

## Checklist for Liquor License Application

1. Fill out application **Completely.**
2. If leasing your building, provide copy of lease covering full time period for which license is sought.
3. If incorporated, provide a copy of article of incorporation.
4. Provide copy of Dram Shop insurance.
5. Sign application.
6. Sign affidavit and have it notarized before it is returned to City Hall.
7. Criminal background check is for New applicants or license renewals with a change in managers.
8. New applicants liquor license finger print information



# Oregon Police Department



**Chief of Police: Matthew Kalnins**

Phone: (815) 732-2803 ♦ Fax: (815) 732-7303

115 N. 3<sup>rd</sup> Street ♦ Oregon, IL 61061-1410

Website: [www.oregonpd.org](http://www.oregonpd.org) Email: [oregonpd@cityoforegon.org](mailto:oregonpd@cityoforegon.org)

All Applicants:

Part of the criteria involves a criminal background check being conducted on the applicant. In order for the Oregon Police Department to conduct a criminal background check, you need to be fingerprinted at the Ogle County Jail, 107 South 5<sup>th</sup> Street, Oregon, IL 61061.

The applicant will need to complete and submit the attached form with a check for the State's processing fee of **\$50.00**, made payable to:

**City of Oregon Police Department**

When returning the completed application with the applicable fee, please notify the Police Department representative that you need to be fingerprinted for the liquor license application.

Thank you.

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See full list at: <https://oregon.municipalcodeonline.com>

**8.08.040 Restrictions On Licenses**

1. No license under this chapter shall be issued to:

A person who is not a resident of the city, except in the case of railroad or boat licenses; provided in the case of a partnership residency is not required, but the premises to be licensed must have a resident manager who lives within 25 miles of the city;

A person who is not of good character and reputation in the community in which he resides;

A person who is not a citizen of the United States;

A person who has been convicted of a felony under any federal or state law, if the council determines, after investigation, that such person has not been sufficiently rehabilitated to warrant the public trust;

A person who has been convicted of pandering or other crime or misdemeanor opposed to decency and morality;

A person whose license issued under this chapter has been revoked for cause;

A person who has been convicted of a violation of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor, subsequent to the passage of the ordinance from which this provision derives or has forfeited his bond to appear in court to answer charges for any such violation;

Matthew Kalnins  
Chief of Police



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\***Applicant:** Contact the Ogle County Jail at 815-732-2135 and set up a time to be fingerprinted.  
**Take this form with you.** They will need the ORI and Cost Center Numbers for proper billing for the City of Oregon.

This individual has applied for a liquor license with the City of Oregon. To assist us in conducting a background investigation, he/she need to be fingerprinted.

Oregon Illinois Liquor Commission ORI: **ILL15410L**

Cost Center Number: **6468**

Thank you,

Matthew Kalnins  
Chief of Police

Matthew Kalnins  
Chief of Police





City of Oregon

115 N 3rd Street, Oregon, IL 61061

### Application for Annual Liquor License

This application is made pursuant to the provisions of Chapter 8.08 (Liquor Control Regulations) of the City of Oregon Code. See attached appendix for a synopsis of license classifications, conditions, and fees.

**Instructions:** Application must be completed in its entirety. Applicant must obtain a State of Illinois Retailer's Liquor License in addition to the City of Oregon license. State applications are available from the Illinois Liquor Control Commission: 312.814.2206 | [www2.illinois.gov/ilcc/Pages/Home.aspx](http://www2.illinois.gov/ilcc/Pages/Home.aspx)

Class of license applied for (check all that apply):

<input type="checkbox"/>	Class A	Retail Sale on Premises Consumption	\$750.00
<input type="checkbox"/>	Class B	Retail Sale not for On Premises Consumption	\$350.00
<input type="checkbox"/>	Class C	Retail Sale - Bowling Alley	\$350.00
<input type="checkbox"/>	Class D	Retail Sale - Beer and Wine - Restaurant	\$400.00
<input type="checkbox"/>	Class E	Retail Sale - Club Members	\$350.00
<input type="checkbox"/>	Class A-1	Retail Sale - Sunday - On Premises	\$600.00
<input type="checkbox"/>	Class B-1	Retail Sale - Sunday - Not On Premises Consumption	\$450.00
<input type="checkbox"/>	Class C-1	Retail Sale - Sunday - Bowling Alley	\$600.00
<input type="checkbox"/>	Class D-1	Retail Sale - Sunday Beer and Wine Only	\$300.00
<input type="checkbox"/>	Class E-1	Retail Sale - Sunday - Club Members	\$450.00
<input type="checkbox"/>	Class F	Temporary License - Sale and tasting	\$100.00
<input type="checkbox"/>	Class G	Liquor Tasting	\$200.00
<input type="checkbox"/>	Class G-1	Liquor Tasting - Sunday	\$200.00
<input type="checkbox"/>	Other	One Day License for Festivals and Holiday Weekend	\$100.00

