



# City of Sebastopol

## Alcohol Use Permit – Application Supplement

**Purpose:** This application supplement applies to any establishment that serves alcoholic beverages.

**Please answer yes or no to the following questions:**

1. The premises contain a kitchen or food-serving area in which a variety of food is prepared and cooked on the premises. Y  N
2. The primary use of the premises is for sit-down service to patrons, and the establishment is not a drive-up, drive-through, or fast-food restaurant. Y  N
3. The establishment serves food to patrons during all hours the establishment is open for customers. Y  N
4. The establishment only serves alcohol in a dining area and not in an alcohol serving area that is separate from the dining area. Y  N
5. Adequate seating arrangements for sit-down patrons are provided on the premises, not to exceed a seating capacity of 50 persons. Y  N
6. Any take-out service is only incidental to the primary sit-down use and does not include the sale or dispensing for consideration of alcoholic beverage or beer or wine.  
Y  N
7. No alcoholic beverages or beer or wine are sold or dispensed for consumption beyond the premises. Y  N
8. No dancing or live entertainment is permitted on the premises except with approval by the Chief of Police and Planning Director, who may impose conditions controlling such activities. Y  N
9. An employee alcohol awareness training program and security plan is approved by the Chief of Police. (Ord. 1116 § 7, 2018; Ord. 1111, 2018)

**If yes to all of above and you're applying for an establishment with 50 or Less seats you are eligible for an Administrative Alcohol Permit:** The following information shall be provided to the Planning Department for an application to be deemed complete:

**Master Planning Application Form**

- Completed and signed by the applicant *and* property owner.

**Written Statement:** *The written statement shall include the following information:*

- *Description of Business*
- *Food Service:* Please describe the type of food served at the establishment.
- *Type of ABC License*
- *Time of Operation:* Describe the days and times that the establishment will operate.
- *Employee Training for Alcoholic Beverage Service:* Describe all alcohol service training that will be provided for employees.
- *Operational Security Measures:* Describe security measures that will be implemented to ensure the safety of establishment employees and patrons.
- *Entertainment Features:* Describe all entertainment features of the establishment. These may include but are not limited to live music, amplified music, dancing, bar games, and video games.

- Fee**
    - As defined on the Planning Department fee schedule. Checks should be made payable to the City of Sebastopol.
  - Site Photographs**
    - Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. Digital photos on a CD are acceptable.
  - Location Map**
    - Indicate the subject parcel(s) and adjacent streets on an 8½” by 11” map.
  - Floor Plan**
    - Dimensioned floor plans that shows the number of seats within the establishment, serving areas, any bars, kitchen, restrooms, storage areas, etc. The floor plan shall also show physical barriers that separate establishment patrons and the general public, if the establishment will have an outdoor dining area, as required by the Department of Alcoholic Beverage Control.
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**If yes to all of above and you're applying for an establishment with Over 50 seats:** The following information shall be provided to the Planning Department in addition to the items listed on the *Use Permit Application Checklist* for an application to be deemed complete:

- Master Planning Application Form**
  - Completed and signed by the applicant *and* property owner.
- Written Statement:** *The written statement shall include the following information:*
  - *Description of Business*
  - *Food Service:* Please describe the type of food served at the establishment.
  - *Type of ABC License*
  - *Time of Operation:* Describe the days and times that the establishment will operate.
  - *Employee Training for Alcoholic Beverage Service:* Describe all alcohol service training that will be provided for employees.
  - *Operational Security Measures:* Describe security measures that will be implemented to ensure the safety of establishment employees and patrons.
  - *Entertainment Features:* Describe all entertainment features of the establishment. These may include but are not limited to live music, amplified music, dancing, bar games, and video games.
- Deposit**
  - As defined on the Planning Department fee schedule. Checks should be made payable to the City of Sebastopol.
- Site Photographs**
  - Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. Digital photos on a CD are acceptable.
- Location Map**
  - Indicate the subject parcel(s) and adjacent streets on an 8½” by 11” map.
- Floor Plan**
  - Dimensioned floor plans that shows the number of seats within the establishment, serving areas, any bars, kitchen, restrooms, storage areas, etc. The floor plan shall also show physical barriers that separate establishment patrons and the general public, if the establishment will have an outdoor dining area, as required by the Department of Alcoholic Beverage Control.