

INTERMUNICIPAL LIQUOR TRANSFER REQUEST PETITION

City Council
City Hall
Allentown, PA 18101

Date_____

Members of City Council:

We, the undersigned and interested parties, hereby request your honorable body to approve the transfer of said liquor license within the boundaries of the City.

Applicant's Name

Applicants LCB Number

Current Business name, Address and Telephone Number where license proposed to be transferred is located.

Current Business name, address, telephone number where the liquor license is proposed to be located within the City of Allentown.

Description of type of operation when proposed license is to be transferred to:

NAME

ADDRESS

TELEPHONE

NOTE: Send or deliver this petition, along with \$400, to cover advertising, public hearing and public notification costs, to:

Remittance/Check payable to the "City of Allentown"

**City Clerk
City Hall
Room 510
435 Hamilton Street
Allentown, PA 18101
(610) 437-7556 Telephone
(61) 437-7554 Fax
EMAIL: Mike Hanlon
Tawanna L. Whitehead**

Michael.Hanlon@allentownpa.gov
Tawanna.Whitehead@allentownpa.gov

GENERAL LIQUOR LICENSE TRANSFER PROCEDURES

1. Request submitted in writing to City Council, c/o City Clerk, signed by the owners and/or authorized agent on forms supplied by the City.
2. Upon receipt, the City Clerk refers the request to the following offices for their comments in regard to whether the proposed property to which transfer is being made to and the requestor is up to date on all bills, code compliance, and whether the office has any general objections to said transfer:
 - Finance
 - Building Safety and Standards
 - Zoning Office
 - Police
 - Fire
 - Health
 - Mayor's Office
3. After comments have been received from the appropriate Department Directors or their designee, the applicant will be notified of any deficiencies or concerns in their application.
4. If there are no deficiencies, the Council President will schedule a time for a public hearing and place the resolution seeking the liquor license transfer on Council agenda with a notification to the requestor as to whether Council plans to vote on the transfer on that agenda. Council must render a decision within 45 days of a request for approval.
5. Upon selection of the public hearing date, the Zoning Office shall post such property identified as the location of the proposed liquor license in a manner consistent with the requirements for posing a property for rezoning.
6. The Clerk's Office shall advertise the date, time and place of a public hearing to be conducted by the Council of the City of Allentown.

The requestor must pay \$400 for the costs of advertising the public meeting, conducting the public hearing and public notification procedures.

If a second hearing is needed, the requestor must pay \$300 for the additional hearing.
7. In addition to the application fee set forth above, if the applicant requests in writing, a stenographic record, all costs for providing such a record including appearance fees shall be the responsibility of the applicant.
8. All fees are non-refundable and must be paid, including a retainer for the stenographic record, before City Council considers the transfer.