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## Instructions and Application for New Liquor License

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### *Instructions to Applicant:*

You may apply for a liquor license from the City of Highwood. Liquor licenses are not routinely granted. Therefore, please be thorough in filling out all required information as it will speed the decision by the Liquor Commission and the City Council as to the creation and granting of a liquor license. These instructions are provided as a courtesy by the City of Highwood. They are not a substitute for your own legal research or legal counsel. Copies of all applicable ordinances and application forms are available for inspection at the City of Highwood City Hall and online at [cityofhighwood.org](http://cityofhighwood.org). In addition to the liquor license, other licenses and permits may be required.

Further, you may require building permits, sign permits and approval by the Appearance Review Committee of any exterior signage or improvements. Please contact the city in this regard.

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### ***Liquor License Application Procedure***

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- A. The City of Highwood licenses a certain number of establishments by City Ordinance. Open licenses are not maintained. The Ordinance is amended to provide for only the number of licenses which have been approved for issuance. Application for approval must be made to the City of Highwood Liquor Commission. The Liquor Commission consists of the Mayor as Liquor Commissioner and his appointees. The Liquor Commissioner approves the license request, but the City Council must approve any amendment to the Ordinance regulating the number of licenses issued. In the event, it is anticipated that you will acquire a business which has a liquor license, you should note that the liquor license is not transferable. The individual holding the liquor license must surrender the liquor license to the Liquor Commissioner. This will make that particular liquor license available to the Liquor Commissioner for reissue, unless it is retired by Ordinance.
- B. The liquor license application should be completed with as much information as is available to be considered for a hearing. Hearings should be requested as soon as possible so the applicant has some type of preliminary approval prior to proceeding with costly renovation, building plans or other expenses. Liquor license applications must be **fully completed**, and all of the following applicable items submitted to be issued a license.
- 1) Completed business license application, if applicable.
  - 2) Certificate of Insurance.
  - 3) Assumed Name Certificate, if applicable.
  - 4) Business & liquor license fees.
  - 5) Copy of the lease or other document of title showing leaseholder or ownership interest in the premises at which the establishment is to be opened.
  - 6) Certified copies of Articles of Incorporation, if applicable.
  - 7) Certified copies of Articles of Organization for any LLC, if applicable.
  - 8) Operating Agreement for any Limited Liability Company, if applicable.
  - 9) Current Certificate of Good Standing for corporation or LLC, if applicable.
  - 10) Liquor license of prior holder, if applicable. In the alternative, a statement from the prior liquor license holder that he is immediately surrendering his liquor license.
  - 11) An initial application fee in the sum of \$500.00 must accompany the application.

*The Liquor Ordinance provides that a license will not be issued to a person who is not a resident of the City". If the applicant has not established actual residency within the City of Highwood this requirement may be met by forming a corporation or limited liability company with the registered agent and registered office being within the City of Highwood. The applicant must then submit a certificate of good standing and certified copies of the Articles of Incorporation or Articles of Organization with the application.*