**Required Attachments:** Application will not be processed until the following are also submitted:

- ☐ Copy of State of Illinois Liquor License (City license will be granted first. Obtain and submit State license prior to service of alcoholic beverages and within 30 days of receipt of City license. Failure to do so may result in revocation of City license).
- ☐ Certificate of Dram Shop insurance coverage, including name and address of insurance company, in effect and providing coverage for a period of time that extends the full duration of the license.
- ☐ Copies of current food preparation licenses from any off-premises kitchens where food that may be served is prepared.
- ☐ Signed Affidavit (see page 5 of this application packet).
- ☐ Copy of proposed menu.
- ☐ Diagram of premises layout; dimensions of any bar or counter, lounge or waiting area, and general seating area.
- ☐ Copy of lease for premises, if applicable.
- ☐ Copy of Illinois Secretary of State's most recent certification of authority to do business as a corporation, e.g., Articles of Incorporation or Certificate of Good Standing (if applicable).
- ☐ Fingerprint cards
- ☐ Attachments required for Sections II, III, and XI (if applicable)



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### I. Applicant Information

- a. Full name: \_\_\_\_\_
- b. Applicant is: an individual ☐ a partnership ☐ a corporation ☐
- c. Name under which business is to be conducted: \_\_\_\_\_
- d. If name under which business is to be conducted differs from the name of the applicant, has name of business been registered in the Assumed Name Registry of the Ogle County Clerk's Office?  
Yes ☐ No ☐

### II. Licensed Premises Information

- a. Street address of licensed premises: \_\_\_\_\_
- b. Describe the nature of applicant's principal business conducted at licensed premises: \_\_\_\_\_
- c. State nature of applicant's interest in the premises for which this license is sought and attach documentation as necessary for information requested:
- Owner – Provide date acquired and Ogle County Recorder's document number for recorded deed: \_\_\_\_\_
  - Beneficiary – Provide name of trustee, date of acquisition by trust, and Ogle County Recorder's document number for recorded deed: \_\_\_\_\_
  - Lessee – Provide copy of lease.

### III. Qualification of Business and Suitability of Premises

[NOTE: If the answer to any of the following questions is "yes," use back of form to provide date(s) and full explanation. Attach additional pages if necessary.]

- a. Has any individual, organization, association, or agent thereof other than applicant paid or agreed to pay, whether directly or indirectly, for the license being sought? Yes ☐ No ☐
- b. Has any manufacturer, importing distributor, or distributor directly or indirectly paid or agreed to pay for this license, advanced money or anything of value, or any credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days), or is such person directly or indirectly interested in the ownership, conduct or operation of the place of business? Yes ☐ No ☐
- c. Is the applicant or any affiliate, associate, subsidiary or officer, or other agent directly engaged in the manufacture of alcoholic liquors? Yes ☐ No ☐  
If the answer is "yes," at what location or locations? \_\_\_\_\_
- d. Is the applicant engaged in the business of an importing distributor or distributor of alcoholic liquors? Yes ☐ No ☐
- e. Has the individual applicant, any partner, or any officer, manager, director, or 20% stockholder of the corporation ever been convicted of any gambling offense? Yes ☐ No ☐
- f. Has the individual applicant, any partner, or any officer, manager, director, or 20% shareholder even been issued a Federal Gaming Device Stamp or Federal Wagering Stamp? Yes ☐ No ☐
- g. Has the applicant ever had a previous liquor license revoked, suspended, or been fined for a liquor violation by a local government or by any state or subdivision thereof? Yes ☐ No ☐
- h. Has the applicant ever received any notices or citations of violations from the Illinois Liquor Control Commission? Yes ☐ No ☐
- i. Are you, or any other person with a direct interest in your place of business, an employee of Oregon or a public official or law enforcement official in the City of Oregon? Yes ☐ No ☐



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**IV. Additional Information**

- a. Location(s) where food will be prepared? \_\_\_\_\_
- b. Is applicant licensed as a food dispenser? \_\_\_\_\_
- c. Do you plan to have carry-out service? Yes ☐ No ☐
- d. Do you plan to have delivery service? Yes ☐ No ☐
- e. What is the seating capacity of any proposed bar or counter? \_\_\_\_\_
- f. What is the proposed seating capacity of the restaurant? \_\_\_\_\_
- g. Describe the methods and procedures the applicant proposes to use in billing customers and maintaining records of sales to customers at any bar, counter, shelf, or substitute thereof: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- h. Describe the reservation and seating practices the applicant proposes to use to ensure any liquor-only service is segregated from the remaining portion of the restaurant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Notice to Applicant:**

