



## **VILLAGE OF NORTH AURORA** **LIQUOR LICENSE APPLICATION INSTRUCTIONS**

1. All questions must be answered fully. No license will be issued without a completed, signed application.
2. This application is submitted under oath and must be notarized.
3. A copy of the North Aurora Liquor Control Ordinance is included with this application packet. The terms of this ordinance must be followed in preparing this application as well as after issuance of a liquor license. The Liquor Control Ordinance is also available on the Village of North Aurora Website, as part of the Municipal Code, at [www.northaurora.org](http://www.northaurora.org).
4. If the applicant is a corporation, the application must be signed by its President or Vice-president, attested by the Secretary and the corporate seal must be affixed. A copy of the **Articles of Incorporation** and a current **Certificate of Good Standing** or a Certification of Incorporation issued by the Secretary of State must be included with the application and also with each annual renewal.
5. If the applicant is a limited liability company, the application must be signed by a member or managing member. A copy of the **Articles of Organization** and a current **Certificate of Good Standing** issued by the Illinois Secretary of State must be included with the application along with a certified copy of an operating agreement, bylaws, meeting minutes or written consent indicating who has the authority to sign for and bind the limited liability company. Certified copies of the operating agreement, bylaws and current meeting minutes and/or written consents must be provided on request, if not submitted with the application.
6. If the applicant is a partnership, all partners must complete and sign the application.
7. If the applicant owns the premises where the business is to be conducted, proof of ownership or a **copy of the title** must be included with the application.
8. If the applicant is leasing the premises, an **executed copy of the lease** must be included with the application.

### **Per Ordinance 09-06-08-06 Fees shall be prorated in the first year of issuance:**

Between March 1 - May 31 – 100%; June 1 - August 31 – 75%; Sept. 1 – Nov. 30 – 50%; Dec. 1 – Feb. 29 – 25%

### **Required from Applicant when submitting application:**

- **\$100** Application fee (non-refundable. Fee is applicable to approved license fee)
- **\$65.00** non-refundable fee for fingerprinting and background check
- Completed and Signed Application, Liquor License Class Fee and all required documentation

### **Please review Section 5.080.060 of the North Aurora Village Code for complete liquor license requirements.**

The Village of North Aurora does not maintain any open liquor licenses. When submitting an application for a liquor license, the Village President and Board of Trustees will need to approve an ordinance to increase the number of any of the class of liquor licenses in order to make a liquor license available to an approved applicant, prior to any liquor license being granted in North Aurora.

## FEES AND CLASS OF LICENSES

Liquor License Class	Liquor License Fee	<b>North Aurora Liquor License Class Description</b> All Classes of Alcoholic Liquor License are subject to full descriptions and regulations as outlined in the North Aurora Municipal Code <a href="#">Section 5.08.340 - Classification of licenses-Fees.</a>
Class A	\$2,400	<b>Large Restaurant License</b> - Full Liquor consumption on premises only; Minimum indoor seating of 125 for standalone building, or minimum of 75 for premises in a multi-space building.
Class B	\$2,200	<b>Small Restaurant License</b> – Full Liquor consumption on premises only; indoor seating of less than 125 for standalone building, or less than 75 for premises in a multi-space building
Class C	\$1,900	<b>Limited Restaurant License</b> – Beer and Wine only for consumption on premises; premises where food is cooked, prepared and served from kitchen with full-time cook on premises
Class D	\$2,400	<b>Liquor Store</b> - Full Liquor package retail sale only; no consumption on premises, liquor sales are primary business
Class E	\$2,400	<b>Large Area Package Liquors</b> – Retail sale of any alcoholic liquor in original packages only, not for consumption on premises, where liquor sales are secondary to sale of groceries, convenience store items or home goods items
Class F	\$1,900	<b>Small Area Package Liquor</b> – Retail sale of any alcoholic liquor in original packages only, not for consumption on premises, where liquor is secondary to sale of groceries, convenience store items or home goods items and gross floor area devoted to liquor is no greater than 3,000 square fee
Class G	\$1,900	<b>Gas Station</b> - retail sales of beer and wine in original packages only and not for consumption on premises where sold in conjunction with sale of petroleum products. Gross area devoted to liquor sales may be no more than one third (1/3) of gross floor area devoted to sale of all convenience and other items sold on premises.
Class H	\$1,900	<b>Golf Course</b> – retail sale of any alcoholic liquor for consumption only on premises specified in the license on which a golf course is operated
Class I	\$50 - \$100	<b>Event Licenses</b> - <b>Class I-1</b> Non-profit special events; <b>Class I-2</b> Non-profit Outdoor Special Events; <b>Class I-3</b> Retail Special Use permit
Class J-1	\$3,000	<b>Brewpub</b> –manufacture, storage, and package of beer for retail sales and for consumption on premises
Class J-2	\$3,000	<b>Craft Brewery</b> - Manufacture, storage and package of beer for retail sales and for consumption on premises; secondary to distribution for retail sale off premises
Class J-3	\$1,500	<b>Microbrewery</b> - allow the holder of a state craft brewery or brew pub license for the manufacture and storage of beer on the premises primarily to sell its beer at retail in original packaging and for consumption on the premises.
Class T	\$2,200	<b>Tavern License</b> – Consumption only on premises, food served ancillary to sale of alcohol – business continuously in business for period of 5 years
Class L	\$250-500	<b>Salon License</b> - Retail sale of alcoholic liquor for sale and consumption only on the premises of a business if sold as a package together with services being provided - salon, hairdresser, beautician, manicure, pedicure and/or barbershop services. <b>Limited Retail - L-1 Salon License \$250; L-2 Art Exhibit License \$500;and L-3 Arts Event License \$500</b>
Class M	\$2,000	<b>Motel/Hotel</b> – Retail sale of any liquor on the premises of a hotel or motel as defined in Title 17, Chapter 16, Section 16.3. Alcohol may be sold for consumption on hotel premises from bar, lobby, conference room, restaurant and/or banquet facility on premises. Alcohol may be sold in packages placed in locked refrigerator units in guest rooms, provided keys given only to guests 21 and older.
Class N	\$200	<b>Caterer License</b> – Service of any alcoholic liquors for consumption, either onsite or off-site, as an incidental part of food service by a caterer having a state Caterer liquor license.
Class S S-E S-P S-O	\$50-\$300	<b>Supplemental Liquor Licenses</b> – <b>Supplemental S-E Entertainment (a. \$50 or b. \$300) Supplemental S-P (\$100)</b> Retail Sale of wine in original package for existing Class A or B or C Restaurant Liquor license; <b>Supplemental S-O (\$50)</b> supplemental outside liquor licenses with existing Class A, B, C Restaurant, Class J-1 or J-2 Brewery/Brewpub license, or Class T Tavern.