- C. Upon receipt of an application the City Collector will forward the available information to the Chief of Police, and a routine background check on all partners and stockholders (owning more than 5% interest), managers, directors, officers, and agents is performed. The above individuals should also contact the Chief of Police to make arrangements for fingerprinting, as this is a requirement and is a time-consuming process. The fingerprint analysis is done by the State. Therefore, the applicant should promptly make arrangements to see that this is completed in order to expedite the liquor license procedure. Information on the above-mentioned parties must be submitted with the application or as soon as they become known to the applicant.
- D. The applicant should make arrangements with the Building, Health and Fire Inspectors to have the premises inspected to insure that they comply with all requirements of the Building, Health and Zoning Codes for operation of the premises.
- E. The City Collector will then schedule a hearing with the Liquor Commission. At the hearing, the applicant makes a brief presentation on the type of restaurant or store he plans to operate including its location, hours of operation, sample menu, anticipated number and ages of employees, any alcohol service training to be provided, and any other relevant information. The Commission members will then ask any questions they may have regarding the application, business, or owners. Hearings are generally informal and last approximately 15 - 20 minutes for routine requests. The Commission usually will then adjourn the meeting until receipt of the information from the Chief of Police regarding background checks and the results of the background investigation and approval from the Building Commissioner regarding the location and condition of the business premises.
- F. When all approvals have been received from the Chief of Police, Building, Health and Fire Inspector, the Liquor Commission will meet, if needed, to determine whether they recommend approval of the license and request an amendment from the City Council of the Liquor Control Ordinance. The applicant will continue to work with the City Collector and staff to ensure all required documentation is submitted. Status information on the receipt of this documentation is available by calling the City Collector at 847-432-1924.
- G. If required, the City Collector will schedule approval of an Ordinance amending the existing Ordinance to provide for an additional license at a regular meeting of the full City Council. **The applicant for a license should understand that the City Council meeting and approval are needed for a license to be issued, unless the applicant is informed in writing otherwise. Approval by the Liquor Commission does not guarantee approval of the Ordinance amendment. The applicant should not expend any funds or place any reliance on said approval until the Ordinance is passed by the City Council.**
- H. Upon approval of an Ordinance amending the Liquor Control Ordinance to allow a license, the Collector's Office will prepare the license for signature by the Mayor and City Clerk. Upon receipt of a Certificate of Occupancy from the Building Department, the fee will be calculated. The liquor and business license will then be issued upon payment.
- I. The entire application process takes approximately 6-8 weeks from submission of the original application to the City Collector to final approval to issue a license. This assumes that there are no objections from any parties involved in the approval and that the applicant and the premises fully comply with all required Ordinances. The timeframe may be delayed if documentation is not provided in a timely fashion, fingerprint results are not returned by the State Police, or a certificate of occupancy is delayed.



**APPLICATION FOR LIQUOR RETAILER’S LICENSE / ALCOHOL ON PREMISE LICENSE**

**PART 1**

CITY OF HIGHWOOD  
17 HIGHWOOD AVE - HIGHWOOD, IL 60040  
Phone 847.432.1924 / Fax 847.432.0735

- [www.cityofhighwood.org](http://www.cityofhighwood.org) -

**ALL LICENSES EXPIRE JUNE 30th FOLLOWING THEIR ISSUANCE  
SUBMIT WITH INITIAL \$500.00 APPLICATION FEE**

<b>Please note liquor license fees are as follows:</b>	<b>ANNUAL</b>	<b>INITIAL</b>
Class A: Restaurant or bar - full license	\$3,160	\$10,000
Class B: Restaurant or bar - full license with retail wine or beer.	\$3,500	\$10,000
Class C: Restaurant or bar - beer and wine only	\$ 1,465	\$2,500
Class D: Restaurant or bar - beer and wine only with retail wine or beer	\$1,875	\$3,000
Class E: Liquor store	\$3,160	\$10,000
Class F: Convenience store with liquor	\$3,160	\$10,000
Class G: Convenience store with beer and wine only	\$740	\$5,000
Class H: Grocery or retail store with liquor	\$7,000	\$10,000
Class I: Nonprofit	\$100	\$100
Class J: Catering	\$1,000	\$1,000
Class K: Special event (per day)	n/a	\$50
Class L: Beer and wine production and sampling	\$2,000	\$10,000
Class M: Craft Distiller	\$1,875	\$3,000
Class N: Craft Distilleries/Breweries	\$1,875	\$3,000
Initial Filing Fee	n/a	\$500
Late Filing Fee	\$50	n/a

1. Applicant’s full name: \_\_\_\_\_
2. Name under which business is to be conducted: \_\_\_\_\_
3. Place of business for which license is sought:
  - (A) Address: \_\_\_\_\_
  - (B) State principal kind of business: \_\_\_\_\_
  - (C) Description of business: \_\_\_\_\_
  - (D) Telephone number: \_\_\_\_\_
  - (E) E-mail address: \_\_\_\_\_
4. Class of liquor license applied for: \_\_\_\_\_

5. Does applicant seek a license to sell alcoholic liquor upon the premises as a restaurant?  
 **Yes**; or  **No**

If yes, are the premises:

(A) Maintained and held out to the public as a place where meals are actually and regularly served?  **Yes**; or  **No**

(B) Provided with adequate and sanitary kitchen and dining room equipment and capacity with sufficient employees to prepare, cook and serve suitable food?  **Yes or**  **No**

6. Does applicant own premises for which this license is sought?  **Yes or**  **No**

7. Does applicant lease the premises covering the full period for which the license is sought?  
 **Yes or**  **No**. If yes, please attach a copy of current lease.

