



Liquor License Application Neighborhood Participation

Liquor Enforcement Detail – 602-438-6625

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**Why Get
Involved?**

**Not all liquor establishments
present problems. Only protest
on potential problem
establishments.**

**Responsible business owners
who show an interest in
working with the community
can and often do contribute to
the neighborhood.**

Problem liquor establishments

**directly affect
the safety & security
of your community.**

Problem liquor establishments may impact your neighborhood:

- **Increased calls for Police Service**
- **DUI/Collisions**
- **Trespassing**
- **Criminal damage**
- **Disorderly conduct**
- **Assaults/Aggravated Assaults**
- **Acts of Violence**
- **Neighborhood Blight**

**Result of neighborhood
participation: More time for
police to address other
neighborhood safety issues
and IMPROVED quality of life!**

How to Get Involved?

- **Learn about the Regular Liquor License application process.**
- **Know when a new regular liquor license application has arrived in your area.**
- **Submit valid and timely comments in favor or against pending regular liquor license applications in your area, when appropriate.**

Learn about the Regular Liquor License application process.

Application Submitted at the State Department of Liquor Licenses and Control

Application Forwarded to the City

City Posts a Notice & Application (green board) for 20 Days at proposed location

City Staff Reviews Application, Department Recommendations, & Valid Public Comments

City Staff Makes a Recommendation to the City Council

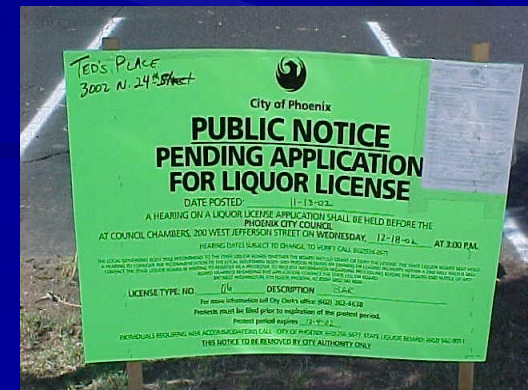
City Council Makes a Recommendation to the State for approval, disapproval, or "No Recommendation"

State 15 day protest period begins after City Council makes a recommendation/ takes action

State will approve the license or set it for a Liquor Board hearing

Know When a New Regular Liquor License Application Has Arrived in Your Area

- **Green Board:** A Notice & Application is posted at the proposed location for 20 days = comment period
- **Online:** The application information is posted online at www.phoenix.gov/licenseservices
 1. Click on *Liquor Licensing*
 2. Click on *Regular Liquor*
 3. Click on Newly Received Liquor License Applications
- **Sign-up Online for the License Services List Serve Email Reminder** (get a weekly reminder to check the web site for new applications)



Submit Valid & Timely Comments When Appropriate

State Law

**sets the guidelines for
public comments**

**Arizona Revised Statutes,
Title 4, Section 4-201**

**Who
Can Submit Written Public
Comments (in favor or opposed)
to License Services during the
comment period ?**

**A Bona Fide Resident Who Resides,
Owns or Leases Property Within 1 Mile
of the Proposed Liquor Establishment**

**When
Can Written Public Comments
(in favor or opposed)
be Submitted to License Services?**

**During the 20 Day Comment Period
(20 days from the when the green board is posted)
no later than 5 p.m.
on the last posting day**

**20
days**

How Can Written Public Comments (in favor or opposed) be Submitted to License Services?

- Email as an attachment to: liquor@phoenix.gov.
- Mail or hand deliver comments to:
City of Phoenix, License Services,
200 W. Washington Street,
1st Floor, Phoenix, AZ 85003.

Direct Questions to: 602-262-4638

**20
days**

What Should Written Comments Contain?

If filed by an Individual/Natural Person:

- **Your name, street address, phone #, & signature (must be a signature, not a typed name)**
- **The liquor applicant's business name & the address of proposed liquor establishment**
- **Reason(s) for protest/support (person/location/both)**

What Should Written Comments Contain?

If filed by a Neighborhood Association, Block Watch or other Unincorporated Association:

- Documentation showing the group is located within a 1 mile radius of the proposed location. If group is registered with Neighborhood Services (NSD), this step is not required.
- Complete Organization's name (should match the name registered with NSD, or if not registered, on other organizing documents)

What Should Written Comments Contain?

Cont...If filed by a Neighborhood Association, Block Watch or other Unincorporated Association:

- A letter/written appointment, authorizing the person submitting the written arguments to speak on behalf of the group.
- Name, phone #, signature (not typed), of authorized person submitting arguments on behalf of the group.
- The liquor applicant's business name & the address of proposed liquor establishment
- Reason(s) for protest/support (person/location/both)

Reasons for Protest/Support (ARS 4-203.A)

- **Person:** Capability, reliability, and sufficient qualifications to hold & control a liquor license.
- **If location can be considered:** It is always the responsibility of the APPLICANT to prove that the granting of a license would be in the **best interest of the public** AND/OR that the granting of the license is required for the **need and convenience of the public**.