- The Local Liquor Control Commissioner may also require the applicant to submit to any examination and to produce any books, records, and information which, in the Commissioner's judgment, are material to the determination of whether the applicant is qualified to receive a license under Chapter 8.08 of the Oregon City Code, or whether the premises sought to be licensed are suitable for such purpose.
- In addition to the foregoing sections, the information in Sections V through XI is also required and to the extent possible, will be kept confidential.
- Failure to provide any required information will result in the non-issuance of the license.
- All persons who signed this application in Section IX, page 5, must also sign the Affidavit in Section X, page 5.





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**V. Applicant Information – Individual Applicant** (Applicant must also complete applicable portions of Section XI of this application. If applying as a corporation or partnership, skip this section).

- a. Full name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- b. Home address: \_\_\_\_\_
- c. State the name, address, and type of any business previously operated by applicant (use back of form if necessary): \_\_\_\_\_

**VI. Applicant Information – Corporations** (if applying as an individual or partnership, skip this section).

- a. Name of corporation: \_\_\_\_\_
- b. Principal Place of Business: \_\_\_\_\_
- c. Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- d. Date Incorporated: \_\_\_\_\_ State: \_\_\_\_\_
- e. Date most recent annual report was filed: \_\_\_\_\_
- f. Name of registered agent: \_\_\_\_\_
- g. Address of registered agent: \_\_\_\_\_
- h. Names and addresses of all officers and directors, and stockholders owning directly or beneficially, in the aggregate, more than 5% of the stock (all persons listed in the below table must also complete applicable portions of Section XI of this application):
- i. LLC Number: \_\_\_\_\_

NAME	ADDRESS	OFFICE	% OF STOCK HELD

**VII. Applicant Information – Partnership** (if applying as an individual or corporation, skip this section).

- a. Name of Partnership: \_\_\_\_\_
- b. Address of Partnership: \_\_\_\_\_
- c. Date Partnership was formed: \_\_\_\_\_
- d. Is Partnership registered in the Ogle County Clerk's Assumed Name Registry? Yes ☐ No ☐
- e. Names and addresses of all general partners and all limited partners owning more than 5% of the aggregate limited partner interest in the partnership (all persons listed in the below table must also complete applicable portions of Section XI of this application):

NAME	ADDRESS	% OF OWNERSHIP INTEREST

**VIII. Manager/Agent Information** – Complete this section if business will be conducted by a manager or agent. The manager/agent must also complete applicable portions of Section XI of this application.

- a. Full name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- b. Home address: \_\_\_\_\_



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**IX. Signatures**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by:

Individual Applicant

By: \_\_\_\_\_  
Applicant

Partnership (two general partners must sign)

By: \_\_\_\_\_  
Partner/Applicant

By: \_\_\_\_\_  
Partner/Applicant

Corporation

By: \_\_\_\_\_  
Applicant

**X. Affidavit of Applicant(s)**

State of Illinois )  
                              ) SS  
County of Ogle )

I/We the undersigned applicant(s), or authorized agent thereof, swear or affirm that: the matters stated in this application are true and correct; they are made upon my personal knowledge and information; they are made for the purpose of requesting the City of Oregon to issue the license herein applied for; the applicant is qualified and eligible to obtain the license applied for; and the applicant will not violate any of the laws of the City of Oregon, the State of Illinois, or the United States of America in the conduct of the place of business described herein.

Further, I/We agree to notify the City of Oregon within 30 days of changes in any of the information contained in this application.

\_\_\_\_\_  
Signature of Applicant(s)

Signed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**For Police Department Use Only:**

☐ License Recommended  
☐ License Not Recommended

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

**For Local Liquor Commissioner Use Only:**

☐ License Granted  
☐ License Denied

\_\_\_\_\_  
Local Liquor Commissioner

\_\_\_\_\_  
Date





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**XI. Required Personal Background and Qualification Information**

[NOTE: This section must be completed by each person named in Section V; Section VI-h; and Section VII-e.]

The Local Liquor Control Commissioner may require the fingerprinting of any person who is required to complete this section.

