the property is being purchased by an individual, a lease agreement must be executed from the individual to all partners of the partnership if the business ownership is a partnership, or to the corporation or LLC if the business ownership is a corporation or LLC.

4. **PHOTOGRAPHS** - A recent photograph of the exterior of the premises.
5. **DIAGRAM OF PREMISES** - Drawings of the floor plan of the premises with specifications of all fixtures contained therein. **All drawings or plans shall be on no larger than 8-1/2" by 14".**
6. **CERTIFIED SURVEY** - (see sample survey provided) A survey of the subject property **must be provided from a registered engineer or land surveyor**, which shows the dimensions and location of the proposed licensed structure. The distances from the proposed structure to the property lines, curb cuts and number of parking spaces available must also be shown. The survey shall also show all surrounding separate properties within 300 feet showing those property lines, the location of any and all residential or commercial structures and indicating their use. If the use is health or medical related the use must clearly indicate the type of service provided. The survey must also indicate any parks, playgrounds, libraries or museums.

Zoning of all properties/lots within the measured 300 feet must also be shown on this survey. You may contact Zoning for this information at (816)325-7823 or (816) 325-7421. Their office is located on the second floor of City Hall.

If there is residentially zoned property or a hospital, school, church, or other building regularly used as a place of religious worship within 100-300 feet of the proposed premises, no license shall be issued unless approval is granted by a two-thirds majority of the City Council. However, in the event a school, church or other building regularly used, as a place of worship is within 100 feet a license will not be issued or allowed. All other licenses shall be issued upon approval by majority of the City Council.

Survey shall not be larger than 8-1/2" by 14". (Disregard if existing business changing ownership.)

7. **PROPERTY OWNER/TENANT LIST** – A notification of this application will be mailed to surrounding owners and tenants within 300 feet. **After processing this application it will be required that this notification is mailed a minimum of 21 days prior to the liquor license application being placed on the agenda for review by the City Council.**

All properties must be identified on the survey through an alpha system with letters coinciding with the property owner/rental property on the list. NOTE: Property ownership may be obtained from the Jackson County Division of Assessment. The list of property owners and addresses of all rental properties (commercial and residential) must be a part of the survey referred to in Item 6.

A list of **all property owners and rental property addresses** within the measured 300 feet of the proposed premises **must be provided in an Excel file.** The following required information must be set up in separate cells to download and merge into the notification letter. Names of the tenants are not required as the letter will be addressed “Occupant”.

The **property owner** information must be as follows:

Owner’s Name
Owner’s Mailing Address, Suite/Apartment Number
City
State
Zip Code
Leased Property Address

The **tenant** information must be as follows:

Leased Property Address
Suite/Unit Number
Zip Code

NOTE: Item 7 may be obtained from the Jackson County Real Estate Records by comparing the site address with the mailing address for the bill. This would indicate that the property is not owner occupied. There are also some title companies or survey companies who will obtain the lists for a fee. The list must be accompanied by the survey referred to in Item 6.

The completed application will take approximately eight to ten weeks to process. After review by the City staff, the application will be forwarded to the City Council for consideration. Upon approval of the Liquor License, the license and an approval letter will be mailed.

CITY OFFICE
Regulated Industries
111 East Maple
Independence, Missouri
Telephone: 816-325-7079

STATE OFFICE
Division of Liquor Control
615 East 13th Street
Kansas City, Missouri
Telephone: 816-889-2574

COUNTY OFFICE
Jackson County Collections
Liquor/Amusement Section
306 West Kansas
Independence, Missouri
Telephone: 816-881-4403



Date _____

INDEPENDENCE
★ COMMUNITY DEVELOPMENT ★
111 EAST MAPLE AVE. • INDEPENDENCE, MO 64050
INDEPENDENCEMO.ORG

APPLICATION FOR EXPANSION OF LICENSED PREMISES
APPLICATION FOR TRANSFER OF LICENSED PREMISES

The undersigned (individual owner) (partnership) (corporation) (LLC) hereby makes application for:

Select One: [] EXPANSION OF LICENSED PREMISE [] TRANSFER OF LICENSED PREMISE

1. Name of Licensed Business _____
2. Current Address of Business _____
3. Applicant or Individual Owner's Name _____
4. Address _____ City _____ State _____ Zip Code _____
5. If corporation or LLC, corporate or LLC name and address _____

6. If partnership, names and addresses of partners _____

7. Total dimensions of proposed expanded area in which alcoholic beverages will be served or dispensed: _____

8. **If application is for transfer to a new location:**
Street Address and legal description of proposed new location: _____

Name and address of property owner: _____

Name and address of any person having a leasehold or interest therein as landlord or tenant _____

I, or we, (please print) _____
Of lawful age, and duly sworn upon my (our) oath, swear that the answers and information given in this application are true and complete to the best of my (our) knowledge and belief.

