



Thank you for your interest in the City of Cleveland. In a regularly scheduled meeting on April 10 2023, the City of Cleveland adopted ordinance 2023-08 permitting up to three (3) licenses authorizing the sale of liquor by the package within the city limits.

This application, unique to other alcohol licensing applications, is specific to a liquor license for a Package Store in accordance with Ordinance No. 2023-08 with a specified date/time acceptance window. The initial application process will begin following the perspective applicant and agent meeting on June 21, 2023, and continue through 3:00 p.m. on Friday, July 20, 2023.

Applications for package store licensure will be available online to the public beginning June 21 through July 20, 2023, and available to pickup at City Hall during the following hours:

Wednesday, June 21, 2023 @ 9:00 a.m. – Friday, July 14, 2023 @ 5:00 a.m.  
City Hall is open Monday through Friday from 8 a.m. to 5 p.m.

Interested applicants are encouraged to:

1. Thoroughly review Alcohol Ordinance No.2023-08,
2. Thoroughly review City of Cleveland Code (Chapter 4)
3. Follow the checklist provided within this application, AND
4. Attend the City of Cleveland Townhall meeting scheduled for June 20, 2023, at 6:30 p.m. at the Cleveland Police Department (342 Campbell Street, Cleveland, Georgia 30528)

**A sealed Package Store License Application (Package Store)  
AND \$2,000 non-refundable application fee payable to the City of Cleveland  
will be accepted:  
(not before / not after)  
June 21, 2023 at 9:00 a.m. – July 20, 2023 at 3:00 p.m.**

Following these three steps will assist the interested applicant in a seamless process AND help avoid application disqualification.

Kevin J. Harris  
City Administrator  
City of Cleveland  
706-865-2017  
[kharris@cityofclevelandga.org](mailto:kharris@cityofclevelandga.org)

**Checklist / Steps / Important Dates**

**Contact or Info**

- **Review Thoroughly**
  - ✓ Ordinance NO. 2023-08 (attached with this application)
  - ✓ Chapter 4 City of Cleveland Code of Ordinances (online)
    - ✓ Checklist and application (this document)
    - ✓ Typical scaled drawings of the proposed/existing building.
    - ✓ Renderings of proposed façade, including anticipated building material for exterior building structure
    - ✓ Renderings of any proposed signs denoting sign location and schematics. (Must be in compliance with Ordinance 2023-08.)
    - ✓ Parking ingress/egress
    - ✓ Setback
    - ✓ Proposed business / package store name
    - ✓ Provide scale of proximity to residential properties, churches, alcohol treatment facilities, schools, pre-k and afterschool programs and housing authority properties.

City of Cleveland Code of Ordinances can be found online:  
[www.cityofclevelandga.com](http://www.cityofclevelandga.com)  
Government Category  
Code of Ordinances (Chapter 4)

Or Direct link:  
[https://library.municode.com/ga/cleveland/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH4ALBE](https://library.municode.com/ga/cleveland/codes/code_of_ordinances?nodeId=COOR_CH4ALBE)

- **Attend Townhall**  
Attend the townhall meeting on June 20, 2023, at 6:30 p.m. to ask questions and learn more about the application process, fees, requirements, and lottery selection.

June 20, 2023/ 6:30 p.m.  
Cleveland Police Department  
342 Campbell Street  
Cleveland, GA 30528

- **Identify Agent:**  
According to City ordinance, the agent must live in White County, Georgia

- **Complete Fingerprint / Background:**  
Both Applicant and Agent will be required to have on file a fingerprint background-check completed by the City of Cleveland.

To schedule, contact:  
706-865-7078  
[swright@cityofclevelandga.org](mailto:swright@cityofclevelandga.org)

**Checklist / Steps / Important Dates (Continued)**

**Contact or Info**

**Gather Supporting Documents and include in your sealed Application Package:**

- ✓ Copy of Articles of Incorporation, or the legal agreement that creates the entity.
- ✓ Copy of either contingent lease agreement, current lease agreement, OR proof of property ownership
- ✓ Provide copy of State Issued ID (passport or driver’s license)
- ✓ Receipt from The City of Cleveland confirming cleared and paid fingerprint/background check. (Issued from Ms. Sheena Wright)
- ✓ Proof of financing for the project
- ✓ Provide anticipated cost estimate of building construction / remodel
- ✓ Provide anticipated cost for inventory stock
- ✓ Provide financial documentation in an amount sufficient to achieve a Certificate of Occupancy (i.e., letter of credit from a lending institute or financial statement)
- ✓

Include ALL supporting documents in your SEALED application package.