8. Is the location of applicant's business for which license is sought within 100 feet, propertyline to property line, of any school, hospital, home for aged or indigent persons, or veterans, their wives or children, or any military or naval station, or 100 feet, building to building, from a church?  **Yes or**  **No**

If yes, please indicate such property:

(A) Name and Address: \_\_\_\_\_

(B) Type of property: \_\_\_\_\_

9. Is any law enforcing public official, Mayor or Alder person directly or indirectly interested in the business for which this license is sought?  **Yes or**  **No**

10. 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 or**  **No**

11. Is the applicant or any affiliate, associate, subsidiary, officer, director or other agent engaged in the manufacture of alcoholic liquors?  **Yes or**  **No**

If yes, at what location or locations? \_\_\_\_\_

12. Is the applicant engaged in the business of an importing distributor or distributor of alcoholic liquors?  **Yes or**  **No**

If yes, at what location or locations? \_\_\_\_\_

13. Will the business be conducted by a site manager, assistant manager, or agent?  
 **Yes or**  **No**

**Each site manager is required to complete Part 2 of this Application.**

14. Has the applicant applied or does the applicant hold a current Highwood Business License for the premises?  **Yes or**  **No**

15. Does the applicant hold any other current business licenses or liquor licenses issued by the City?  
 **Yes or**  **No**

If yes, please list the business, the address of the licensed premises, and dates license was held

or if presently held.

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Held: \_\_\_\_\_

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AFFIDAVIT

STATE OF ILLINOIS        )  
                                  ) SS  
COUNTY OF LAKE        )

I swear (or affirm) that I will not violate any of the ordinances of the City of Highwood or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct.

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

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

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

\_\_\_\_\_  
(Signature of Notary Public)

**APPLICATION FOR LIQUOR RETAILER'S LICENSE / ALCOHOL ON PREMISE LICENSE**

**PART 2 – Individual Owner Applicant and Site Manager(s)**

One application shall be completed for each owner, manager and each person responsible for the service or sale of beer, wine and liquor or other alcoholic spirits at the licensed premises.

1. Name: \_\_\_\_\_  
*(Last, First, Middle Initial)*
  
2. Title: \_\_\_\_\_
  
3. Application For:  Owner or  Site Manager
  
4. Date of birth: \_\_\_\_\_  
*(Month/Day/Year)*
  
5. Residence address: \_\_\_\_\_  
*(Number and street, City, State and Zip Code)*
  
6. How long have you lived at your present address? \_\_\_\_\_
  
7. Telephone number: \_\_\_\_\_
  
8. Cell phone number: \_\_\_\_\_
  
9. Place of birth: \_\_\_\_\_
  
10. Are you a citizen of the United States?  **Yes** or  **No**  
  
If a naturalized citizen, when were you naturalized? \_\_\_\_\_ *(Month/Day/Year)*  
Where were you naturalized? \_\_\_\_\_ *(City and State)*  
Federal Court in which (or law under which) naturalized?  
\_\_\_\_\_  
  
If not a citizen of the United States, please attach a copy of your Permanent Resident card. Attached?  **Yes** or  **No**
  
11. Social Security # \_\_\_\_\_
  
12. Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_
  
13. Have you ever been convicted of any felony under any Federal or State law?  
 **Yes** or  **No**  
  
If yes, give date and state offense: \_\_\_\_\_

14. Have you ever been convicted of (1) being the keeper of a house of prostitution, (2) pandering, (3) any other crime or misdemeanor opposed to decency and morality, (4) an offense concerning the manufacture, possession or sale of alcoholic liquor, or (5) a gambling offense?

**Yes** or  **No**

If yes, give date and state offense: \_\_\_\_\_

15. Has a bond forfeiture ever been entered against you for any of the violations mentioned above?  **Yes** or  **No**

If yes, give date and disposition: \_\_\_\_\_

16. Have you made application for other similar license for premises other than described in this application?  **Yes** or  **No**

If yes, give date, location of premises and disposition of application:

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

17. Has any license previously issued to you by State, Federal or local authorities been revoked, suspended or fined?  **Yes** or  **No**

