



Supplemental Application for Special Land Use Alcohol Sales

Address: _____ Applicant: _____

If a proposed Special Land Use involves the sale and/or consumption of beer, wine or other alcoholic beverages under a license from the Michigan Liquor Control Commission (LCC), completion of this supplemental form is required. This supplemental form is required for a proposed (new) LCC licensed use or a change (existing) to an LCC license. The Planning Commission will review this supplemental information in addition to the Special Land Use Review Standards. *(Alcohol Sales Review Standards are found in Section 5.09.05.E. of the Grand Rapids Zoning Ordinance.)*

Does the alcohol use meet one of the following descriptions?

- Full service restaurant offering full meals for consumption on the premises (and not generally for take out) at all times it is open for business, and closes prior to midnight.
- Full service grocery store or supermarket with retail sales of beer, wine, and/or alcoholic beverages for off-premises consumption, and closes prior to 11:00 pm.
- Store that features imported, ethnic or specialty food items not commonly available in party, convenience or grocery stores, with retail sales of beer, wine, and/or alcoholic beverages for off-premises consumption, and closes prior to 11:00 pm.
- Other:



In the space below, and on additional paper if necessary, explain how the proposed project meets each of the following Alcohol Sale Review Standards.

Standard #1. Asset to Neighborhood.

Given the character, location, development trends and other aspects of the neighborhood, explain how the neighborhood is underserved by the requested licensed use, and how the approval of this application will be an asset to the neighborhood.

Standard #2. City Development Districts

In the case of an on-premise liquor license obtained through the DDA or a CID, demonstrate how the alcohol license would promote economic growth in a manner consistent with adopted goals, plans or policies of the area. Refer to *City Commission Policy 300-08 Requirements for Approval of Liquor License Requests in City Development Districts.*



Supplemental Application for Special Land Use

Alcohol Sales Checklist

The following items are required for a complete Special Land Use (SLU) application involving the sale or consumption of alcoholic beverages. Refer to Sec. 5.9.05., Sec. 5.12.08., and 5.12.09. for additional details.

- Signed Special Land Use Application Form** (Pages 2 and 3)
Application must be signed by the applicant and the property owner (if different).
- Response to SLU Review Standards**
Complete pages 4 and 5 of the SLU application form. Use a separate document if needed.
- Alcohol Sales Supplement**
Complete pages 1 and 2 of the Alcohol Sales Supplement. Use a separate document if needed.
- Nature of Proposed Use:** A written description of the SLU requested, including the following:
 - Products or services to be provided
 - Hours of operation
 - Occupancy/seating capacity
 - Number of employees
 - Details related to any of the following uses, if applicable: live entertainment and/or dancing, banquet facility or theatre, outdoor seating and/or other outdoor activity, 24-hour operation
- Site and Building Layout:** A written description including the following:
 - Building and structure design information
 - Current environmental conditions and plans for grading and landscaping
 - Parking calculations (see Zoning Ordinance Sec. 5.10.04) and number of on-site parking spaces
- Site Plan, Building Elevations and Floor Plans**
Enclose plans as described in the Site Plan Review checklist:
 - Survey of existing conditions
 - Site plan
 - Floor plans. For off-site alcohol sales, show space devoted to alcohol/location of registers.
 - Elevations
 - Drainage and utility plan
 - Landscape and screening plan
 - Any other plans as requested by Staff
- 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 Grand Rapids Police Department as part of the plan.
- Copy of MLCC licenses/permits or application to MLCC indicating requested licenses/permits**
- List of all other alcohol uses within 1,000 ft of the subject property's lot lines, including business names and addresses**
- Neighborhood Outreach**
Include a summary of activities conducted, any correspondence distributed, meeting sign-in sheets, meeting notes, letters of support, etc. Failure to conduct outreach activities may result in tabling of the application.
- Fee (FY2025): \$2,496** (Either by check made payable to City of Grand Rapids, by credit card in person at Development Center, or by credit card over the phone by calling (616) 456-4100)
- Plan Submittal**
One (1) digital copy in PDF format (CD, flash drive, cloud storage, or email to planning@grcity.us)