



**Checklist for Alcoholic Beverage Retail License Application  
Class A Off- Premises**

- ( ) 1. Application fully completed and filed fourteen (14) days prior to meeting at which application to be heard.
- ( ) 2. Food service establishment operated in conjunction with. Current permit from Department of Health.
- ( ) 3. Complete application for state license with attachments included.
- ( ) 4. Check for amount of license(s) applied for included with application.
- ( ) 5. Notarized Consent for criminal history check.
- ( ) 6. No Record of felony or violation of laws of state or city with respect to alcoholic beverages.
- ( ) 7. License not revoked for cause or convicted of crime of moral turpitude. (Within time limit in ordinance)
- ( ) 8. Licensee is owner, operator, or manager of premises.
- ( ) 9. Sworn (notarized) statement as to qualifications of licensee.
- ( ) 10. Financial statement complete, included.
- ( ) 11. Place of business not within 100 yards of school, and/or church.
- ( ) 12. Five Hundred dollar personal performance bond. Power of attorney if bond held by Corporation.
- ( ) 13. Applicant at least age 21 and resident of City for at least one year prior to filing.
- ( ) 14. Complete and detailed plan of building and premises included, drawing indicating approximate distance nearest school or church.
- ( ) 15. Building in compliance with state, city codes, provided with adequate lighting.
- ( ) 16. Evidence of ownership of building or copy of lease.
- ( ) 17. Notice in paper for each of 2 weeks prior to meeting.



ALCOHOLIC BEVERAGES PACKAGE STORE LICENSE  
APPLICATION DOCUMENT LIST  
CLASS – A  
CITY APPLICATION & ATTACHMENTS

1. Instructions for Application. A-6 (a)
2. Application. A-2, A-3
3. Financial Statement. A-4
4. Sworn Statement of Qualifications, notarized. A-5
5. \$500.00 personal performance bond. A-7 or equivalent
6. Retail Malt Beverage Application (if applied for). A-8
7. Retail Wine Application (if applied for). A-9
8. Retail Distilled Spirits (Liquor) Application.
9. Consent Form for criminal history check. A-10
10. Consent Form verification of financial information. A-11
11. City Fire Inspection Report.
12. Plans of building and exterior diagram.
13. Evidence of building ownership or copy of lease.

STATE FORMS & ATTACHMENTS

14. Copy of complete state alcoholic beverage license application with attachments (bonds, etc.)
15. Copy of state malt beverage license application with attachments (if applied for).
16. Copy of state wine license application with attachments (if applied for).
17. Certificate of occupancy from Georgia State Fire Marshall's Office. (if applicable).
18. Permit from Health Dept. for food service establishment (if applicable)



APPLICATION INSTRUCTIONS FOR THE RETAIL SALE OF ALCOHOLIC BEVERAGES  
CLASS A, OFF-PREMISES CONSUMPTION

A business selling alcoholic beverages cannot be within 100 yards of a school or church.

For each city license applied for, a copy of a complete state application, with all attachments and requirements for same, must be submitted with the city application(s). These forms can be received by contacting the Georgia Alcoholic Beverage Board.

All applications for a license to sell distilled spirits (liquor) must include a personal performance bond in the amount of \$500.00 (Form A-7 or equivalent). A power of attorney must also be included if the bond is held by a corporation. To hold a Retail Class A license to sell liquor, the license must be at least 21 years of age, and must have been a resident of West Point for at least one year prior to making application.

A fully completed financial statement must be included with the application (A-4). The applicant must submit evidence of ownership of the building the business to be in, or a copy of the lease agreement.

The proposed building must be inspected for and be in compliance with city building and fire codes. Attach a copy of the fire inspection report.

All of the applicable documents listed on the following document list must be submitted if the application is to be considered.

Notice of the application must be advertised in the Valley Times-News, a publication having general circulation in the City Of West Point, during each of the two weeks preceding the week that the Mayor and City Council are to consider it.



**CITY OF WEST POINT  
APPLICATION FOR THE SALE OF ALCOHOL BEVERAGES**

List the full name for each person, Firm, or Corporation having any interest in this application and the % (percentage) of interest.

Name	Name of Business	% Interest
_____	_____	_____
_____	_____	_____

List all other businesses engaged in the sale of distilled spirits that any of the persons, Firms, or Corporations are interested in employed by, or associated with in any way whatsoever.

Name	Name of Business	% Interest
_____	_____	_____
_____	_____	_____

List the full name of the father, mother, brother, sister, son, daughter, or spouse of each person, if they have any interest whatsoever in any business selling distilled spirits other than the business for which this application is made.

Name	Name of Business	Relationship
_____	_____	_____
_____	_____	_____

List the full name and address of the owner of the building and the name and address of the owner of the land and the name and address of all leasers and sub leasers.

Owner	Address	Relationship to App. or to other owner
_____	_____	_____
_____	_____	_____

How much of the capital of this business is borrowed and from whom?

