

**TOWNSHIP OF LYON, MICHIGAN**

**Liquor License Application  
(Questionnaires A & B)**

**Lyon Township Alcoholic Liquor Ordinance**

**Questionnaire A - Applicant Cover Information and Procedures for Liquor License** \_\_\_\_\_

*The Lyon Township Board of Trustees will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide **all** required information or attachments could result in delay or denial of liquor license. All Liquor License applications are subject to final approval by the Lyon Township Board of Trustees. Please refer to Lyon Township Alcoholic Liquor Ordinance,*

\_\_\_\_\_.

**1(a). Name and address of applicant:**

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

**1(b). Name and address of business:**

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

**NOTE:** If the applicant is a partnership, you must include the name and address of each partner, and attach a copy of the partnership agreement. If the applicant is a privately held corporation, you must include the name and address of each corporate officer, member of the board of directors, and/or stockholders. Attach a copy of the articles of incorporation.

**2. Type of liquor license applying for (circle all those that apply):**

Class C    Resort    Tavern Club    Hotel A B    Quota    Transfer    Microbrewery/Brewpub

**Theme of Proposed Business:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Street address and legal description of the property where the liquor license is to be located:**

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

**Requirements and Procedures**

- 1.\_\_\_\_ Complete the Michigan Liquor Control Commission Application. Contact M.L.C.C. in Lansing at 517-322-1400.
- 2.\_\_\_\_ Fully complete the Lyon Township Liquor License Applications A\_\_\_\_ B\_\_\_\_
- 3.\_\_\_\_ Please review and include with the applicant's initial cover letter, a response to the Lyon Township Alcoholic Liquor Ordinance, Section 102 *Facilities for which new licenses may be granted*.
- 4.\_\_\_\_ Attach a **non-refundable** application fee of \$500.00, plus \$200.00 for each person with a financial or management interest in the application including, but not limited to, partnership partners, corporate officers, and directors. Please make payable to the Township of Lyon.
- 5.\_\_\_\_ \*Site Plan (13 copies, signed and sealed by a registered architect/engineer). If the facility is to be located in a proposed building for which site plan approval has not yet been obtained, or in an existing building that is to be remodeled, you must submit a conceptual site plan showing proposed building and the relationship of the building to the surrounding properties and their uses.
- 6.\_\_\_\_ \*Building Facade Plan (13 copies, signed and sealed by a registered architect/engineer) - all sides including signage. If the proposed building final site plan has been previously approved by the Building Inspector or by the Board of Trustees of the Township of Lyon, and there are **NO** changes, then please submit with this application, a letter of verification stating there will be no such changes.
- 7.\_\_\_\_ \*Interior Plan with seating arrangement (13 copies, signed and sealed by a registered architect/engineer). If the proposed interior has been previously approved by the Township of Lyon Building Official, and there are **NO** changes, then please submit a letter of verification stating there will be no such changes, along with this application.
- 8.\_\_\_\_ Proposed Menu (13 menus).
- 9.\_\_\_\_ Provide any other information pertinent to the applicant and operation of the proposed facility that may be required by the Lyon Township Alcoholic Liquor Ordinance.
- 10.\_\_\_\_ Provide any other pertinent information required by the Planning Department:

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\*No site plan, building facade plan, interior plan, or any part thereof, may be changed by the applicant once they have received approval in conjunction with the liquor licensing process. Applicant must submit separate plans and fees as required, by other Lyon Township departments and consultants in accordance with standard review procedures, if applicable.

**Questionnaire B - Administrative Background Information for Liquor License**

*The Township of Lyon Board of Trustees will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide the required information or attachments could result in delay or denial of liquor license. All Liquor License applications are subject to approval by the Lyon Township Board of Trustees.*

1. What is the applicant's management experience in the alcohol liquor business? \_\_\_\_\_

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2. What is the applicant's general business management experience? \_\_\_\_\_

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3. What is the applicant's general business reputation? \_\_\_\_\_

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4. What is the applicant's moral character? \_\_\_\_\_

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5. What is the applicant's financial status and ability to build and/or operate the proposed facility on which the proposed liquor license is to be located? \_\_\_\_\_

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6. What is the applicant's past criminal convictions involving moral turpitude, violence or alcoholic liquors? \_\_\_\_\_

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7. Does the applicant use alcoholic beverages to excess? \_\_\_\_\_

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8. What is the effect that the issuance of a license would have upon the economic development of the surrounding area? \_\_\_\_\_

