



## Application Checklist

## Director Review

## Restaurants with Alcohol Service (Section 5.9.05.)

To qualify for Director Review, the restaurant must:

- Close at or prior to midnight;
- Offer full meals for consumption on the premises during all business hours;
- Derive at least 50% of average daily receipts from the sale of food.

The following items are required for a complete Director Review application.

 **Signed Application Form** **Description of Project** (Use letterhead if possible.)

The written description shall include:

- Hours of operation
- Occupancy/seating capacity
- Parking calculation (see Zoning Ordinance Sec. 5.10.04) and number of on-site parking spaces

 **Business Plan or other documentation that the establishment is intended to be a restaurant.**

For the purposes of this review, "restaurant" refers to a full service restaurant offering full meals for consumption on the premises during all business hours (and not generally for take-out) with beer and wine, or sales of alcoholic beverages by the glass and where the average daily receipts from the sale of food exceeds fifty (50) percent of the establishment's total average daily receipts, not including sales of novelty items, income from vending machines, cover charges, or other receipts not derived from the sale of food or beverages, and the establishment closes at or before midnight.

 **Operations Management Plan**

The plan must detail how the operator will manage the facility during operation, ensure the security of the patrons both inside and outside the facility, and ensure the appropriate management of the liquor license(s). A Crime Prevention through Environmental Design (CPTED) analysis may be required by the Police Department part of the plan.

 **Copy of MLCC licenses/permits or application to MLCC indicating requested licenses/permits** **Site Plan**

Dimensioned plan showing building setbacks from lot lines, parking calculations, and greenspace calculations.

 **Floor Plan (including floor area)** **Fee: \$1,166**

Payment options:

- Check (payable to City of Grand Rapids)
- Credit card in person at Development Center
- Credit card by phone by calling (616) 456-4100

 **Plan Submittal**

One hard copy, or digital submission in PDF format emailed to [planning@grcity.us](mailto:planning@grcity.us)