

**REQUIREMENTS & APPLICATION
FOR ALCOHOLIC BEVERAGE LICENSE FOR
TALBOT COUNTY**

1. Application
2. Attachment #1 (Owner of Premises)
3. Attachment #2 ((Approval of 10 registered voters)
4. Attachment #3(Alcohol Awareness Training Law)
Article 2B – SS 12-101
5. Certificate from Talbot County Health Department Food Service Facility Permit, if required.
6. Certificate from the Office of the State Fire Marshal.
7. Certificate from the Board of Elections.
8. Certificate from the Talbot County Assessor’s Office.
9. Certificate from the Office of Planning and Zoning for Talbot County or incorporated municipality in which the license is located.
10. A complete, accurate and up-to-date list of **all** property owners as stated in Section 2-10, paragraph 3 of the Talbot County Code.
- 11. Advertising fee of \$156.00.**
- 12. Application fee in the amount of \$200.00 for Class E and F license or \$100.00 for all other licenses except Special licenses which do not have an application fee.**

Check(s) to be made payable to: *TALBOT COUNTY, MARYLAND.*

****PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR APPLICATION****

INFORMATION FOR NEW APPLICANTS AND FOR APPLICANTS FOR
TRANSFER OF OWNERSHIP OF EXISTING LICENSE WHO DO NOT
QUALIFY FOR USE OF SPECIAL AFFIDAVIT

CLASSES A-G

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 you or how to complete the application you may consult an attorney.

It is important that you have each person PRINT his/her name next to his/her signature or that you attach a typewritten sheet with all the names. The Election Board and the Assessor will not certify any names they cannot read.

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

Please be advised that Section 2-10, (5-F) of the Talbot County Alcoholic Beverage Code provides as follows:

2-10(F) Successive applications

If a license is refused, no application for the same license shall be considered from the same applicant for the same premises for a period of one (1) year.

1. It usually takes 4 to 8 weeks for a completed application to be processed, although some cases may take longer.
2. Before your application will be processed, you must submit **ORIGINAL AND THREE COPIES** of the following:
 - (a) THE APPLICATION, INCLUDING ALL SUPPORTING DOCUMENTS AND CERTIFICATIONS WITH THE APPLICATION.
 - (b) ATTACHMENT 1: Refer to 2-9(14)
 - (c) ATTACHMENT 2: Refer to 2-9(15)
 - (d) ATTACHMENT 3: Refer to Article 2B – SS 13-101
3. Proof of a valid food service facility permit from the Talbot County Health Department must be shown for those classes of licenses (Class F 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. (Refer to 2-9 (16) of the Talbot County Alcoholic Beverage Code)
 - (a) A certificate from the Board of Elections, South Wing (West Street entrance), Courthouse, Easton, Maryland 21601, establishing that at least 10 of the persons who have endorsed your application are owners of real estate and are registered to vote in the proper precinct. This certificate should identify which of said persons are so registered.
 - (b) A certificate from the Talbot County Assessor's Office (Office of Assessments and Taxation), 215 Bay Street, Easton, Maryland 21601, establishing that at least 10 of the persons on the list certified by the Election Board are property owners. Please contact the Assessor after you have received your certificate from the Election Board.
4. Zoning Restrictions – No license provided by this Article shall be issued or utilized in a manner which will result in a violation of any zoning ordinance or other statutory land use restriction of Talbot County or the incorporated municipality in which the place of business proposed to be

licensed is located. (Refer to 2-8(c) of the Talbot County Alcoholic Beverage Code)

5. Provide proof of compliance with the current provision of State Fire Prevention Code from the office of the State Fire Marshal, Easton Fire Department, Aurora Park Drive, Easton, Maryland 21601, (410-822-7609) enforced by that office. If you are applying on the basis of “plans and specification” rather than for an existing operation, the Board may elect to approve the application on the condition that you furnish an additional certificate once the business is operational. (Refer to 2-9(17) of the Talbot County Alcoholic Beverage Code)
6. Whenever a hearing upon a license application is scheduled, the Talbot County Board of Liquor License Commissioners shall give at least fifteen (15) days notice of the time and place of such hearing to be mailed by regular U.S. 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 (1) 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 sign 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. Refer to 2-10(3) of the Talbot County Alcoholic Beverage Code.
7. You must submit with your application a check in the amount of \$156.00 may payable to “Talbot County, Maryland” to cover the costs of publication in The Star Democrat. Notice of your application must run two times. The second publication must be at least one week after the first. The hearing will be within 30 days of the past publication, but cannot be within less than 7 days of that publication. Refer to 2-10 (A-1) of the Talbot County Alcoholic Beverage Code.

