



# City of Villa Rica

Mayor Jeff Reese • Shirley Marchman • Verland Best • Mayor Pro-tem Leslie McPherson • Danny Carter • Gil McDougal

Dear Applicant:

Enclosed in this packet are informational documents and applications pertinent to your approval for an Alcohol License. This material should be thoroughly read, and all documents shall be fully completed of all facts relevant to the requirements of the City of Villa Rica Alcohol License Ordinance Code.

If you have any questions or concern, please contact the Planning and Zoning Department at 678.785.1022.

Sincerely,

Office of Community Development

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*"The City of Golden Opportunities"*

571 West Bankhead Highway • Villa Rica, Georgia 30180 • 770.459.7000 (t) • 770.459.7003 (f) • [www.villarica.org](http://www.villarica.org)



## Alcohol License Instructions

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Please read this instruction sheet carefully and thoroughly. All applications shall contain a full and complete and sworn and notarized statement by each applicant of all material facts relevant to the requirements of City of Villa Rica Alcohol License Ordinance Code Chapter 4.

- 1. Complete the application with requested information (See Alcohol Checklist). Restaurants **must** complete the consumption report and **turn in to City Hall by the 20<sup>th</sup> of each month.**
- 2. Get background check; take notarized consent form to Villa Rica Police Department. (City Hall provides notary services). Villa Rica Police Department will forward these results to City Hall. \*\*
- 3. Review the City Council schedule for date of the next upcoming meeting.
- 4. Contact Sandy Griffin from the Times-Georgian at (770) 834-6631 ext. 216 to run a legal ad using the "Sample Public Notice" template. The ad needs to run for one (1) day only and **must run at least 15 days prior to the next upcoming City Council meeting** for that month. (Ad can run earlier but not later).
- 5. After the ad has posted, the Times Georgian will provide applicant an "Affidavit of Publication", and applicant will need to **return** that document back to City Hall via in person, email or fax **at least 10 days prior to the next upcoming City Council meeting** for that month.
- 6. **Must** post a sign in establishment window on poster board **at least 15 days prior to the next upcoming City Council meeting** for that month, using the "Sample Public Notice & Advertisement" template found in this packet.
- 7. After the sign has been posted, return the "Public Notice (Sign) Sworn Statement" to City Hall (City Hall provides notary services)
- 8. Applicant **must** contact the Secretary of State Department of Revenue for state alcohol license requirements. That website is <http://dor.georgia.gov/>; applicants should also check the Alcohol & Tobacco Tax & Trade Bureau for information on requirements pertaining to this department at <http://ttb.gov/>.

\*\*Conducted at Villa Rica Police Department, located at 101 Main St., each applicant and any corporate officers or shareholders otherwise required to be fingerprinted shall submit themselves to the police department, where a complete set of fingerprints shall be taken. Each applicant authorizes the city and its agents to secure from any court, law enforcement agency, or other public agency his criminal and civil history and to use such information in determining whether the license applied for shall be issued. Each applicant further authorizes the city and its agents to use such information in any public hearing with respect to the license applied for, either before or after the issuance of the license. Each applicant waives any right which he would otherwise have to preclude the city or its agents from obtaining and using such information; and each applicant further waives any liability of the city or its agents from obtaining and using such information.



## Alcohol License Checklist

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This form shall be submitted with all necessary documentation. All applications shall contain a full and complete and sworn and notarized statement by each applicant of all material facts relevant to the requirements of City of Villa Rica Alcohol License Ordinance Code Chapter 4.

- Read and fully comprehend Alcohol License Ordinance.
- Choose the applicable property ownership information provided:
  - A copy of the deed to the premises, if owned by the licensee;
  - A copy of the lease agreement covering the premises to be licensed, if leased by the licensee;
  - In the case of a partnership, a copy of the partnership agreement;
  - In the case of a corporation, a copy of the articles of incorporation
- Application Fee (See Ordinance)

\*Conducted at Villa Rica Police Department, located at 101 Main St., each applicant and any corporate officers or shareholders otherwise required to be fingerprinted shall submit themselves to the police department, where a complete set of fingerprints shall be taken. Each applicant authorizes the city and its agents to secure from any court, law enforcement agency, or other public agency his criminal and civil history and to use such information in determining whether the license applied for shall be issued. Each applicant further authorizes the city and its agents to use such information in any public hearing with respect to the license applied for, either before or after the issuance of the license. Each applicant waives any right which he would otherwise have to preclude the city or its agents from obtaining and using such information; and each applicant further waives any liability of the city or its agents from obtaining and using such information.