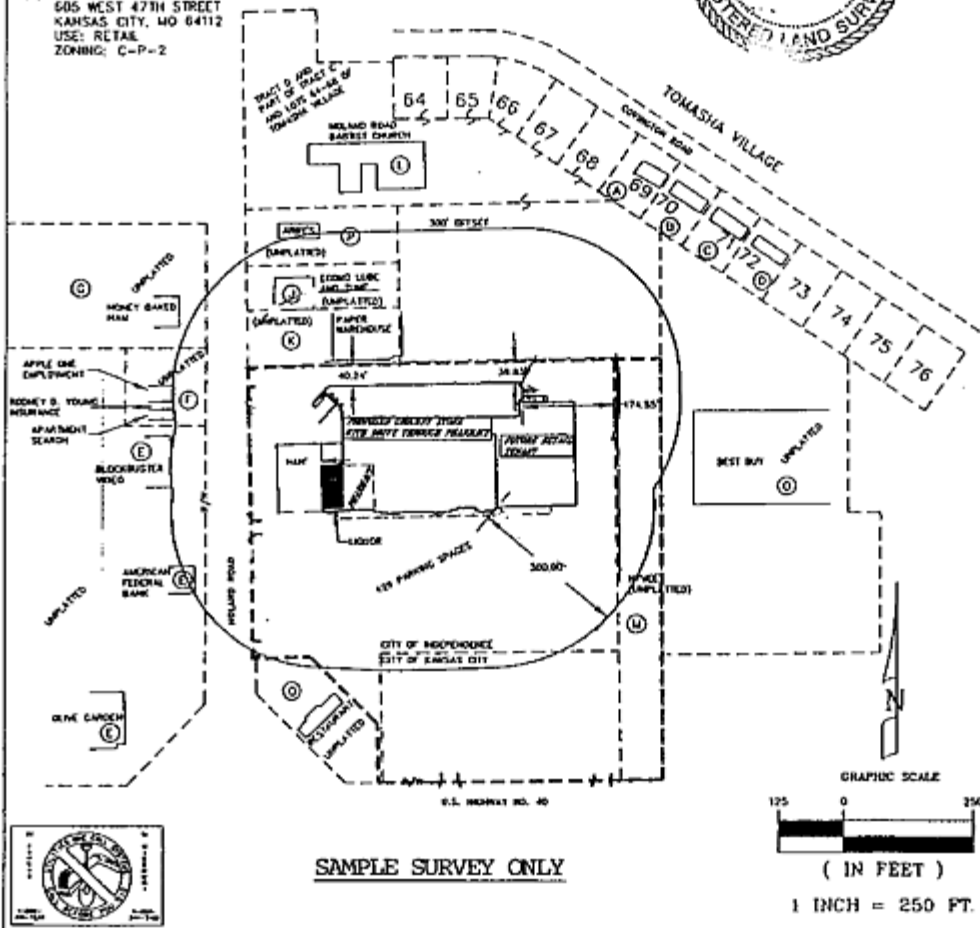
Subscribed and sworn to before me this _____ day of _____, 20____

My commission Expires: _____

_____ Notary Public

PROPERTY OWNERSHIPS

- | | | |
|--|--|---|
| <p>(A) HAL B. AND MARY FERN JOHNSON 14209 CONINGTON ROAD INDEPENDENCE, MO 64055 USE: RESIDENCE ZONING: R1b</p> | <p>(G) NOLAND S. DEVELOPMENT COMPANY 911 MAIN COMMERCE TWR STREET 720 KANSAS CITY, MO 64105-2009 USE: RETAIL ZONING: C-P-2</p> | <p>(O) LEONARD S. BERMAN P.O. BOX 9312 MINNEAPOLIS, MN 55440 USE: RETAIL ZONING: C-2</p> |
| <p>(B) GEORGE J. AND JODY A. VANWEY 14213 CONINGTON ROAD INDEPENDENCE, MO 64055 USE: RESIDENCE ZONING: R1b</p> | <p>(J) REALTY INCOME CORPORATION 220 WEST CREST ESCONDIRO, CA 92025-1725 USE: AUTO SHOP ZONING: C-2</p> | <p>(P) US BEEF ESTATE LLC P.O. BOX 22845 OKLAHOMA CITY, OK 73125-1845 USE: RESTAURANT ZONING: C-2</p> |
| <p>(C) PAUL W. AND W.F. SCHNAKENBERG 14301 CONINGTON ROAD INDEPENDENCE, MO 64055 USE: RESIDENCE ZONING: R1b</p> | <p>(K) RANDOL MILL-ARLINGTON-TEX PARTNERSHIP 605 W. 47TH ST, SUITE 100 KANSAS CITY, MO 64112 USE: RETAIL ZONING: C-2</p> | <p>(Q) WR&K 605 WEST 47TH STREET KANSAS CITY, MO 64112 USE: RESTAURANT ZONING: C-2</p> |
| <p>(D) CASEY L. AND ROBERT C. CORDELL 14305 CONINGTON ROAD INDEPENDENCE, MO 64055 USE: RESIDENCE ZONING: R1b</p> | <p>(L) NOLAND ROAD BAPTIST CHURCH 4505 SOUTH NOLAND ROAD INDEPENDENCE, MO 64055 USE: CHURCH ZONING: C-2, R-2, R1b</p> | |
| <p>(E) NOLAND FASHION SQUARE PARTNERS 605 WEST 47TH STREET KANSAS CITY, MO 64112 USE: RETAIL ZONING: C-P-2</p> | <p>(H) HY-VEE INC. 5820 WESTOWN PARKWAY DES MOINES, IA 50266 USE: VACANT ZONING: C-2</p> | |
| <p>(F) GLD-RAE INVESTMENT COMPANY 605 WEST 47TH STREET KANSAS CITY, MO 64112 USE: RETAIL ZONING: C-P-2</p> | | |



MUST ALSO

PROVIDE A LIST OF
ALL RENTAL
PROPERTIES

COMMERCIAL AND
RESIDENTIAL