If additional advertising is necessary for any reason, you must pay the entire cost of advertising. The applicant must pay any fees or expenses involved in obtaining the documents required by these procedures or incurred for any other reason as a result of the preparation or processing of the application.

The Board will issue a decision within thirty (30) days of the hearing.

If the application is approved, a copy of the approved license will be issued. It must be taken to the Talbot County Finance Office, Courthouse, and Easton, MD. Upon presentation of the approved license and payment of the appropriate license fee, you may receive your liquor license.

8. You must notify the Board promptly in the event of the death, resignation or any change in status of any license holder or the corporate entity for which a license is held. Refer to 2-12 of the Talbot County Alcoholic Beverage Code.
9. License holders must complete or have an employee complete an approved alcohol awareness program at the license holder's expense. (See Attachment #3) Refer to the Talbot County Alcoholic Beverage Code.
10. You must **frame** your license **under glass** and **display it prominently** so that it may be **easily seen and read** by your customers. Refer to 2:12(E) of the Talbot County Alcoholic Beverage Code.
11. Licensees and their employees must comply with all state, county and municipal laws and regulations. Please note that the license holder is responsible to the Board of Liquor License Commissioners at all times for all actions of his/her employees, regardless of whether said actions were authorized by the license holder.

ATTACHMENT #1
TO BE COMPLETED BY OWNER OF PREMISES

I/WE HEREBY CERTIFY, THAT I AM/WE ARE OWNER (S) of property named in the foregoing application, that I/We assent to the granting of the license applied for, and that I/We hereby authorize the Liquor Control Board of Talbot County, its duly authorized agents and employees, any peace officer of Talbot County and any peace officer of any incorporated municipality in which the business is to be conducted to inspect and search, without warrant the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

WITNESS My/Our hand(s) and seal(s) this _____ day of _____,
19_____.

OWNER (S) OF PREMISES

WITNESS:

OWNER (S) OF PREMISES

STATE OF MARYLAND, TALBOT COUNTY TO WIT:

THIS CERTIFIES, That on the _____ day of _____,
19_____, before the subscriber, a Notary Public in and for _____
personally appeared _____
and acknowledged the execution of the foregoing statement to be _____ act.

WITNESS my hand and Notarial seal.

NOTARY PUBLIC

ATTACHMENT #2

WE, THE UNDERSIGNED, HEREBY CERTIFY:

- 1. We are the owners of real estate and registered voters of the precinct in which the business is to be conducted.**
- 2. We have examined the application and have good reason to believe all the statements contained therein are true, and the applicant is a suitable person to obtain the license for which application is made.**
- 3. We are familiar with the premises upon which the proposed business is to be conducted and believe them to be suitable for the conduct of the business of a retail dealer in alcoholic beverages.**

PLEASE PRINT OR TYPE
SEE INSTRUCTION FORM, Par. 3-b&c

OR

ARTICLE 2 – TALBOT COUNTY ALCOHOLIC BEVERAGE CODE 2-9 PAR. 15

Number of Years
Acquainted
With
Applicant

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

<u>NAME</u> _____	<u>Voting Residence: District</u> _____	<u>Precinct</u> _____
Location of Signers Property Owned _____	District ____ Precinct ____	_____

ATTACHMENT #2 CONTINUED

NAME _____ Voting Residence: District _____ Precinct _____
Location of Signers Property Owned _____ District____Precinct_____

NAME _____ Voting Residence: District _____ Precinct _____
Location of Signers Property Owned _____ District____Precinct_____

NAME _____ Voting Residence: District _____ Precinct _____
Location of Signers Property Owned _____ District____Precinct_____

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Location of Signers Property Owned _____ District____Precinct_____

NAME _____ Voting Residence: District _____ Precinct _____
Location of Signers Property Owned _____ District____Precinct_____

ATTACHMENT #3

ALCOHOL AWARENESS

ARTICLE 2B - SS 13-101. Alcohol Awareness Programs.

A holder of any class of retail alcoholic beverages license or an employee designated by the holder shall complete training in an approved alcohol awareness program. The training shall be valid for a period 4 years, and the holder shall complete retraining in an approved program for each successive 4-year period.