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Applicant's Name

Date



**CITY OF VILLA RICA  
ALCOHOL LICENSE APPLICATION**

**INSTRUCTIONS:** Every question must be answered fully and correctly. If the space provided is not sufficient, answer the question on a separate sheet and indicate in that space that a separate sheet is attached. When completed, it must be dated, signed and verified under oath by the applicant and filed in person by the applicant with the **Office of the City Manager, Villa Rica City Hall, 571 W. Bankhead Highway, Villa Rica, Georgia 30180**, together with all supporting documentation and a check for the required non-refundable application fee.

A license issued to an individual shall be issued in the name of the individual. A license issued to a partnership shall be issued in the name of the partnership and in the name of one of the partners who shall be the named licensee. A license issued to a corporation having as its principal business the sale of alcoholic beverages shall be issued in the name of the corporation and in the name of the majority stockholder or a principal officer of the corporation; and such majority stockholder or officer shall be the named licensee. A license issued to a corporation having as its principal business an activity other than the sale of alcoholic beverages shall be issued in the name of the corporation and in the name of the officer or employee of the corporation primarily responsible for the operation of the licensed premises; and such officer or employee shall be the named licensee.

**NON-REFUNDABLE APPLICATION FEE**

Package Beer	\$100	Pouring Restaurant – All	\$100	Pouring Supper Club	\$500
Package Wine	\$100	Pouring Beer & Wine	\$100	Supper Club Wine & Beer	\$500
Wine Tasting	\$100	Wholesale Dealer	\$500	Alcohol Catering	\$100
Growler	\$100	Wine & Craft Beer Boutique	\$100	Special Event	\$100

**TYPE OF LICENSE/Annual License Fee (Check One Only)**

- Retail Package Malt Beverages & Wine - \$300
- Retail Package Malt Beverage - \$200
- Pouring License Restaurant - \$3,500
- Pouring License Supper Club - \$5,000
- Pouring License Private Club - \$3,500
- Growler License (in conjunction with Retail Package Malt Beverage License) - \$200
- Retail Package Wine - \$100
- Limited Pouring License Restaurant - \$500
- Limited Pouring License Supper Club - \$3,000
- Limited Pouring License Private Club - \$500
- Alcohol Catering (in conjunction with Limited Pouring License – Restaurant) - \$500
- Wine Tasting (in conjunction with Retail Package Wine License) - \$100
- Wine & Craft Beer Boutique - \$500

**TYPE OF OUTLET**

- Retail Package Sales
- Restaurant
- Special Event
- Supper Club
- Private Club
- Wine & Craft Beer Boutique

**\*PART I\***

1. Type of Ownership

- Individual       Partnership       Corporation

(A) If individual, give full name and address of owner:

Full Name \_\_\_\_\_ Address \_\_\_\_\_

(B) If corporation/partnership, give corporate/partnership name: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

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Name, percent interest and legal address of principle stockholders and corporate officers or partners:

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Full Name	Address	% Interest
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Full Name	Address	% Interest
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Full Name	Address	% Interest
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Full Name	Address	% Interest
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Describe the principle business of the corporation/partnership:

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Full name, legal residence, and social security number of the named licensee (a) Individual (b) Principal Officer/Employer (c) Partner, each partner must be a named licensee:

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Full Name	Address
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2. Is the above address your legal and bona-fide place of domicile?  Yes  No

3. Trade name of business for which application is made: \_\_\_\_\_

4. Address of business for which application is made: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Business Home

Mailing Address: \_\_\_\_\_

If additional space is required, please attach to this application, noting which section it refers to.

**\* PART II \***

1. Will the proposed outlet have live entertainment?  Yes  No  
(If yes, describe how often and what type in detail)

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2. Have you received a copy of the City of Villa Rica Alcoholic Beverage Ordinance?  Yes  No  
*No application will be processed until receipt of a copy of this ordinance is acknowledged.*

3. Have you included with this application a check for the non-refundable application fee required by Chapter 3 of the Alcohol Beverage Ordinance of the City of Villa Rica?  Yes  No

4. As required by Chapter 4 of the Alcoholic Beverage Ordinance of the City of Villa Rica, have you included the following with this application? Please check the applicable answer(s).