**Site Plans: Provide 3 COPIES**

- ✓ Typical scaled drawings of the proposed / existing building.
- ✓ Renderings of proposed façade, including anticipated building material for exterior building structure
- ✓ Renderings of any proposed signs denoting sign location and schematics. (Must be in compliance with Ordinance 2023-08)
- ✓ Parking ingress/egress
- ✓ Setback
- ✓ Proposed business / package store name
- ✓ Provide scale of proximity to residential properties, churches, alcohol treatment facilities, schools, pre-K and afterschool programs, and housing authority properties.

**Notarize Documents:**

Notarize all applicable sections in this application prior to sealing and submitting your package. If you need a notary, there are several in City Hall at no charge. We can assist with notarizing your application; however, we cannot review your application prior to the review period.

City of Cleveland  
706-865-2017 Ext 2000

**Seal and submit your application package:**

**Not before / Not after**

- ✓ Seal completed application and all supporting documents in an envelope.
- ✓ Label sealed envelope with: Applicant’s Name and “City of Cleveland Package Store Application.”
- ✓ • Submit the sealed application package during the opening dates.
- ✓ • Pay non-refundable application fee of \$2,000 in the form of check or money order (no cash, no credit card)

June 21, 2023 at 9:00 a.m. – July 20, 2023 at 3:00 p.m.

Deliver to:  
Ms. Lisa Ritchie  
Cleveland City Hall  
85 S. Main Street  
Cleveland, GA 30528

**Review Period**

The City of Cleveland will review all sealed applications submitted during the open application window.

July 21, 2023 –  
August 31, 2023

**Application Status Report**

The City of Cleveland will notify all applicants their qualification status for the lottery drawing.

September 1, 2023

**Attend Lottery Drawing**

The City of Cleveland will hold a lottery drawing for qualifying applicants. Up to three (3) applicants will be selected for licensure.

Applicants as well as the general public will be notified not less than 5 days prior to the lottery.

**IF your application is selected in the lottery:**

**Submit Application to the Georgia Tax Center / Department of Revenue**

Save your notarized application package as a pdf.

Georgia Tax Center  
Department of Revenue  
<https://gtc.dor.ga.gov/>

Submit the completed application package to the State of Georgia Tax Center - Department of Revenue.

**Pay your local City of Cleveland Alcohol Licensure (Package Store) fee:**

Following the lottery selection, you will be issued an invoice for amount due. License fees are due and payable in accordance with time parameters specified in Ordinance 2023-08. *State or Local alcohol licenses will not be mailed until all fees are paid.*

\$5,000 (local fee)  
City of Cleveland  
85 S. Main Street  
Cleveland, GA 30528  
706-865-2017 Ext 2000



**Active Occupational Tax Application:**

Ensure you have an active Occupational Tax application on file with the City of Cleveland.

Customer Service  
706-865-2017 Ext 2002



**Clear Debt:**

Have no outstanding fees owed to the City of Cleveland.

Customer Service  
706-865-2017 Ext 2002

## APPLICANT INFORMATION

Application Date: \_\_\_\_\_

### APPLICANT INFORMATION

Full legal name of applicant

\_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Applicant's Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_

Applicant's Home Address

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mobile Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Email \_\_\_\_\_

### AGENT INFORMATION

Full legal name of Agent

\_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Agent's Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_

Agent's Home Address

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mobile Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Email \_\_\_\_\_

**BUSINESS INFORMATION**

Entity Name (LLC, etc..) \_\_\_\_\_ Applicant's Ownership Interest % \_\_\_\_\_

Entity DBA \_\_\_\_\_

Proposed Name of Package Store \_\_\_\_\_

Type of Business Package Store

Applicant's NAICS \_\_\_\_\_

**Proposed Business Location**

\_\_\_\_\_

*(Street Address OR Parcel #)* \_\_\_\_\_

Cleveland  
*City*

Georgia  
*State*

30528  
*Zip*

**BUSINESS INFORMATION  
OTHER OWNERSHIP INTEREST DISCLOSURE**

List all applicant's ownership business interests within the City of Cleveland:

