

**PROCEDURE FOR APPLYING TO THE MADISON COUNTY COMMISSION FOR
APPROVAL OF AN OFF-PREMISES RETAIL LIQUOR AND/OR WINE LICENSE
APPLICATION**

1. Submit to the State of Alabama Alcoholic Beverage Control (“ABC”) an Application for OFF-PREMISES Retail Liquor and/or Wine License (the “License”). Information is available at www.alabcboard.gov. The ABC will provide your completed ABC Application to the Madison County Commission.
2. Contact the Madison County Inspection Department (256-746-2950) to schedule an inspection of the premises for which the License is sought. Provide inspection form with signatures when inspection is complete and deemed “satisfactory” on all applicable items.
3. Submit the following to the Madison County Administrator, 100 Northside Square, Suite 700, Huntsville, Alabama 35801:
 - a. A completed Application for Approval of Off-Premises Retail Liquor License (the “Application”), together with all requested attachments. The form Application is attached hereto and labeled “Form1.”
 - b. A completed Report of Ownership Form attached hereto and labeled “Form 2.”
 - c. A check payable to the “Madison County Commission” in the amount of \$100.
 - d. A “Madison County Sales Tax Department Certificate of Compliance” for the taxpaying entity (or entities) for which the alcohol license is sought. This document can be obtained by contacting the Madison County Sales Tax Department Director at 256-532- 3563. The certificate is valid for 60 days from the date of issuance and must be valid on the given date of Madison County Commission Meeting for which the applicant is to be considered.
 - e. The County Administrator, or his designee, may contact you to request additional information to assist in the consideration of the Application.
4. Upon review for completion of steps 1-3 per above, the Madison County Administrator, or his designee, will determine and communicate the date of the Commission meeting at which the Application will be considered by the Madison County Commission (the “Meeting”)
5. Once meeting date is set, obtain from the County Administrator, or his designee, a list of the owners of all properties located within 500 feet of the outer boundary of the property on which the License is sought (EXHIBIT A) and instructions for return.

6. Provide written notice (FORM 3 ATTACHMENT 2) to the owners listed in EXHIBIT A showing that an application has been submitted to the Madison County Commission and the date of the Meeting at which the Application will be considered. The notice is to be delivered to the mailing address listed in EXHIBIT A either by certified mail with return receipt or by hand delivery.
 - a. If notifying by certified mail with return receipt, attach CERTIFIED MAIL RECEIPT, and CERTIFIED MAIL RETURN RECEIPT to corresponding notice (FORM 3 ATTACHMENT 2)
 - b. If notifying by hand delivery, recipient is to sign and date the notice (FORM 3 ATTACHMENT 2), you are to return a copy of signed/dated notice to Madison County Commission.
 - c. The written notices must be received by the property owners not less than ten (10) days before the date of the Meeting at which the Application will be considered. If an owner to be noticed is a corporation or any other entity with a registered agent listed with the Alabama Secretary of State, the notice must be sent to the registered agent.

7. Not less than seven (7) days before the date of the Meeting deliver to the Madison County Administrator the completed Affidavit (FORM 3) with attachments as described in steps 5 & 6.

If your application is approved at the Meeting, Madison County Commission will provide approval letter to
STATE OF ALABAMA ALCOHOL BEVERAGE CONTROL BOARD

Any questions regarding the Madison County Commission's approval of retail liquor and/or wine license applications should be addressed to:

Kevin Jones
County Administrator
Madison County Commission
100 Northside Square, Suite 700
Huntsville, Alabama 35801
256.532.3492