Amount	Lender	Address
_____	_____	_____
_____	_____	_____

Name the Manager of the business for which this application is filed and state how he is compensated.

\_\_\_\_\_

\_\_\_\_\_

NOTE: Before signing this application, check all answers and explanations to see that you have answered all questions fully and correctly. This application is to be executed under oath and subject to the penalties of false swearing and it includes all attached sheets submitted herewith. Applicant understands that any license issued pursuant to this application is conditioned upon the truth of the answers and statements made herein and that any false answers and statements herein shall constitute cause for suspension or revocation of any license issued pursuant to this application.

CITY OF WEST POINT  
WEST POINT, GEORGIA

Financial Statement to be attached to Application for the Sale of Alcoholic in the City of West Point, Georgia.

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Name \_\_\_\_\_

Business Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

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Statement of Assets and Liabilities  
as of \_\_\_\_\_, \_\_\_\_\_

Cash in Bank	\$ _____	
Cash on Hand	_____	
Stocks, Bonds, etc.	_____	
Accounts Receivable	_____	
Inventory	_____	
Real Estate Total Value	_____	
All Other Assets	_____	
<b>TOTAL ASSETS</b>		<b>\$ _____</b>
Notes Payable	\$ _____	
Accounts Payable	_____	
All Other Taxes	_____	
All Other Liabilities	_____	
<b>TOTAL LIABILITIES</b>		<b>\$ _____</b>

Should any change occur during the year for which a license is issued pursuant to this application which would require a different answer to any question contained in this application, or any personnel statement which is made a part of this application, such change must be reported as an amendment to this application within 30 days. The failure to make such amendment shall be cause for the revocation of any license issued pursuant to this application. Indicate here that this is fully understood.

STATE OF GEORGIA, \_\_\_\_\_ COUNTY

I, \_\_\_\_\_, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a State License as a dealer in alcoholic beverages and liquors for a State License as a dealer in alcoholic beverages and liquors are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

\_\_\_\_\_  
Applicant's Signature (Full Name)

I hereby certify that \_\_\_\_\_  
(Full Name of Applicant)  
Is personally known to me, that he signed his name to the foregoing application after stating to me that he knew and understood all statements and answers made therein, and, under oath actually administered by me, has sworn that said statements and answers are true.

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

CITY OF WEST POINT  
WEST POINT, GEORGIA  
ALCOHOLIC BEVERAGES LICENSE BOND

STATE OF GEORGIA

Bond No. \_\_\_\_\_

County of \_\_\_\_\_

Calendar Year \_\_\_\_\_

NOW ALL THE MEN BY THESE PRESENTS, that we \_\_\_\_\_, AS PRINCIPAL, and \_\_\_\_\_, surety company incorporated and existing under the laws of the State of \_\_\_\_\_, and licensed and authorized to execute bonds and under-bound unto the Mayor and City Council Members of the City of West Point, Georgia, and their successors in office, for the use and benefit of said City, AS OBLIGEE, in the sum of FIVE HUNDRED DOLLARS (\$500,00), for the payment of which, we bind ourselves, our heirs, executors, administrators and successors, as the case may be, jointly, severally and firmly by these presents. Signed with out hands and sealed with our seals, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WHEREAS, the above named Principal has applied to the Mayor and City Council of the City of West Point, Georgia, for a license to engage in business at \_\_\_\_\_ As a retailer of alcoholic beverages under the provisions of the Ordinance adopted December 12, 1977, and known as "An Ordinance to Control and Regulate the Sale of Alcoholic Beverages" for the period beginning on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and ending on December 31, \_\_\_\_\_.

NOW, THEREFORE, the conditions of this bond are such that if the principal shall promptly pay to the Obligee all sums which may be due by said Principal as taxes, license fees, rental charges, or otherwise, including penalties and interest, by reason of the operation of said business, faithfully comply with all provisions of said Ordinance, and with all rules and regulations now, or hereafter, promulgated by the Mayor and City Council under the authority of said Ordinance, for the enforcement and administration said Ordinance, and with such other conditions as the Mayor and City Council may require in rules and regulations, then this bond shall be void; otherwise, it shall remain of full force and effect and shall be construed as a bond of forfeiture.

This bond may be cancelled by the Principal, the Surety, of the oblige by giving sixty (60) days' notice in writing to each of the other parties hereto at their last known address, but no such cancellation shall affect the liability of either the Principal of the Surety occurring before the expiration date of such notice.

This bond shall be in force for the period beginning on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ through the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, inclusive, and shall not be construed as a renewal or continuation of any other bond executed by said Principal and Surety to Obligee for any other period.