Business Name #1 \_\_\_\_\_

*Street Address*  
\_\_\_\_\_

*City* \_\_\_\_\_

*State* \_\_\_\_\_

Business Phone # \_\_\_\_\_

Web presence \_\_\_\_\_

**Business Name #2** \_\_\_\_\_

*Street Address*

\_\_\_\_\_

*City* \_\_\_\_\_

*State* \_\_\_\_\_

Business Phone # \_\_\_\_\_

Web presence \_\_\_\_\_

**Additional Business Interests? Use additional paper if needed.**

**Business Partner (#1)**

*List any business partners via contractual arrangement or partner of any legal entity associated with this proposed establishment.*

**Full legal name of Business Partner**

\_\_\_\_\_  
**(Last Name)**

\_\_\_\_\_  
**(First Name) (Middle Name)**

**Applicant's Date of Birth** \_\_\_\_\_

**Social Security #** \_\_\_\_\_

**Applicant's Home Address**

**Street Address** \_\_\_\_\_

*City* \_\_\_\_\_

*State* \_\_\_\_\_

*Zip* \_\_\_\_\_

**Mobile Phone #** \_\_\_\_\_

**Email** \_\_\_\_\_



**OTHER OWNERSHIP INTEREST DISCLOSURE**

**Business Partner (#2)**

**Full legal name of Business Partner**

\_\_\_\_\_ (Last Name)

\_\_\_\_\_ (First Name) (Middle Name)

**Applicant's Date of Birth** \_\_\_\_\_

**Social Security #** \_\_\_\_\_

**Applicant's Home Address**

*Street Address*

\_\_\_\_\_

*City* \_\_\_\_\_

*State* \_\_\_\_\_

*Zip* \_\_\_\_\_

**Mobile Phone #** \_\_\_\_\_

**Email** \_\_\_\_\_

**Additional Business Partners? Use additional paper if needed.**

**APPLICANT LICENSING INFORMATION**

**APPLICANT LICENSING INFORMATION**

If you currently hold an alcohol license or have held an alcohol license in the past 5 years in the State of Georgia, please list license type, issuing agency, and status. Type of Alcohol License

Issuing Government Agency

Status

- 1.
- 2.
- 3.
- 4.

As the applicant, have you ever submitted an alcohol license that was denied? If yes, please explain. Yes  No

As the applicant, have you ever held an alcohol license that was suspended or revoked? If yes, please explain. Yes  No

## APPLICANT & BUSINESS FINANCIAL DISCLOSURE

### APPLICANT LICENSING INFORMATION

**APPLICANT & BUSINESS FINANCIAL DISCLOSURE** If your application is selected in the licensure lottery, how will your package store be financed? Please explain and include in supporting documents (letter of credit from a lending institute or financial statements.)  
What are the anticipated costs to construct business?

What are the anticipated costs to purchase inventory as outlined in Ordinance 2023-08?

What is the anticipated timeframe for achieving a Certificate of Occupancy?

### LICENSE FEES

*For a comprehensive list of regulations for alcohol licenses, see the City of Cleveland Code of Ordinance – Chapter 4 – Alcohol Beverages. It is the responsibility of the license holder to be knowledgeable of and adhere to all Code of Ordinance regulations for the license in which they hold.*

#### Package Store - Retail Package Sales – Annual License

##### Consumption Off Premises Fees

<input type="checkbox"/>	Non-Refundable Application Fee	\$2,000	This application fee is non-refundable and due at the time of submitting your sealed application package. Fee is per applicant / agent and due at the time of fingerprinting. License fees are due and payable in accordance with time parameters specified in Ordinance 2023-08.
<input type="checkbox"/>	Fingerprint Background Fee	\$50.00	
<input type="checkbox"/>	Package Store License	\$5,000	

## APPLICANT ACKNOWLEDGEMENT

### Read each section carefully and initial acknowledgement of understanding

I understand the City of Cleveland Alcohol Ordinance can be found at [https://library.municode.com/ga/cleveland/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH4ALBE](https://library.municode.com/ga/cleveland/codes/code_of_ordinances?nodeId=COOR_CH4ALBE) AND/OR I can contact the City Clerk's Office for a hardcopy.

Initials: \_\_\_\_\_

I have read and understand Chapter 4 City of Cleveland Alcohol Ordinances including and more specifically Ordinance No. 2023-08 and understand my duties and responsibilities set forth therein.

