



CITY CLERK DEPARTMENT

Division of City Clerk

2101 O'Neil Avenue, Room 101

(307) 637-6346

www.cheyennecity.org

TO: NEW LIQUOR LICENSE APPLICANTS

The following items are required by the City Clerk in order to process a liquor license application:

- _____ One complete liquor license application with original signatures signed before a notary public. The Liquor Division requires two or more officers or directors sign and verify the application, unless stated otherwise (i.e. If there is only one shareholder and no directors/officers in a corporation, then that one individual may sign and verify the application).
- _____ Brief legal description of proposed site of business
- _____ Financial statement (must be in applicant's name(s)) indicating the financial condition and stability of the applicant.
- _____ Property lease agreement, if applicable; if property is being purchased, written documentation of intent to purchase. The agreement/documentation must contain approval that alcoholic or malt beverages may be sold on the premises. Lease should extend through yearly licensed period of April 1 through March 31.
- _____ Suitable floor plan of the premises to be licensed (Submit plan in no larger than 11"x 17" format)
 - _____ If the application is for a restaurant liquor license, a physical description of the proposed dispensing room must also be provided (example: Dispensing room located in southwest corner of the building, approximately 10'x20')
 - _____ If alcohol services will involve a package store and/or drive-up environment, a physical description of the proposed dispensing/sales room must also be provided.
- _____ If applying for a restaurant or bar and grill liquor license, a copy of current and valid State of Wyoming Food Service Permit or proof of application filing prior to issuance of license. This is available through City/County Environmental Health Unit, 100 Central Ave., Cheyenne, WY.
- _____ If applying for a restaurant or bar & grill liquor license, please provide a menu.
- _____ A cover letter of introduction addressed to the Mayor and members of City Council (2101 O'Neil Avenue, Cheyenne, WY 82001).
- _____ Affidavit/Authorization signed by all officers, directors, and any shareholders holding 10% or more (either jointly or severally) of the outstanding and issued capitol stock, as well as those filing as an individual.
- _____ If filing as a corporation, limited liability company, limited liability partnership or limited partnership, proof of filing to do business in Wyoming from Secretary of State's Office.
- _____ Written information on proposed alcohol training program pursuant to City Code Chapter 5.12 requirements

_____ Payment of Notice of Application and Public Hearing publication fee in the amount of \$100.00 (checks should be payable to Cheyenne City Treasurer) (license application fee and publication fee may be made as one payment).

_____ Payment of application fee (checks should be payable to Cheyenne City Treasurer).

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| - Resort Liquor License | \$ 1,500.00 |
| - Retail Liquor License | \$ 1,500.00 |
| - Bar and Grill Liquor License | \$10,500.00 |
| - Restaurant Liquor License | \$ 1,050.00 |
| - Limited Retail Liquor License | \$ 625.00 |
| - Microbrewery or Winery Permit | \$ 500.00* |
| - Satellite Winery Permit | \$ 100.00 |
| - Satellite Manufacturer's Permit | \$ 100.00 |
| - Special Malt Beverage Permit | \$ 1,500.00 |
| - Transfer of Ownership/Location | \$ 100.00** |

*When dual holding of a microbrewery or winery permit with a retail, restaurant, resort or bar and grill liquor license exists, no additional fee other than the retail, restaurant, resort of bar and grill license fee is assessed.

** Transfer of ownership and/or location for certain types of licenses and permits is not allowed.

NOTE: IF APPLICANT IS REQUESTING A TRANSFER OF OWNERSHIP OR LOCATION OF A CURRENT LICENSE, THE FOLLOWING IS ALSO REQUIRED:

_____ Proof of any liens, UCC filings or other documents reflecting any security interest in the license.

_____ Letter from current license holder requesting transfer approval from governing body and reason for request.

_____ Please be aware if you are requesting a transfer of ownership and you plan to change the trade name of the business, you may need to meet compliance requirements of the City Sign Ordinance. You will need to check with the Development/Zoning office at 637-6282.

ZONING REQUIREMENTS:

_____ If you are adding a liquor sales/service operation (or, if applicable, an additional dispensing room) to an existing building there may be zoning requirements that need to be addressed. Please check with the Development/Zoning office at 637-6282.

_____ If you are applying for a microbrewery or winery permit or satellite manufacturer's permit and will be manufacturing the product on the premises, there are more specific zoning requirements that may be involved. Please check with the Development/Zoning office at 637-6282, Environmental Health at 633-4087 and the Wyoming Liquor Division at 777-7231.

Once the application and all supporting documentation have been received and reviewed, a legal notice will be published in a newspaper of local circulation once a week for two consecutive weeks. The City Clerk's office will notify the applicant when the public hearing, committee meeting, and City Council meeting will be held. Inspections by various City/County offices will be scheduled through the City Clerk prior to issuance of a new or transferred license.

Approval of liquor applications require a majority vote by those members of the governing body present at official City Council meetings. The City Clerk will provide staff reports at Council Committee meetings but it is the applicant's responsibility, or representative, to attend applicable meetings and provide information affiliated with their application.