

## Outdoor Areas for Liquor Establishments

Thank you for your interest in expanding your licensed premises to include an outdoor area.

A liquor license may be issued only for a space that is compact and contiguous.

The area must be included as part of the licensed premises on the applicant's liquor license application in the section that describes the licensed premises and must be covered by liquor liability insurance.

The area must be secured and have controlled access. Storage of alcoholic beverages is not allowed on the attached deck or patio.

Submit a copy of your site plan showing the following:

- Property lines
- Road or Right-of-Way
- Easements, if any
- Location and dimension of existing structures
- Location and dimension of proposed outdoor area
- Distances to property lines and structures
- Distances to property lines and proposed outdoor area
- Location of road access or driveway, including alley
- Location of existing well, if any
- Location of on-site sewage treatment system, if any
- Elevation views showing proposed materials.

After all submittals are received and deemed complete, your application and site plan will be reviewed by City staff and if necessary other city commissions with final approval by the City Council.

After approval by the City Council, the next step in the process is to apply for the necessary permits (i.e., building, fence).

Once the final inspection has been conducted, you will need to provide a certificate of liquor liability covering the area. Following receipt of the certificate of insurance, a new liquor license will be mailed to include the approved area.

The entire process may take 60-75 days to complete.

If you have any questions, please contact the City Clerk at (651) 459-9785.

Sincerely,

Sharon Ornquist  
City Clerk

City of St. Paul Park
Application for Review of Site Plan
Outdoor area for liquor establishments

Table with 7 columns: Number, Street, Property ID Number, Part of Lot, Lot, Block, Sub-division

Name of Applicant: \_\_\_\_\_ Licensed Establishment: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Name
Address
Primary Phone: \_\_\_\_\_

Describe proposed outdoor area: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Construction data:
Setbacks: Front \_\_\_\_\_ Square Feet \_\_\_\_\_
Right Side \_\_\_\_\_ Structure Height \_\_\_\_\_
Left Side \_\_\_\_\_
Rear Side \_\_\_\_\_

Attach one (1) copy of site plan and construction plan

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

NOTICE: This is an application only. Permit(s) will be required after Council approval of site plan.

OFFICE USE ONLY

ZONING ADMINISTRATOR REVIEW

Site plan meets the compact and contiguous requirement [ ] Yes [ ] No
Proposed area is secured and has controlled access [ ] Yes [ ] No

Comments: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Date Approved \_\_\_\_\_

PUBLIC SAFETY COMMISSION REVIEW

Comments: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Date Approved: \_\_\_\_\_

CITY COUNCIL REVIEW

Comments: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Date Approved \_\_\_\_\_