- a. Name: \_\_\_\_\_  
(Last / First / M.I.)
- b. Home address: \_\_\_\_\_  
(Number / Street / City / Zip)
- c. Years at this address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Phone (if different): \_\_\_\_\_
- d. Email address: \_\_\_\_\_
- e. Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_
- f. Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_
- g. Place of Birth: \_\_\_\_\_ Are you a citizen of the United States: Yes ☐ No ☐
- h. If a naturalized citizen, state date/place: \_\_\_\_\_
- i. Court in which (or law under which) naturalized: \_\_\_\_\_
- j. List present and/or most recent places of employment: \_\_\_\_\_  
\_\_\_\_\_

**k. Have you ever:**

(If the answer to any of the following is "yes," use back of sheet to provide date(s), offense(s), and explanation. Attach additional sheets as necessary).

1. Been convicted of any felony under any Federal or State Law? Yes ☐ No ☐
2. Been convicted of being a keeper of a house of ill fame; or of pandering or other crime or misdemeanor opposed to decency and morality? Yes ☐ No ☐
3. Been convicted of a violation of any Federal or State law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor? Yes ☐ No ☐
4. Forfeited bond to appear in court to answer charges for such violation? Yes ☐ No ☐

[Note: You are not obligated to disclose sealed or expunged records of conviction.]

- l. Do you hold any other business licenses? Yes ☐ No ☐  
Type(s): \_\_\_\_\_  
Location(s): \_\_\_\_\_  
Issuing Authority(ies): \_\_\_\_\_

- m. Has any license issued to you by State, Federal, or local authorities ever been revoked or suspended, or been the basis of a fine? Yes ☐ No ☐

[Note: If "yes," use back of form to provide date(s) and explain in full.]



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#### Authorization and Acknowledgement

I, the undersigned, do hereby swear or affirm that the information furnished by me in the above Section XI is true and correct to the best of my knowledge and belief. I am aware that any falsification makes me liable under penalty and can result in the denial of my application or revocation of any license issued as a consequence of my misstatements.

I understand and agree that all information furnished in this application may be verified and a background investigation conducted by the City or its authorized representative or agent, in conjunction with applicable law. I hereby authorize all individuals and organizations referred to in this application and any law enforcement organization to give to the City all information relative to such verification and background check. I also authorize the City to provide to each other, any and all information, whether oral or written, obtained by the City during the application and licensing process, including information obtained in the course of a background check. Except as required by applicable law, I waive any right I may have to notice from any individuals or organizations named or referred to in this application or law enforcement organization prior to the release of any information to the City. I hereby release such individuals, organizations, law enforcement organization and the City from any and all resulting liability for any claim or damage arising from the verification and background check process, except such claims which cannot be waived by law.

I have read or had read to me this acknowledgment and authorization and I understand, consent, and agree to it in full by my signature below.

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Signature

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Date





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## Appendix

### City of Oregon – Liquor License Classifications

Note: The classifications of licenses and number of available licenses in each classification are established in Chapter 8.08 of the City of Oregon Code. The applicant is advised to refer to Chapter 8.08 for detailed descriptions of license classification and for complete definitions of the terms used (such as restaurant, full-service grocery store, and retail sale). License fees are set pursuant to resolutions adopted by the City Council. Unless issued for a specific and limited period of time, all licenses expire on May 31 of each year.

**Class A - \$750.00 annually** Class A licenses shall authorize the retail sale, on the premises specified, of alcoholic liquor for consumption on the premises as well as other retail sales of such liquor. The annual fee for such license shall be as established by the city, payable in equal semiannual installments.

**Class A-1 - \$600.00 annually** Class A-1 Sunday licenses shall authorize the retail sale, on the premises specified, of alcoholic liquor for consumption on the premises between the hours of 12:00 noon and 11:00 p.m. on Sunday only. The annual fee for such license shall be as established by the city, payable in equal semiannual installments. In order to obtain a Class A-1 license, the applicant shall possess a current Class A license. Class A-1 Sunday license holders shall apply for a one-day license for festivals and holiday weekends with approval from the city council. The fee of such license shall be as established by the city, payable in advance for each occasion. Class A-1 licenses shall be governed in all other respects by the terms and conditions governing Class A licenses.

**Class B-1 - \$450.00 annually** Class B-1 Sunday licenses shall authorize the retail sale of alcoholic liquor between the hours of 12:00 noon and 11:00 p.m. on Sunday only, but not for consumption on the premises where sold. The annual fee for such license shall be as established by the city, payable in equal semiannual installments. In order to obtain a Class B-1 license, the applicant shall possess a current Class B license. Class B-1 Sunday license holders shall apply for a one-day license for festivals and holiday weekends with approval from the city council. The fee of such license shall be as established by the city, payable in advance for each occasion. Class B-1 licenses shall be governed in all other respects by the terms and conditions governing Class B licenses.

