

## Oregon Liquor Control Commission (OLCC) Application Approval Procedure Form

The City of West Linn recognizes Code Section 7.7 on Liquor License Review (as amended by Ordinance Number 1570) and the OLCC requirements for approval of liquor applications within the jurisdiction of the City of West Linn. Every measure to ensure appropriate customer service and streamline the use of time and resources has been taken into consideration.

*Per OLCC Guidelines, these steps should be taken by the applicant. Note Steps 1-3 should be completed prior to submission to the City of West Linn.*

STEP 1 - Complete the application packet and submit it to the OLCC

STEP 2 - Complete OLCC Law Orientation

STEP 3 - OLCC staff will review your completed application packet

STEP 4 - Take the license application form to your local government for its recommendation

- OLCC will give you the forms that are required for the local government recommendation.

- You must obtain a receipt from the local government to verify that you submitted the forms. Send a copy of your receipt to your license investigator immediately.

STEP 5 - Complete the investigative process

These procedures are intended to provide guidance and track each step of the application through the review process. Please initial and date each step upon completion.

1. Finance staff confirms the following:
  - The applicant as a current City of West Linn Business License (if not, they need to apply)
  - The applicant has set up utilities in the *business'* name
2. Finance staff reviews the OLCC application for the following:
  - The application has been signed and dated by OLCC staff, assuring the applicant has completed steps 1-3 listed above.
  - Name of applicant, with address and phone number
  - Address of business location
  - Each box is checked and all available lines are completed
  - There must be a signature and date from the applicant
3. Application fees to be paid to the City:
  - Renewal/Temporary: \$35.00
  - Change of ownership: \$75.00
  - New: \$100.00
4. The *completed* application should then be scanned and saved to the following file "L:\OLCC" by *business name*. At this time the original application may be returned to the applicant.
5. City Hall staff should email the application to the Police Department Detective Sergeant for the Police to perform their review and/or a background check.
6. Once the Police Department has concluded the background check, the Police Department will return email the completed application, with initials and date. Once the Finance staff receives the return email from the Police Department, this email should be saved to the following file "L:\OLCC" by *business name*, replacing the previous file so only one file per applicant is retained
7. Email the completed application and email from the PD to the City Manager for review.

8. The City Manager will make a recommendation to OLCC under the following choices:
  - Approved
  - Approved with Conditions
  - Denied, within 25 days of a new application, and 40 days of a renewal, per Ordinance Number 1570.
9. Once the City Manager has made their recommendation, the designated Finance staff person will contact the applicant for pick up.
10. The final submittal of materials, including this check off form, should be scanned in and saved to the following file "L:\OLCC" by *business name*.

City Staff Member: \_\_\_\_\_ Date of completion: \_\_\_\_\_