

## Marion County Alcoholic Beverage Board Checklist & Procedure

The following items **MUST** be brought to the Marion County Local Alcoholic Beverage Board Hearing in order for your application to be considered by the Local Board. **Do not mail** these items to the Indiana Alcohol & Tobacco Commission.

1. Affidavit of Compliance of Posting
2. Affidavit of Compliance or Notice sent to Property Owners
3. Affidavit from the Department of Metropolitan Development
4. Affidavit from Department of Revenue (Blue Form)

### New & Transfer Permits Except Liquor Dealers

A. Applicants for new and any type of transfer permit, except Liquor Dealer Permits, must comply with the procedure below:

1. Post sign: Post the permit advertising sign available from the Indiana Alcohol & Tobacco Commission (ATC) at least **ten (10) days** prior to the meeting and bring affidavit of posting to the meeting. This sign is available by contacting the ATC at (317) 232-2430, and must be posted in the front window in a conspicuous location visible from the street.
2. Mail notice to neighborhood organizations: Written notices must be sent to registered neighborhood organizations that represent the area in which the property is located, and to registered churches and schools within 1000' of the property. These notices must be mailed at least **15 days** prior to the meeting

**Bring completed Affidavit of Compliance of Notice of Property Owners to the Local Board Hearing**

Names and addresses of property owners can be obtained from the Township Assessor's Office where the permit premise is located. Names of contact persons for neighborhood organizations, churches and schools can be obtained from:

Robert Glenn  
Department of Metropolitan Development  
1836 City County Building  
200 East Washington St.  
Indianapolis, IN 46204  
(317) 327-5112

This written notice must include the following information:

- a. The name and address of the applicant, or if the applicant is a corporation, a club, an association, or an organization, the name and address of the applicant's president, secretary, and principal owners who will be responsible to the public for the sale of alcoholic beverages.
- b. A statement that the applicant has filed an application with the Alcohol and Tobacco Commission for the sale of alcoholic beverages.
- c. The specific address where alcoholic beverages are to be sold.
- d. The type of alcoholic beverage permit applied for.
- c. The date, time and location of the public hearing before the local board regarding the application
- e. If there is a desire to remonstrate against the application, the recipient of the notice may attend this public hearing

An affidavit of compliance must be filed with the Local Board stating the notices have been sent and listing the names and addresses to which the notices were sent. A sample affidavit is included.

3. Zoning Affidavit: A zoning affidavit can be obtained from the:

Nita Johnson, Office of Code Enforcement  
1200 S. Madison Avenue, Suite 100  
Indianapolis, IN 46225  
(317) 327-5024

4. Marion County Tax Clearance Form: You can obtain a tax clearance from:

Mail Address	Walk-in Address
Indiana Department of Revenue	Indiana Department of Revenue
Room 203	Room 205
100 North Senate	100 North Senate
Indianapolis, IN 46204	Indianapolis, IN 46204
	(317) 232-5977

If you do not follow the above procedure, you will be required to meet the requirements of IC 7.1-3-1-5.5(g), which requires notices to be mailed to all property owners within 500 feet of the business property. IC 7.1-3-5.5(f)(2).

## **Liquor Dealers New & Transfer Permits**

B. If the application is for a new or transfer permit for a liquor dealer, whether or not located within the Indianapolis special fire district, then the applicant must, in addition to the requirements set forth above, mail written notice to all property owners within 500 feet of the permit premises and provide an affidavit of compliance. IC 7.1-3-1-5.5(f); IC 7.1-3-1-28(d).

5. Post sign: Post the permit advertising sign available from the Indiana Alcohol & Tobacco Commission (ATC) at least **ten (10) days** prior to the meeting and bring affidavit of posting to the meeting. This sign is available by contacting the ATC at (317) 232-2430, and must be posted in the front window in a conspicuous location visible from the street.
  