**Class C-1 - \$600.00 annually** Class C-1 Sunday licenses shall authorize the retail sale of alcoholic liquor in a bowling alley for consumption on the premises between the hours of 12:00 noon and 11:00 p.m. on Sunday only. The annual fee for such license shall be as established by the city, payable in equal semiannual installments. In order to obtain a Class C-1 license, the applicant shall hold a current Class C license. Class C-1 Sunday license holders shall apply for a one-day license for festivals and holiday weekends with approval from the city council. The fee of such license shall be as established by the city, payable in advance for each occasion. Class C-1 licenses shall be governed in all other respects by the terms and conditions governing Class C licenses.

**Class D-1 - \$300.00 annually** Class D-1 Sunday licenses shall authorize the retail sale of beer and wine only for a Class D license holder for consumption on the premises between the hours of 12:00 noon and 11:00 p.m. on Sunday only. The annual fee for such license shall be as established by the city, payable in equal semiannual installments. In order to obtain a Class D-1 license, the applicant must hold a current Class D license. Class D-1 Sunday license holders shall apply for a one-day license for festivals and holiday weekends with approval from the city council. The fee of such license shall be as established by the city, payable in advance for each occasion. Class D-1 licenses shall be governed in all other respects by the terms and conditions governing Class D licenses.

**Class E-1 - \$450.00 annually** Class E-1 Sunday licenses shall authorize the retail sale of alcoholic liquor by a club to its members for consumption on club premises only between the hours of 12:00 noon and 11:00 p.m. on Sunday only. The annual fee for such license shall be as established by the city, payable in equal semiannual installments. In order to obtain a Class E-1 license, the applicant shall hold a current Class E license. Class E-1 Sunday license holders shall apply for a one-day license for festivals and holiday weekends with approval from the city council. The fee of such license shall be as established by the city, payable in advance for each occasion. Class E-1 licenses shall be governed in all other respects by the terms and conditions governing Class E licenses.





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**Class B - \$350.00 annually** Class B licenses shall authorize the retail sale of alcoholic liquor, but not for consumption on the premises where sold. The annual fee for such license shall be as established by the city, payable in equal semiannual installments.

**Class C - \$350.00 annually** Class C licenses shall authorize the retail sale of alcoholic liquor in a bowling alley for consumption on the premises. The license holder must own and operate the bowling business and the major revenue source for the business must be line fees, bowling equipment rentals, pro-shop sales, food sales and league fees. The liquor sale or dispensing area shall be enclosed as a separate room into which no underage persons, as defined in this chapter, shall enter. The room shall be locked and no one shall be admitted or enter therein during restricted closing hours as defined in this chapter. The annual fee for such license shall be as established by the city, payable in equal semiannual installments.

**Class D - \$400.00 annually** Class D licenses shall authorize the retail sale, on the premises specified, of beer and wine only in a restaurant for consumption on the premises. The license holder must own and operate the restaurant and more than 80 percent of the restaurant's revenue must be generated from non-beer/wine sales. The annual fee for such license shall be as established by the city, payable in equal semiannual installments.

**Class E - \$350.00 annually** Class E licenses shall authorize the retail sale of alcoholic liquor by a club to its members for consumption on club premises only. The annual fee for such license shall be as established by the city, payable in equal semiannual installments.

**Class G and G-1 - \$200.00 annually** Class G liquor alcohol tasting shall be unlawful for any person to sell or offer for sale at retail any alcoholic liquor between 1:00 a.m. and 6:00 a.m. Monday through Saturday of each week, provided that no alcoholic liquor shall be offered for sale at retail in the city between the hours of 1:00 a.m. Sunday morning and 12:00 noon on Sunday. Class G-1 retail sales shall be between 12:00 noon to 11:00 p.m. on Sundays. Licenses shall authorize the licensees to sell at retail all alcoholic beverages by the drink for consumption on the premises only. All consumption shall be under the supervision of the license holder. Curb services or sale is prohibited. All other limitations and conditions as set forth in this Code shall apply to Class G and G-1 licenses. The location for such shall be within the city limits.

Prior to the issuance of a Class G and/or G-1 license, the proposed license holder shall provide evidence to the liquor commissioner and/or committee of dram shop liability insurance issued by a reputable insurance company doing business in the state in limits no less than required by 235 ILCS 5/6-21 and shall come upon approval, be filed in the office of the city clerk; also naming the city as an additional insured.

The liquor sale or dispensing area shall be which no underage persons, as defined in this chapter shall enter.

The annual fee for a Class G and Class G-1 licenses will be as established by the city, payable in equal semiannual installments.

There shall be in effect no more than five licenses at one time.

**One Day License for Festival and Holiday Weekends - \$100.00**