Initials: \_\_\_\_\_

I will abide by all the requirements of the ordinances of the City of Cleveland, including the continuous **video recording system** and laws of the State of Georgia, and regulations of the State Department of Revenue. I have not been convicted of any felony involving moral turpitude (within the last 15 years next preceding the filing of this application for such license) or the violation of any law involving alcoholic beverages, gambling, or tax law violations.

Initials: \_\_\_\_\_

I understand and acknowledge that any alcohol license granted by the City of Cleveland is

- Not transferrable, and I will not attempt to do so.
- Is an annual license and not perpetual

Initials: \_\_\_\_\_

For package sales, the business in which I propose to sell alcoholic beverages by the package is not within 100 yards of a church, school ground, or college campus, and complies with the distance requirement and restrictions set forth in the ordinances of the City of Cleveland.

Initials: \_\_\_\_\_

If a license applied for is granted, I will allow my business premises to be open to inspection at any time by City officials authorized to conduct inspections of business premises.

Initials: \_\_\_\_\_

If I, or someone employed by me, does not comply with the ordinances of the City of Cleveland, the laws of the State of Georgia, or regulations of the Department of Revenue, I understand that my license can be suspended or revoked.

Initials: \_\_\_\_\_

If a license is granted, the fees for such license are nonrefundable.

Initials: \_\_\_\_\_

If the license applied for is for sale of unbroken package only, I will sell alcohol in the original unbroken package only and will not allow alcoholic beverages to be consumed on the premises.

Initials: \_\_\_\_\_

I own the building in which alcoholic beverages are to be sold, OR I have a valid contingent/binding lease agreement and a copy of the lease, contingent lease, or deed. The aforementioned shall be included with the sealed application package upon submission.

Initials: \_\_\_\_\_

I do not owe any debt or obligation to the City of Cleveland including but not limited to excise taxes, occupational taxes, property taxes, utility fees or other fees or fines.

Initials: \_\_\_\_\_

I have read City of Cleveland Ordinance 2023-08 and understand my requirements for meeting a minimum inventory for distilled spirits and malt beverages.

Initials: \_\_\_\_\_

I understand that any license issued to me, the applicant, shall not constitute a perpetual right. An applicant or licensee shall be bound by any City of Cleveland Ordinance enacted prior to any issuance or any City of Cleveland Ordinance modification that may happen in the future.

Initials: \_\_\_\_\_

The licensee agrees to any audit provisions contained within Ordinance 2023-08 as enacted or as may be amended at any time.

Initials: \_\_\_\_\_

I, the applicant, understand that the \$2,000 application fee is non-refundable.

Initials: \_\_\_\_\_

I, the applicant, understand that this application process is a lottery and voluntary, and as the applicant do hereby indemnify the City of Cleveland, its agents, or their successors from any outcome, dispute, act, or omission, or any other part of this process.

Initials: \_\_\_\_\_

**APPLICANT / AGENT CONSENT AGREEMENT**

*If the applicant resides outside the City of Cleveland or White County, an agent must be identified.*

Comes now, \_\_\_\_\_, the undersigned and designates \_\_\_\_\_ as his/her agent pursuant to Chapter 4 of the Ordinance of the City of Cleveland. I hereby stipulate that any mailing of any notice required to be given to me under Chapter 4 of the Ordinance of the City of Cleveland or any other law shall be sufficient if it is mailed to my agent at the following address:

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_  
\_\_\_\_\_

Applicant Signature

NOTARY PUBLIC  
My commission expires: \_\_\_\_\_

\_\_\_\_\_

## Applicant Affidavit

I, \_\_\_\_\_ do solemnly swear, subject to the penalties of false swearing, that the statements and answers made by me as the applicant in the foregoing application and any attachments submitted herewith, are true and correct.

I, \_\_\_\_\_ do solemnly swear that I am at least 21 years old.

I ( have  / have not  ) within the past 15 years of the date of this application, been convicted of nor entered a plea of nolo contendere to any Felony or Misdemeanor relating to the sale/use of alcoholic beverages or illegal drugs. If yes, list conviction date, county, conviction:

I (have / have not  ) within the past 15 years of the date of this application been arrested for a crime. If yes, list date and details below. I understand that failure to disclose may result in denial of the application. If yes, list conviction, date, and county:

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
APPLICANT'S SIGNATURE

### Package Store Application

Alcohol Application Applicant: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Lisa Ritchie  
City Clerk  
City of Cleveland

\_\_\_\_\_  
Date

Reason for Denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_