

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

1. Submit to the State of Alabama Alcoholic Beverage Control (“ABC”) an Application for On-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 On-Premises Retail Liquor License (the “Application”), together with all requested attachments. The Application is attached hereto and labeled “Form 1.”
 - b. A completed Report of Ownership Form attached hereto and labeled “FORM 2.”
 - c. A check or money order, 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 must be valid on the given date of Madison County Commission Meeting for which the applicant is to be considered.

The County Administrator, or his designee, may contact you to request additional information to assist in the consideration of the Application.

4. Upon review of steps 1-3, the Madison County Administrator, or his designee, will determine and communicate the date of the public hearing (“the hearing”) to receive public comment from interest parties regarding the application.
5. At least 30 days prior to public hearing, the Madison County Commission will provide applicant a list of names and addresses of the owners of property (EXHIBIT A) located within 500 feet of the applicant’s premises, and a form notice (FORM 3 ATT 2) describing the application, the public hearing, and approval process. Please note the approval meeting date will be determined at the hearing.

6. Applicant is to provide proof of mailing showing notices were mailed (CERTIFIED MAIL) at least 20 days prior to scheduled public hearing.
7. Not less than seven (7) days before the date of the public hearing, deliver to the Madison County Administrator the completed Affidavit (FORM 3) with attachments as described in steps 5 & 6.
8. If your application is approved, you will be required to provide a minimum \$8,000 liquor bond, letter of credit or some other surety in a form satisfactory to the County Administrator, executed by a surety company authorized to do business in Alabama and Huntsville, a form of which is attached and labeled FORM 4.
9. If your application is approved, you will be required to show proof of, and in full force and effect at all times, liability insurance coverage, including DRAM SHOP coverage, in an amount not less than One Million Dollars. (\$1,000,000.00). "Certificate Holder" on the Certificate of Liability provided to Madison County should be listed as.

Madison County, Alabama
Madison County Commission
100 Northside Square
Huntsville, AL 35801
10. If your application is approved, a \$1200 annual license fee is due to the MADISON COUNTY COMMISSION, a form will be provided to you.
11. Upon completion of steps 8-10, Madison County Commission will provide approval letter to STATE OF ALABAMA ALCOHOL BEVERAGE CONTROL BOARD and will issue MADISON COUNTY, ALABAMA LICENSE CERTIFICATE to be displayed adjacent to the License issued by the Alabama Beverage Control Board during the period for which it permits the sale of liquor.
12. Once approved, a monthly LIQUOR PRIVILEGE LICENSE FEE and subsequent annual LIQUOR PRIVILEGE/LICENSE FEE will be collected by MADISON COUNTY SALES TAX DEPARTMENT, including proof of insurance documents as described in STEP 9. Questions regarding these forms can be directed to Sales Tax Director Kevin Caputo @ 256-532- 3563.

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