



# City of Sebastopol

## Alcohol Use Permit

### *Application Supplement*

**Purpose:** This application supplements applies to any establishment that serves alcoholic beverages.

#### **Establishments with Over 50 Seats:**

The following information shall be provided to the Planning Department in addition to the items listed on the *Use Permit – Major and Minor Projects Application Checklist* for an application to be deemed complete:

**Master Planning Application Form**

- Completed and signed by the applicant and property owner.

**Written Statement:** *The written statement shall include the following information:*

- *Description of Business*
- *Food Service:* Please describe the type of food served at the establishment.
- *Type of ABC License*
- *Time of Operation:* Describe the days and times that the establishment will operate.
- *Employee Training for Alcoholic Beverage Service:* Describe all training alcohol service training that will be provided for employees.
- *Operational Security Measures:* Describe security measures that will be implemented to ensure the safety of establishment employees and patrons.
- *Entertainment Features:* Describe all entertainment features of the establishment. These may include but are not limited to live music, amplified music, dancing, bar games, and video games.

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#### **Establishments with 50 or Less Seats:**

The following information shall be provided to the Planning Department for an application to be deemed complete:

**Master Planning Application Form**

- Completed and signed by the applicant and property owner.

**Written Statement:** *The written statement shall include the following information:*

- *Description of Business*
- *Food Service:* Please describe the type of food served at the establishment.
- *Type of ABC License*
- *Time of Operation:* Describe the days and times that the establishment will operate.
- *Employee Training for Alcoholic Beverage Service:* Describe all training alcohol service training that will be provided for employees.
- *Operational Security Measures:* Describe security measures that will be implemented to ensure the safety of establishment employees and patrons.
- *Entertainment Features:* Describe all entertainment features of the establishment. These may include but are not limited to live music, amplified music, dancing, bar games, and video games.

**Deposit**

- As defined on the fee schedule listed on the Master Planning Application Form. Checks should be made payable to the City of Sebastopol.

**Site Photographs**

- Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. Digital photos on a CD are acceptable.

**Location Map**

- Indicate the subject parcel(s) and adjacent streets on an 8½" by 11" map.

**Floor Plan**

- Floor plans that shows the number of seats within the establishment. The floor plan shall also show physical barriers that separate establishment patrons and the general public, if the establishment will have an outdoor dining area, as required by the Department of Alcoholic Beverage Control.