

2006

## NPU-N

### Liquor License Review Process

#### Applicant:

We wish to assist you in the processing of your license in a timely and efficient manner. Please read this instruction carefully. Contact the NPU-N Chair if you have any questions as you go through the process.

- Please contact us only after you have completed and filed your application with the City.
- All applications will be processed **first** through one of the member organizations of this NPU.
- Please IMMEDIATELY contact the neighborhood or business organization representative to insure you get onto their next agenda. Most have web sites with contact information.

Provide the following documents to the NPU-N Rep. BEFORE your meeting with the neighborhood or business organization.

#### Documents:

- Your entire application, as submitted to the City;
- The Liquor License Questionnaire provided to you by either the NPU-N Chair or Rep.;
- If food will be served, a sample menu is always welcome;
- Conditions agreed upon – signed by both applicant and representative of neighborhood

#### Process:

1. You are asked to email, fax, or deliver these completed documents to the neighborhood rep. before the neighborhood meeting. Contact information to be provided.
2. Email or fax copy to the NPU Chair when sent to neighborhood. Failure to provide both documents in a timely manner may result in a recommendation to defer, or even deny, your application by the NPU to the City.
3. Follow the process required by the neighborhood and negotiate any conditions in good faith. The neighborhood will make their recommendation regarding your application to the NPU-N.
4. NPU-N meets on the 4<sup>th</sup> Thursday of each month (dates are subject to change in November and December to avoid conflict with holidays). Our meetings begin at 7PM. Liquor licenses are generally reviewed later in the agenda after land use applications.

You can obtain a copy of our agenda from the City's web site at;

[http://www.atlantaga.gov/government/planning/npu\\_agendas.aspx](http://www.atlantaga.gov/government/planning/npu_agendas.aspx)

At the NPU-N meeting you will be asked to again present your application to the board and describe your business. The Board is made up of 10 individuals representing associations within NPU-N. You may also be asked to clarify information already provided and/or answer some relevant questions.

- At this meeting provide 10 sets of the same documents outlined above.

Anyone in the audience may comment on the application, but discussions on any one application will never take more than 20 minutes.

Typical areas of concern for this NPU that we ask the applicant to address;

- Sufficient parking
- Live or outdoor music
- Establishments open until after midnight – security
- Maintenance of litter & vagrancy

We look forward to working with you to insure we are building the kind of community in which we all will enjoy living, working and playing.