- (a) A copy of the deed to the premises to be licensed, if owned by applicant.
- (b) A copy of the lease agreement covering the premises to be licensed, if leased by the applicant.
- (c) In the case of a partnership, a copy of the partnership agreement.
- (d) In the case of a corporation, a copy of the articles of incorporation.
- (e) A current stamped certificate from a registered surveyor which shows a scale drawing of the premises and the location at which the applicant desires to operate an alcoholic beverage outlet and which shows, with linear foot measurements where appropriate, such location's compliance or noncompliance with the provisions of Chapter 3 of the Alcoholic Beverage Ordinance of the City of Villa Rica.

5. Have you confirmed with the City of Villa Rica Community Development Department that the location of the proposed outlet is in a zoning district approved for the sale of alcoholic beverages subject to the specific limitations of the respective district as provided for in Chapter 3 of the Alcoholic Beverage Ordinance of the City of Villa Rica?  
 Yes  No

6. If applicable, have you received approval from the City of Villa Rica Building Official for any new construction, renovations, remodeling, etc. at the premises to be licensed?  Yes  No

7. If applicable, have you received an approved site plan from the City of Villa Rica for the location of the premises to be licensed?  Yes  No

8. If applicable, have you received a Carroll/Douglas County Health Department Food Service Permit and any other applicable local, state, or federal permits, etc. required for a food service establishment?  
 Yes  No

*No pouring license application will receive final approval until the necessary permits are secured.*

9. Do you comply with the requirements of Regulation 560-2-2-.38 below?  Yes  No  
Neither a retail dealer or retail consumption dealer, whether licensed in this State or not, nor any of his employees or members of such retail dealers or retail consumption dealer's immediate family shall have, own, or enjoy any ownership interest in, or partnership arrangement or other business association with the business of any wholesaler, manufacturer, producer, shipper, importer or broker.
10. Has the named licensee and all other persons otherwise required, submitted themselves to the City of Villa Rica Police Department for fingerprinting and background check(s) as provided for in Chapter 3 of the Alcoholic Beverage Ordinance of the City of Villa Rica?  Yes  No
11. Has the named licensee, any partner(s), the corporation, or any corporate officer been:
- (a) Convicted within the last ten (10) years of any felony or any misdemeanor involving moral turpitude?  
 Yes  No
  - (b) Any other misdemeanor within the past five (5) years?  Yes  No
  - (c) Denied or had revoked, within the past five (5) years, any license to sell alcoholic beverages issued by any government entity?  Yes  No
  - (d) Been convicted of selling alcohol to a minor within the past three (3) years?  Yes  No
- If the answer to any portion of question 11 is yes, describe in detail and give dates of occurrences:

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12. Has any alcoholic beverage business in which the named licensee, partner(s), the corporation, or corporate officers holds or has held any financial interest, or are employed, or have been employed, ever been cited for any violation of the rules and regulations of the State Revenue Commissioner or any local ordinance/legislation relating to the sale or distribution of alcoholic beverage?  Yes  No

If yes, describe in detail and give dates:

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13. On behalf of the named licensee, provide three (3) personal references (not relatives, former employers, fellow employees or school teachers) who are responsible, reputable adults, business or professional men or women, who have known the named licensee during the past five (5) years.

Include name, residence, business address, and number of years known.

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14. Is the named licensee a citizen of the U.S.?  Yes  No

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Place of Birth

Date of Birth

**\* PART III \***

**VERIFICATION**

State of Georgia, \_\_\_\_\_ County

I, \_\_\_\_\_, licensee, do solemnly swear subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

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Applicants Signature (FULL NAME IN INK)

I hereby certify that \_\_\_\_\_ signed his/her name to the foregoing application after stating to me that he/she knew and understood all statements and answers made therein, and, under oath actually administered by me, has sworn that said statements and answers are true.

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public My Commission Expires: \_\_\_\_\_

(Seal)

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## Villa Rica Police Department Fingerprint Consent Form

I hereby authorize **Villa Rica Police Department** to receive and forward to the requesting agency any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Place of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Reason for Fingerprinting

\_\_\_\_\_  
Name and Address of Business requesting Fingerprints

### Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 – 16.33 or go to the FBI website at <http://fbi.gov/about-us/cjis/background-checks>.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date



**SAMPLE PUBLIC NOTICE AND ADVERTISEMENT**

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The following language for both the public notice (sign) and public advertisement will meet the requirements of this Section.