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9. What effect would the issuance of a license have on the health, welfare and safety of the general public? \_\_\_\_\_

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10. Has the applicant received responses from the Health Department, Planning Department, Building Department and/or Fire Department with regard to the proposed facility? \_\_\_\_\_

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11. What is the public need or convenience for issuance of a liquor license for this facility at the proposed location? \_\_\_\_\_

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12. What is the uniqueness of the proposed facility when contrasted against other existing or proposed facilities and the compatibility of the proposed facility to surrounding architecture and land use? \_\_\_\_\_

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13. Does the facility to which the proposed liquor license is to be issued comply with the applicable building, plumbing, electrical and fire prevention codes and zoning statutes and ordinances applicable in the Township? (Has applicant received information from these departments?) \_\_\_\_\_

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14. What effect will the facility to which the proposed license is to be issued have upon vehicular and pedestrian traffic in the area? \_\_\_\_\_

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15. What is the proximity of the proposed business facilities to other similarly situated licensed liquor facilities? \_\_\_\_\_

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16. What is the proximity of the proposed facility to complimentary uses such as office and commercial development? \_\_\_\_\_

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17. What effect would the proposed facility have upon the surrounding neighborhood and/or business establishments, including impacts upon residential areas, church and school districts? \_\_\_\_\_

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18. What proposed or actual commitments are being made by the applicant to establish permanency in the community? \_\_\_\_\_

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19. What utilities are available to serve the facility? \_\_\_\_\_

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20. What other factors should the Board consider? \_\_\_\_\_

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**\*\*NOTE:** Please respond to the requirements of Section 102 of the Ordinance . . . "Facilities for which new licenses may be granted" in your initial submittal and/or cover letter.

**LIQUOR LICENSE APPLICATION PROCESSING CHECKLIST**

*Sixty day requirement. Applications A & B received on \_\_\_\_\_*

*All requirements of application met by applicant on \_\_\_\_\_*

- 1.\_\_\_\_ Upon notification by Applicant or M.L.C.C., send a notification letter by certified mail to Applicant.
- 2.\_\_\_\_ Fully complete the Township of Lyon Village Liquor License Applications A\_\_\_\_ B\_\_\_\_
- 3.\_\_\_\_ Please review and include with the applicant's initial cover letter, a response with the Township of Lyon Alcoholic Liquor Ordinance, Section 202(a) *Facilities for which new licenses may be granted.*
- 4.\_\_\_\_ Attach a non-refundable application fee of \$500.00, plus \$200.00 for each person with a financial or management interest in the application including, but not limited to, partnership partners, corporate officers, and directors. Please make payable to the Township of Lyon.
- 5.\_\_\_\_ \*Site Plan (13 copies, signed and sealed by a registered architect/engineer). If the facility is to be located in a proposed building for which site plan approval has not yet been obtained, or in an existing building that is to be remodeled, you must submit a conceptual site plan showing proposed building and the relationship of the building to the surrounding properties and their uses.
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- 7.\_\_\_\_ \*Interior Plan with seating arrangement (13 copies, signed and sealed by a registered architect/engineer). If the proposed interior has been previously approved by the Township of Lyon, and there are **NO** changes, then please submit a letter of verification stating there will be no such changes, along with this application.
- 7a.\_\_\_\_ Recommendations by \_\_\_\_Sheriff's Department \_\_\_\_Fire Department \_\_\_\_Building Department.
- 7b.\_\_\_\_ Review by Township Supervisor                      8.\_\_\_\_ Proposed Menu (13 menus).
- 9.\_\_\_\_ Provide any other information pertinent to the applicant and operation of the proposed facility that may be required by the Lyon Township Alcoholic Liquor Ordinance.
- 10.\_\_\_\_ Provide any other pertinent information required by the \_\_\_\_\_ Department:  
\_\_\_\_\_  
\_\_\_\_\_
- 11.\_\_\_\_ **Follow up to Board Action for plans, dates, construction, etc.**  
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\_\_\_\_\_
- 12.\_\_\_\_ Six month conditional approval period: Board Approval date: Approval of final site plan/building permit/other permits-licenses.
- 13.\_\_\_\_ Construction to begin within six months of conditional approval and completed within one year after issuance of building permit. Extension granted? \_\_\_\_ Changes in plans requested by applicant?
- 14.\_\_\_\_ Local resolution "Above all others" sent to M.L.C.C. on \_\_\_\_\_.
- 15.\_\_\_\_ Include a Locator Map in Board packet.

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