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(Principal/Owner's Signature)

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(Principal/Owner's Signature)

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(Surety Agent Signature)  
Attorney in Fact

CITY OF WEST POINT  
WEST POINT, GEORGIA

APPLICATION FOR RETAIL MALT BEVERAGE LICENSE  
CLASS A \_\_\_\_\_ CLASS B \_\_\_\_\_

I, \_\_\_\_\_, being a person of good moral character, hereby make application for a license to engage in the sale of packaged malt beverages at retail in the City of West Point, Georgia, at the following address \_\_\_\_\_, West Point, Georgia.

I am a citizen of the United States, and have been a resident of the County of \_\_\_\_\_ for a period of \_\_\_\_\_ years next preceding the date of this application.

I have never been convicted of a felony, and have not been convicted within ten years of the date of this application of a violation of the laws of this state, or any other state, relating to the sale of alcoholic beverages.

I have not revoked, for cause such as a violation of regulations, or improper operation, within 10 years next preceding this application, any license issued to me by the City of West Point, the State of Georgia, or any other state, to sell alcoholic beverages of any kind.

I am the owner, operator, manager, officer in charge (if a corporation) of the premises for which the license is requested or the holder of any lease thereon.

I shall be active in, and solely responsible for, the management and operation of the business for which the license is requested and shall be responsible for the qualifications and conduct of my employees.

I understand that a violation of any of the ordinances of the City of West Point, Georgia, or a violation of any law or regulation of the State of Georgia, pertaining to the sale of malt beverages, shall subject my license to immediate revocation.

SIGNED \_\_\_\_\_

Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ (Notary Public)

CITY OF WEST POINT  
WEST POINT, GEORGIA

APPLICATION FOR RETAIL WINE LICENSE  
CLASS A \_\_\_\_\_ CLASS B \_\_\_\_\_

I, \_\_\_\_\_, being a person of good moral character, hereby make application for a license to engage in the sale of packaged wine beverages at retail in the City of West Point, Georgia, at the following address \_\_\_\_\_, West Point, Georgia.

I am a citizen of the United States, and have been a resident of the County of \_\_\_\_\_ for a period of \_\_\_\_\_ years next preceding the date of this application.

I have never been convicted of a felony, and have not been convicted within ten years of the date of this application of a violation of the laws of this state, or any other state, relating to the sale of alcoholic beverages.

I have not revoked, for cause such as a violation of regulations, or improper operation, within 10 years next preceding this application, any license issued to me by the City of West Point, the State of Georgia, or any other state, to sell alcoholic beverages of any kind.

I am the owner, operator, manager, officer in charge (if a corporation) of the premises for which the license is requested or the holder of any lease thereon.

I shall be active in, and solely responsible for, the management and operation of the business for which the license is requested and shall be responsible for the qualifications and conduct of my employees.

I understand that a violation of any of the ordinances of the City of West Point, Georgia, or a violation of any law or regulation of the State of Georgia, pertaining to the sale of malt beverages, shall subject my license to immediate revocation.

SIGNED \_\_\_\_\_

Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ (Notary Public)

CITY OF WEST POINT  
WEST POINT, GEORGIA

APPLICATION FOR RETAIL DISTILLED SPIRITS (LIQUOR) LICENSE  
CLASS A \_\_\_\_\_ CLASS B \_\_\_\_\_

I, \_\_\_\_\_, being a person of good moral character, hereby make application for a license to engage in the sale of distilled spirits (liquor) at retail in the City of West Point, Georgia, at the following address \_\_\_\_\_, West Point, Georgia.

I am a citizen of the United States, and have been a resident of the County of \_\_\_\_\_ for a period of \_\_\_\_\_ years next preceding the date of this application.

I have never been convicted of a felony, and have not been convicted within ten years of the date of this application of a violation of the laws of this state, or any other state, relating to the sale of alcoholic beverages.

I have not revoked, for cause such as a violation of regulations, or improper operation, within 10 years next preceding this application, any license issued to me by the City of West Point, the State of Georgia, or any other state, to sell alcoholic beverages of any kind.

I am the owner, operator, manager, officer in charge (if a corporation) of the premises for which the license is requested or the holder of any lease thereon.

I shall be active in, and solely responsible for, the management and operation of the business for which the license is requested and shall be responsible for the qualifications and conduct of my employees.

I understand that a violation of any of the ordinances of the City of West Point, Georgia, or a violation of any law or regulation of the State of Georgia, pertaining to the sale of malt beverages, shall subject my license to immediate revocation.

SIGNED \_\_\_\_\_

Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ (Notary Public)



**CONSENT FORM**

I hereby authorize \_\_\_\_\_  
to receive any criminal history record information pertaining to me which may be in the  
files of any state or local criminal justice agency.

\_\_\_\_\_  
Full Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Age

\_\_\_\_\_  
Ethnicity

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



**VERIFICATION OF FINANCIAL CONDITION**

**CONSENT FORM**

I hereby authorize \_\_\_\_\_

to receive any financial history record information pertaining to me which may be in the files of any state or local financial agency.

\_\_\_\_\_  
Full Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Age

\_\_\_\_\_  
Ethnicity

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date