\_\_\_\_\_ has filed an application  
Individual, Corporation or Partnership applying for license. If Corporation or Partnership, also list licensee.

to sell alcoholic beverages on the premises \_\_\_\_\_  
Street Address

as a \_\_\_\_\_  
Type of Outlet/Type of licensee

A public hearing on the application will be held on \_\_\_\_\_  
Day and Date

at \_\_\_\_\_ a.m./p.m. at the Holt-Bishop Justice Center, Municipal Court Room, 101 Main Street, Villa Rica, Georgia. For additional information on this application, contact the Community Development Department at 678-785-1022.

Prior to the date of the hearing, you must furnish to the Community Development Department, a copy of the advertisement and a sworn statement as to the size of, location of, and information on the public notice (sign). An acceptable example of a sworn statement is attached.

**CITY OF VILLA RICA**

**Application for Original Alcoholic Beverage License  
Public Notice (Sign) Sworn Statement**

I (we) \_\_\_\_\_  
Individual, corporation or partnership applying for license. If corporation or partnership, also list named licensee.

Applicant(s) for an Alcoholic Beverage License in the City of Villa Rica, do solemnly swear, subject to criminal penalties for false swearing that I (we) have posted a notice (sign) at:

\_\_\_\_\_  
Street Address

Which complies with all requirements of Chapter 3, of the Alcoholic Beverage Ordinance of the City of Villa Rica.

\_\_\_\_\_  
Applicant(s) Signature (FULL NAME IN INK)

I hereby certify that \_\_\_\_\_ signed his or her  
Applicant

name to the foregoing statement after stating to me that he/she knew and understood all statements made therein, and, under oath actually administered by me, has sworn that said statement is true.

This \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## INSTRUCTIONS

- A. Enter the reporting period (month) for which the report is being filed.
- B. Enter the name of the establishment; named licensee; alcoholic beverage license number; name, address and telephone number of the person responsible for preparing the report.
- C. In column (1) enter total sales (food, beverages, miscellaneous, all-inclusive) both the dollar amount and percentage (always 100%) for the reporting period.

In column (2) enter food, non-alcoholic beverages and all other sales including cover, admission charges, etc., both dollar amount and percentage for the reporting period.

In column (3) enter all alcoholic beverages (beer, wine, liquor, etc.) sales only, both dollar amount and percentage for the reporting period.

The combined dollar amounts in columns (2), (3), should equal the total sales in column (1).

The combined percentages in columns (2), (3), should equal 100%.

- D. Date and sign the report. Please note that both the person responsible for the report and the owner/manager whose name appears on the license must date and sign the report.
- E. **Attach a copy of your Georgia Sales Tax Report** as filed with the Georgia Department of Revenue for the period coinciding with this report.
- F. **Mail or deliver the report to the address indicated by the 20<sup>th</sup> of each month.**

**REPORTS AND ATTACHMENTS ARE DUE BY THE 20<sup>TH</sup> OF EACH MONTH**

CITY OF VILLA RICA ON-PREMISES CONSUMPTION REPORT FOR ALL ALCOHOLIC BEVERAGES (BEER, WINE, LIQUOR, ETC)

Reporting Period \_\_\_\_\_ 2 \_\_\_\_\_  
 Month Year

Name of Establishment: _____	Named Licensee: _____
License Number: _____	Address: _____
Name of Person Responsible for Preparing Report: _____	
Address: _____	Phone Number: _____

(1) Total Sales (Food/Beverage/Misc. All Inclusive)	(2) Food/Non-Alcoholic Beverage/Misc.	(3) All Alcoholic Beverages
\$ _____	\$ _____	\$ _____
% _____	% _____	% _____

STATEMENT OF OATH: I, (we) do solemnly swear, subject to criminal penalties for false swearing, that the information contained herein is true, and no false or fraudulent information is made herein. I (we) further swear that all records required under Section 3-74 of the Alcoholic Beverage Ordinance of the City of Villa Rica are maintained and open for inspection by authorized agents of the City.

