

Checklist for Application to the Alcohol and Tobacco Commission (ATC) For a Riverfront Development District Liquor License

Thank you for your interest in downtown Lafayette and the Riverfront Development District. The checklist below is intended to aid the applicant in submitting a complete application to the Alcohol and Tobacco Commission (ATC) for a Riverfront Development District Liquor License which is available here: <http://www.in.gov/atc/2409.htm>.

The City of Lafayette reviews all applications requiring a letter of support from the Mayor. The City of Lafayette strongly suggests that applicants contact the ATC to discuss State requirements prior to submitting the application to the City staff for their review. The City will gladly supply items 6-8 on the list below for the application; however, we require one copy of documents 1-5 for our review process.

If the applicant's business plan, restaurant concept, physical plan, or business structure changes in any way during the application process, Applicants are required to inform Myles Holtsclaw, Sr. Community Development Manager, at 765-807-1090 or mholtsclaw@lafayette.in.gov. Applicants are strongly advised to keep the Indiana State ATC apprised of such changes as well.

Liquor License Packet Checklist (Updated 2022)

- 1. Copy of License Application (Application for New or Transfer Permit –State Form 51189 (R5/ 2-17)):**
Include a copy of the completed liquor license (not the original) to be submitted to the State Alcohol and Tobacco Commission. **Please do not include social security numbers on the copy of the liquor license you give to the City of Lafayette** (the actual form submitted to the State will require social security numbers).
- 2. Copy of lease:**
It is recommended that the applicant supply a copy of their lease for the premises. Intent to Lease documents will be acceptable in lieu of a signed lease. (Please note that a letter of support from the Mayor is required with your application to the State, so signing a lease before receiving a letter of support from the Mayor may be risky.)
- 3. Copy of a Biography of the Establishment:**
This requirement includes a written description that describes the physical environment, social atmosphere, hours of operation and theme of the restaurant. This must also include a statement indicating whether the establishment will serve all ages or only those aged 21 years or older.
- 4. Copy of Floor plans:**
Floor plans must be provided showing access/egress, kitchen, barroom, family room, bathrooms, dance floors, and any other space that is to be used for a specific purpose. The plans must be submitted with a good faith understanding that they will be undertaken as shown.
- 5. Copy of Menu:**
A copy of the menu containing a minimum of milk, hot soup, coffee, hot sandwiches, and soft drinks must be provided with pricing. Only items on the submitted menu will contribute toward meeting this requirement.
- 6. A copy of Municipal Resolution Establishing the Riverfront Development District:**
Available upon request at the Lafayette Economic Development Department.
- 7. An 8 ½" x 11" map depicting the Lafayette Riverfront Development District:**
Available upon request at the Lafayette Economic Development Department.
- 8. A record of funds expended by the City within the Riverfront Development District:**
Available upon request at the Lafayette Economic Development Department.