6. Mail notice to neighboring property owners and neighboring organizations: Written notices must be sent to property owners within 500' of the business property and registered neighborhood organizations that represent the area in which the property is located, and to registered churches and schools within 1000' of the property. These notices must be mailed at least **15 days** prior to the meeting
  
7. Names and addresses of property owners can be obtained from the Township Assessor's Office where the permit premise is located. Names of contact persons for neighborhood organizations, churches and schools can be obtained from:

Robert Glenn  
Department of Metropolitan Development  
1836 City County Building  
200 East Washington St.  
Indianapolis, IN  
(317) 327-5112

This written notice must include the following information:

- a. The name and address of the applicant, or if the applicant is a corporation, a club, an association, or an organization, the name and address of the applicant's president, secretary, and principal owners who will be responsible to the public for the sale of alcoholic beverages.
- b. A statement that the applicant has filed an application with the Alcohol and Tobacco Commission for the sale of alcoholic beverages.
- c. The specific address where alcoholic beverages are to be sold.
- d. The type of alcoholic beverage permit applied for.
- c. The date, time and location of the public hearing before the local board regarding the application
- e. If there is a desire to remonstrate against the application, the recipient of the notice may attend this public hearing

An affidavit of compliance must be filed with the Local Board stating the notices have been sent and listing the names and addresses to which the notices were sent. A sample affidavit is included.

7. Zoning Affidavit: A zoning affidavit can be obtained from the:

Department Of Metropolitan Development  
604 N Sherman Drive  
Indianapolis, IN  
(317) 327-8400

8. Marion County Tax Clearance Form: You can obtain a tax clearance from:

	Mail Address	Walk-in Address
	Indiana Department of Revenue Room 203 100 North Senate Indianapolis, IN 46204	Indiana Department of Revenue Room 205 100 North Senate Indianapolis, IN 46204
I		(317) 232-5977

## Sample Affidavit of Compliance

### Property owners and Registered Groups

#### Affidavit of Compliance of Written Notice for Public Hearing

##### Marion County Local Alcoholic Beverage Board

I ...**Name of person**.... do hereby certify that notice of public hearing to consider an application for alcoholic beverage permit # ..**List permit number** to ....**List name of applicant**.... at .....**Address of permit**... was sent by Certified, Registered, or First Class Mail to the last known address of the property owners within 500' of the business property of the address on the application and registered neighborhood organizations, churches and schools that have registered with the City of Indianapolis Department of Metropolitan Development.

Name

Address

**List names or address or note that names and address are listed on an attachment**

And that said notices were mailed by Certified, Registered or First Class Mail on the **date of month** day of ...**Month**...., **Year**, being at least 15 days prior to the scheduled public hearing.

The foregoing statements are provided under penalty of perjury pursuant to IC 7.1-3-1-28 and Indiana Alcohol & Tobacco Commission Rules.

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Signature

# Sample Affidavit of Compliance

## Registered Groups

### Affidavit of Compliance of Written Notice for Public Hearing

Marion County Local Alcoholic Beverage Board

I ...**Name of person**.... do hereby certify that notice of public hearing to consider an application for alcoholic beverage permit # ..**List permit number** to ....**List name of applicant**.... at .....**Address of permit**... was sent by Certified, Registered, or First Class Mail to registered neighborhood organizations, churches and schools as provided by the Indianapolis Department of Metropolitan Development.

Name

Address

**List names or address or note that names and address are listed on an attachment**

And that said notices were mailed by Certified, Registered or First Class Mail on the **date of month** day of ...**Month**...., **Year**, being at least 15 days prior to the scheduled public hearing.

The foregoing statements are provided under penalty of perjury, IC7.1-3-1-28 and Indiana Alcohol & Tobacco Commission Rules.

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Signature

**Sample notice letter**

To Whom It May Concern:

An application for a **(choose the appropriate phrase: new; transfer of owner of an; transfer of location alcoholic of an, transfer of stock of an)** alcoholic beverage permit has been filed with the Indiana Alcohol & Tobacco Commission to sell alcoholic beverages by:

**Name of Applicant**

**Address of applicant**

**For corporations, partnerships, LLC's include the following information:**

**Names and addresses of President, Secretary, and all names and address of all individuals who have an interest in the permit. IC 7.1-3-20-8.**

The address the permit is to be located at is:

**Address of the location where alcoholic beverages are to be sold**

The type of permit applied for is:

**Type Number; Beer Wine Liquor for On/Off Premise Consumption**

There will be a public hearing in front of the Marion County Local Alcoholic Beverage Board on: **day, date and time of hearing**. The hearing will be held at:

Room 260  
City-County Building  
200 East Washington Street  
Indianapolis, Indiana 46203

If you wish to remonstrate against the issuance of this permit you may attend this hearing.

Sincerely