



CITY ALCOHOL PERMIT APPLICATION PROCEDURES/INFORMATION

On February 5, 2005, a Local Option Election was held in the City of Lewisville. The registered voters of Lewisville voted to allow:

“The Legal Sale of Beer and Wine for Off-Premise Consumption Only.”

“The Legal Sale of Mixed Beverages in Restaurants by Food and Beverage Certificate Holders Only.”

In order to have the City issue a permit and sign off on the TABC application, the applicant must complete a City of Lewisville Alcohol Beverage Permit Application and have a stamped application from TABC (TABC applications that do not have the TABC stamp will not be accepted) The TABC application must also be certified by the Comptroller. If it has NOT been signed by the Comptroller’s office, the City of Lewisville will not be able to accept the application. By City Ordinances (Ordinance No. 3169-02-2005 and 3178-02-2005) there is a \$200 permit processing fee due at the time the applicant submits their application. This fee is non-refundable; therefore, it is important that the applicant be sure they meet the distance requirements, zoning, City ordinances, etc., prior to submitting their application. Applications for “The Legal Sale of Beer and Wine for Off-Premise Consumption Only” also have a \$30 permit fee that can be paid either at the time of submittal or when the applicant picks up the permit. The permit is required to be renewed every year.

Once the application has been submitted, it may take up to ten business days for approval, as the Community Development Department and the City Secretary’s Department must sign off on the application and process the permit. The City Secretary’s office will contact the applicant when the permit and TABC application forms are ready.

For additional information or questions, please contact the City Secretary’s Office at 972-219-3404.

Applicant Checklist:

- _____ TABC Application Form(s)
 -Date stamped by TABC and signed by Comptroller
- _____ Permit Processing Fee (\$200.00)
- _____ Permit Fee for Beer and Wine Off-Premise Permit (\$30.00)



**CITY OF LEWISVILLE
ALCOHOLIC BEVERAGE PERMIT SIGN OFF**

APPLICATION FOR (CHECK ONE):

- THE LEGAL SALE OF BEER AND WINE FOR OFF-PREMISE CONSUMPTION ONLY.**
Will this facility have drive-up, drive-in or drive-thru service?
 Yes No
- THE LEGAL SALE OF MIXED BEVERAGES IN RESTAURANTS BY FOOD AND BEVERAGE CERTIFICATE HOLDERS ONLY.**

PLEASE PRINT OR TYPE THE FOLLOWING:

APPLICANT'S NAME: _____

NAME OF ESTABLISHMENT: _____

LOCATION OF ESTABLISHMENT (INCLUDING COUNTY):

CONTACT NUMBER: _____

**FOR CITY USE ONLY
COMMUNITY DEVELOPMENT DEPARTMENT REVIEW**

Is the property properly zoned for the above-requested permit?

Yes No Zoning Designation: _____

DISTANCE REQUIREMENTS¹:

Check applicable request

THE LEGAL SALE OF BEER AND WINE FOR OFF-PREMISE CONSUMPTION ONLY

The requested permit appears to be located within:

- | | | |
|--------------------------------|------------------------------|---|
| 300 feet of a church: | <input type="checkbox"/> Yes | <input type="checkbox"/> No (measured front door to front door) |
| 300 feet of a public hospital: | <input type="checkbox"/> Yes | <input type="checkbox"/> No (measured front door to front door) |
| 300 feet of a public school: | <input type="checkbox"/> Yes | <input type="checkbox"/> No (measured property line to property line) |
| 300 feet of a private school: | <input type="checkbox"/> Yes | <input type="checkbox"/> No (measured property line to property line) |

THE LEGAL SALE OF MIXED BEVERAGES IN RESTAURANTS BY FOOD AND BEVERAGE CERTIFICATE HOLDERS ONLY

The requested permit appears to be located within:

- 300 feet of a church: Yes No (measured front door to front door)
- 300 feet of a public hospital: Yes No (measured front door to front door)
- 300 feet of a public school: Yes No (measured property line to property line)

Does the Application Meet Permit Requirements: Yes No

Signed by: _____ **Date:** _____

Comments: _____

CITY SECRETARY'S OFFICE

Application Approved: Yes No

Signed by: _____ **Date:** _____

1. It is the responsibility of the applicant to verify the distance requirements.

The sale of alcoholic beverages in a retail establishment with a permit for the off-premise consumption of beer and wine shall be prohibited within 300 feet of a church, public or private school, or public hospital.

The sale of alcoholic beverages in a restaurant with a food and beverage certificate shall be prohibited within 300 feet of a church, public school, or public hospital.

The measurement of the distance between the place of business where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be;

- a. in a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections; or
- b. if the permit or license holder is located on or above the fifth story of a multistory building, in a direct line from the property line of the public or private school to the property line of the place of business, in a direct line across intersections, and vertically up the building at the property line to the base of which the permit or license holder is located.

For the purpose of this section, "private school" means a private school, including a parochial school, that:

- a. offers a course of instruction for students in one or more grades from kindergarten through grade 12; and
- b. has more than 100 students enrolled and attending courses at a single location.

PROCESSING FEE PAID _____
RECEIPT NO. _____
TIME & DATE _____
BY _____
IN PERSON _____ **MAIL** _____

PERMIT FEE PAID _____
RECEIPT NO. _____
TIME & DATE _____
BY _____
IN PERSON _____ **MAIL** _____