Month/Day/Year	Printed Name/Signature of Person Responsible for Preparing this Report
Month/Day/Year	Printed Name/Signature of Named Licensee

Section 3.74 of the Alcoholic Beverage Ordinance of the City of Villa Rica requires that a certified copy of the licensee's monthly state sales tax report as filed with the Georgia Department of Revenue for a period coinciding with the on-premises consumption report be filed as an attachment, hereto. Please attach that document. This report is **NOT** complete without the sales tax report.

Section 3.151 of the Alcoholic Beverage Ordinance of the City of Villa Rica provides that the City Manager may require a licensee to furnish a statement from a certified public accountant that verifies the percentages contained in this report are accurate and correct. If you have been directed to provide such verification, please attach that statement. If you haven't been so directed, this report is **NOT** complete without the CPA's statement.

**NOTICE:** Section 3.26(6) of the Alcoholic Beverage Ordinance of the City of villa Rica provides that failure to properly account for, file report and maintain any records required under this ordinance **SHALL** be cause for **Automatic** revocation of the license by operation of law.

Section 3.150 of the Alcoholic Beverage License provides that should the total sales from food and non-alcoholic beverages not equal those from the sale of all alcoholic beverages for any two (2) consecutive reporting periods, the license may be suspended by the Mayor and Council after a hearing as provided for in the ordinance.

**THIS REPORT MUST BE FILED WITH THE COMMUNITY DEVELOPMENT DEPARTMENT BY THE 20<sup>TH</sup> OF EACH MONTH**

**REPORTS MAY BE MAILED OR DELIVERED TO:**

**City of Villa Rica, Community Development Department, 571 W. Bankhead Hwy., Villa Rica, GA 30180**

**(INSTRUCTIONS ON NEXT PAGE)**

**THIS REPORT IS DUE BY THE 20<sup>TH</sup> OF EACH MONTH**

**City of Villa Rica Alcoholic Beverage (Mixed Drinks Only) Excise Tax Reporting Form**

Month Ending \_\_\_\_\_, 2\_\_\_\_\_, Named Licensee \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

**A. Inventory reporting liquor only:**

List your inventory purchases from licensed wholesaler for monthly period:

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Dixie Bottle _____ Liters  | 6. National Dist. _____ |
| 2. Empire Dist. _____ Liters  | 7. United Dist. _____   |
| 3. General Whls. _____ Liters | 8. State Whls. _____    |
| 4. Georgia Crown _____ Liters | 9. _____                |
| 5. McKesson Liq. _____ Liters | 10. _____               |

Total Liters Purchased: \_\_\_\_\_

**B. Excise Tax Reporting:**

1. Alcoholic Beverage License No: \_\_\_\_\_
2. Gross alcoholic beverage by the drink sales (Mixed Drinks Only): \_\_\_\_\_
3. \*Tax 3 % of Line 2. \_\_\_\_\_
4. Less 3 % of Line 3. (as collection fee): \_\_\_\_\_
5. **TOTAL AMOUNT TO BE PAID** \_\_\_\_\_  
\*If paid by the 20<sup>th</sup> of each month

**C. Average:**

1. Average ounces per drink poured: \_\_\_\_\_
2. Average price per drink sold: \_\_\_\_\_

I (we) do solemnly swear subject to criminal penalties for false swearing, that the information contained herein is true, and no false or fraudulent information is made herein. I (we) further swear that all records required under Section 3.74 of the Alcoholic Beverage Ordinance of the City of Villa Rica are maintained and open for inspection by authorized agents of the City.

Date: \_\_\_\_\_, 2\_\_\_\_\_. \_\_\_\_\_  
Printed Name/Signature of person responsible for Preparing Report

Date: \_\_\_\_\_, 2\_\_\_\_\_. \_\_\_\_\_  
Printed Name/Signature of named Licensee

**NOTICE:** Section 3.26 (6) of the Alcoholic Beverage Ordinance of the City of Villa Rica provides that failure to properly account for, file, report, maintain records and pay any excise tax levied under this ordinance shall be cause for automatic revocation of the license by operation of law. Section 3-181 of the Alcoholic Beverage Ordinance of the City of Villa Rica requires that a record of each mixed drink sale will be made in writing and maintained for inspection by any authorized agent of the City.

This report must be filed with the office of the Community Development Department by the 20<sup>th</sup> of each month. Reports may be mailed or delivered to:  
City of Villa Rica, Community Development Department, 571 W. Bankhead Hwy. Villa Rica, GA 30180