What if I Miss the 20 Day Written Comment Period with License Services?

- You can attend the Formal Council Meeting where the item will be heard and make comments directly to the City Council, on the record.
- You can submit your written comments to the State DLLC within 15 days of the City Council taking action on the item.

State Protest Process

A separate written protest must be filed with the State!!

It must be submitted within 15 days after the City Council makes a recommendation/ takes action or within 60 calendar days of the application being submitted to the State whichever is sooner

A.R.S. § 4-201(E)

State Guidelines/Requirements for Written Public Comments

If filed by a Neighborhood Association, Block Watch or other Unincorporated Association:

- Register with Neighborhood Services (NSD) or if not registered, provide documentation showing the group is located within the 1 mile radius of the proposed location
- Include complete Organization's name (should match the name registered with NSD, if registered)
- Include name, phone #, signature (not typed), of authorized person submitting arguments on behalf of the group.
- Provide a letter/written appointment, authorizing the person submitting the written arguments to speak on behalf of the group.
- Include liquor applicant's business name & address
- Include reason(s) for protest/support that can be considered. Example: Person vs. Location.

Link to the state form to file the state protest

<https://azliquor.gov/hearings.cfm>

The form can be mailed or emailed to State Liquor. They use an online distance calculator with an aerial view to verify that a protestor is within one mile of the licensed or to-be-licensed location.

Where Do I Submit the State Protest?

State liquor protests are mailed to:

Arizona State Liquor Board

Denise Bale

800 W. Washington St., 5th Floor

Phoenix, AZ 85007

Other Ways to Submit State Protests

They can also be e-mailed to:

denise.bale@azliquor.gov

No Later than 5:00 pm on the 15th day

Direct state protest questions to:

602-542-9789

Neatness counts!
Please make sure that
it is legible.

Reasons for Police Denial

- Criminal background
- Liquor violations at establishments owned or operated by the applicant
- Hidden ownership/shady financing
- Lack of experience
- Not reliable
- Too many licenses in the area

Before the Hearing

- Voice your opinion. Organize allies.
- Try to work out concerns with applicant, if possible.
- Prepare for the City Council Hearing.

Remember:
Applicants have a lot at stake and so do you!

Use Permits

4-224. Local ordinances; prohibitions

A city, town or county shall not adopt ordinances or regulations in conflict with the provisions of this title or any rules adopted pursuant to this title, including, but not limited to, ordinances or regulations pertaining to hours and days of liquor sales and ordinances or regulations that conflict with the definition of restaurant in section 4-205.02. A city, town or county shall not limit any right granted by the license, by this title or by any rules adopted pursuant to this title. A city, town or county may enforce lawful zoning requirements. Zoning shall not be a basis for protesting or denying a license under this title.

What is a Use Permit and Why Should I Get Involved?

Use permits allow for specified uses
at liquor establishments.

Examples

- Patron Dancing
- Live Entertainment
- Outside Dining
- Sale of Alcohol within 300' of residential zone
- Drive thru Windows

**Use Permits Allow
Stipulations or Restrictions
to be Placed on the
Location**

Examples

- Hours of Operation
- Size of Band
- Security (Video, Guards, Off-duty)
- Lighting
- Size of Dance Floor
- Noise Barriers
- Signs
- Product Placement

Significance of Use Permits

- Review of Use Permits is very important.
- Use permits allow you to stipulate conditions on a liquor establishment.
- You can't make stipulations on a liquor license. A business either has a liquor license or it doesn't. The use permit approval process is separate but allows you to place conditions on the "use" of the business.

Very Important?

- Use permits stay with the location, not with the business and/or ownership.
- Consideration to the possible future uses is critical in making your recommendation!

Reasons for Denial of Use Permits

The use will cause a **negative impact** on adjacent property or properties in the area, such as:

- A significant increase in vehicular or pedestrian traffic in adjacent residential areas emission of odor, dust, gas, vibration, smoke, heat or glare at a level exceeding ambient conditions; contribution in a measurable way to the deterioration of the area or contribution to the lowering of property values.
- Failing to comply with all provisions of the Zoning Ordinance and the laws of the City of Phoenix, Maricopa County, State of Arizona, and the United States of America.

What You Can Do?

- Do your homework
- Comment on liquor applications when appropriate
- Notify the Liquor Enforcement Detail

Notice!!

Per ARS 4-224 Planning is no longer allowed to make a recommendation on a liquor license application.

They require a complaint!

What You Can't Do!

**Stipulate against things
lawful under Title 4
(state liquor laws)**

Summary of Liquor License Application Process and Use Permit Requests

Further Instruction

Would you like more in depth instruction?

**Comprehensive training is available.
Please contact me with a list of
people interested in advanced
instructions.**

Active Role

Further training will give you more tools to take an active role in your future. Help us protect your neighborhood.

Thank You!

Ms. Ida Alonge

Administrative Licensing Investigator

602-438-6625