

Checklist for Promotional Association Entertainment District Special License

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

A *promotional association* is defined as being an association incorporated in the state in which it is organized or authorized by one or more property owners **located within the downtown economic entertainment district** who own or otherwise control not less than 100,000 square feet of premises designed, constructed and available for lease for bars, night clubs, restaurants and other entertainment venues for the purpose of organizing and promoting activities within the downtown economic entertainment district.

For purposes of determining ownership or control per **section 10-134(b)(5)(a)** of the Code of Ordinances of the City of Kansas City, Missouri, the square footage of premises used for residential, office, retail (other than bars, night clubs, restaurants and other entertainment venues), parking facilities and hotels within the downtown economic entertainment district shall not be used in the calculation of square footage.

The following requirements will be completed by the investigator working on your case

Investigator requirement – Check the promotional association sub-zone in which the license will be located:

_____ *Downtown Power & Light District sub-zone* – bounded by the Missouri River on the north, by I-70 to I-35 at Holmes Street to I-670 on the south, Troost Avenue on the east and Broadway Street on the west

_____ *Performing arts sub-zone* – bounded by Ninth Street on the north, 18th Street on the south, Broadway Street on the west and Troost Avenue on the east

_____ *Crossroads sub-zone* – bounded by I-70 to I-35 at Holmes Street to I-670 on the north, Troost Avenue on the east, the KC Terminal Railway tracks on the south and Broadway Street on the west

_____ *18th and Vine sub-zone* – bounded by Truman Road on the north, Woodland Avenue on the east, 19th Street on the south and Paseo Boulevard on the west

_____ *Liberty Union Crown sub-zone* – bounded by 27th Street on the south, 20th Street on north, Cherry Street on the east and Broadway on the west

_____ *Historical Union Hill sub-zone* – bounded by Linwood Avenue on the south, 27th Street on the north, Cherry Street on the east and Broadway Street on the west

_____ **Investigator requirement** – Address verification through the database confirming there is not an existing liquor license at this proposed address. **Complete Within 24 hours of receiving the case**

_____ **Investigator requirement** – *Sunday Checklist*

_____ **Investigator requirement** – *Extended Hours Checklist*

_____ **Investigator requirement** – *Conditions of License Checklist* completed to verify if conditions will have to be listed on the liquor license.

_____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Fire Marshal's office asking if they have any objection to a liquor license being issued at the location – *Form email on server. Section 10-162(a)(13)*

_____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Health Department asking if they have any objection to a liquor license being issued at the location – *Form email on server. Section 10-162(a)(13)*

_____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

_____ **Investigator requirement** – Before submitting the case for final approval, *except for the application, any drivers’ licenses, and schedules P’s*, upload all documents into the software system for digital record keeping. Upload the application once it has been signed and approved/disapproved by management.

_____ **Investigator requirement** – *After the case has been granted final approval*, upload all schedule P’s and/or drivers licenses to the server in the file titled “Drivers Licenses & Schedule P’s” (titled: last name first and document name such as “Kent, Clark – Schedule P”). Shred paper documents once this has been done.

All of the following information must be submitted by the applicant

Have Need

_____ _____ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500

Have Need

_____ _____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<https://www.kcmo.gov/home/showpublisheddocument/9255/638031503070300000>)

Have Need

_____ _____ \$250 application fee – **check or money order made out to the city treasurer**

Have Need

_____ _____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor** OR **submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer

Have Need

_____ _____ Two recent photographs of the front of the premises to be licensed

Have Need

_____ _____ A \$25.50 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) has resided. This will include the *managing officer* and anyone who owns **10 percent or more** of the stock in the business or owns **10 percent or more** of the business. An applicant may ask the director to conduct the criminal background investigation or the applicant may choose a licensed background investigation company, approved by the director, to conduct the investigation – **Section 10-162(b)**

Have Need

_____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **Regulated Industries Form** (<https://www.kcmo.gov/home/showpublisheddocument/8217/637836312799570000>)

Have Need

_____ _____ A diagram of the premises including the total number of **square feet** in the building, total **square feet** for all outdoor seating areas and the **number of floors** involved.

Have Need

_____ _____ **LLC only** – a copy of the **operating agreement** listing the members and managers of the LLC **Corporation only** – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held or the **Articles of Incorporation** **Partnership only** – a copy of the **partnership agreement** (limited partnership requires partnership appointment of the managing partner) – the managing partner must be noted on the application

Have Need

_____ _____ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

Have Need

___ ___ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

Have Need

___ ___ Managing officer appointment form (managing officer must reside in Missouri) – **Regulated Industries Form** (<https://www.kcmo.gov/home/showpublisheddocument/9329/638033104901800000>)

Have Need

___ ___ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business

Have Need

___ ___ A copy of the managing officer's driver's license – **must be a Missouri resident and U.S. citizen**

Have Need

___ ___ A **schedule P form** must be filled out for the *managing officer* and *anyone* who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (**Section 10-181 & 10-185**) (<https://www.kcmo.gov/home/showpublisheddocument/8215/637836312122030000>)

Have Need

___ ___ Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

___ ___ A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.

Have Need

___ ___ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – 8800 E. 63rd Street, Suite 180, Raytown, MO 64133, (816) 743-8888

9-19-2024