If yes, state reasons therefore and date(s): \_\_\_\_\_

18. Past Employment - Please list most recent employment first.

a. Place: \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Phone: \_\_\_\_\_

d. Type of Work: \_\_\_\_\_

e. Immediate Supervisor: \_\_\_\_\_

a. Place: \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Phone: \_\_\_\_\_

d. Type of Work: \_\_\_\_\_

e. Immediate Supervisor: \_\_\_\_\_

a. Place: \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Phone: \_\_\_\_\_

d. Type of Work: \_\_\_\_\_

e. Immediate Supervisor: \_\_\_\_\_

19. Except for the names and addresses of corporate officials of bona fide lending institutions, list the name and address of any person or persons, the name and address of any trust and any of said trust's officers, and the name and address of any corporation and the name and address of any officer thereof:

a. Who have advanced money, loans or credit to the applicant for business or personal purposes, during the two past two years:

\_\_\_\_\_

b. Who have advanced money, loans or credit to the applicant for the financing of this business for which a liquor license is sought:

\_\_\_\_\_

c. Who have offered or promised to advance money, loans or credit to the applicant for the financing of this business for which a liquor license is sought:

\_\_\_\_\_

d. From whom the applicant intends to accept money, loans or credit for the financing of this business for which a liquor license is sought:

\_\_\_\_\_

e. Who co-signed or acted as surety for the applicant for personal or business reasons during the two years past:

\_\_\_\_\_

f. Who has any business interest of any kind, including loans, securities or contracts, overt or covert, with the applicant connected with the venture sought to be initiated by the issuance of the license sought by the applicant:

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AFFIDAVIT

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF LAKE            )

I swear (or affirm) that I will not violate any of the ordinances of the City of Highwood or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct.

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

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

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

\_\_\_\_\_  
(Signature of Notary Public)

# APPLICATION FOR LIQUOR RETAILER'S LICENSE / ALCOHOL ON PREMISE

## PART 3 – Co-Partnership / LLC / Corporate Applicant

One application shall be completed for each party holding a 5% or greater ownership interest in the place of business, partnership, LLC, or corporation.

1. Corporation/LLC/Partnership Name: \_\_\_\_\_

**Please attach a certified copy of the articles of incorporation**

2. Business

Name: \_\_\_\_\_

3. Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. What is your percentage of ownership in the company?

\_\_\_\_\_

5. Name: \_\_\_\_\_

6. Date of birth: \_\_\_\_\_  
(Month/Day/Year)

7. Residence address: \_\_\_\_\_  
(Number, street, city, state, zip)

8. Telephone number: \_\_\_\_\_

9. Cell phone number: \_\_\_\_\_

10. Place of birth: \_\_\_\_\_

11. Social Security Number: \_\_\_\_\_

12. Drivers License Number: \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

13. Are you a citizen of the United States?  **Yes** or  **No**

If a naturalized citizen, when were you naturalized? \_\_\_\_\_ (Month/Day/Year)

Where were you naturalized? \_\_\_\_\_ (City and State)

Federal Court in which (or law under which) naturalized?

\_\_\_\_\_

If not a citizen of the United States, please attach a copy of your Permanent Resident card. Attached?  **Yes** or  **No**

14. Have you ever been convicted of any felony under any Federal or State law?  **Yes** or  **No**

If yes, give date and state offense: \_\_\_\_\_

15. Have you ever been convicted of (1) being the keeper of a house of prostitution, (2) pandering, (3) any other crime or misdemeanor opposed to decency and morality, (4) an offense concerning the manufacture, possession, or sale of alcoholic liquor, or (5) a gambling offense?  **Yes** or  **No**

If yes, give date and state offense: \_\_\_\_\_

16. Has a bond forfeiture ever been entered against you for any of the violations mentioned in 16(G) above?  **Yes** or  **No**

If yes, give date and disposition: \_\_\_\_\_

17. Have you made application for other similar license for premises other than described in this application?  **Yes** or  **No**

If yes, give date, location of premises and disposition of application: \_\_\_\_\_

\_\_\_\_\_

18. Has any license previously issued to you by State, Federal or local authorities been revoked, suspended or fined?  **Yes** or  **No**

If yes, state reasons therefore and date(s): \_\_\_\_\_

\_\_\_\_\_  
AFFIDAVIT

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF LAKE        )

I swear (or affirm) that I will not violate any of the ordinances of the City of Highwood or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct.

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

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

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

\_\_\_\_\_  
(Signature of Notary Public)