

**Newton County Development Services Department**  
**On-Premise Consumption License Application**  
**678-625-1659**

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The following application forms are pursuant to Chapter 32, Section 32-201 of Division II (Alcoholic Beverage Ordinance) of the Code of Newton County. All required information must be submitted before an application will be accepted.

**You must schedule a pre-application meeting with the Development Services Department prior to submitting an application. Please call 678-625-1659 to schedule the meeting.**

*Please note that where the applicant is a partnership or corporation, these provisions shall apply to all its partners (if they own at least 20 percent of the partnership), officers, managers and the majority stockholder. Applicable forms must be submitted for all entities/individuals to whom these provisions apply. Partners, officers, managers and majority stockholders only need to fill out items 1 through 10 on Page 1, Page 7 and Page 8.*

Required Information

Applying for ( ) Beer and Wine ( ) Beer and Wine and Distilled Spirits

- (1) Applicant's Name (first, middle, last): \_\_\_\_\_
- (2) Previous/Maiden Names: \_\_\_\_\_
- (3) Business Name: \_\_\_\_\_
- (4) Business Address: \_\_\_\_\_
- (5) Business Phone Number: \_\_\_\_\_ Applicant's Phone Number: \_\_\_\_\_
- (6) Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_
- (7) Applicant's Home Address: \_\_\_\_\_
- (8) If application is on behalf of a partnership, attach additional pages with above information for all partners. Check here if additional pages are attached ( ).
- (9) If application is on behalf of a corporation, attach additional pages with names and addresses of officers, registered agent, manager and any shareholders holding more than 20% of any class of corporate stock. Check here if additional pages are attached ( ).
- (10) If other entities have a financial interest in any entity which is to own or operate the establishment, attach additional pages with names and addresses of such entities. Check here if additional pages are attached ( ).
- (11) Property Owner Name: \_\_\_\_\_
- (12) Property Owner Address: \_\_\_\_\_
- (13) Description of Proposed Business: \_\_\_\_\_
- (14) Applicant must certify that they have read the Ordinance, agree to its requirements, shall maintain a copy on the premises at all times and shall require each and every employee to be familiar with the requirements contained therein by initialing here: \_\_\_\_\_
- (15) Applicant must submit background investigation report from Sheriff's Office, including but not limited to fingerprinting and verification that no applicant has been convicted under any federal, state or local law of any felony, within ten years prior to the filing of this application.
- (16) Applicant must pass a life-safety inspection from the Fire Marshall.
- (17) Newton County License Registered Agent Name: \_\_\_\_\_  
*This person must reside in Newton County. They do not have to be the Registered Agent for your corporation; they may be the Applicant. See Page 9 for more details.*
- (18) Registered Agent Address: \_\_\_\_\_
- (19) Registered Agent Phone Number: \_\_\_\_\_
- (20) When available, must submit tear sheets with public notice per Section III.E.1.
- (21) Applicant must submit photo of printed notice per Section III.E.2. This notice must remain at the location until final action by the Board of Commissioners. Recommend using same language as public notice (see Page 6).
- (22) Applicant must certify that no elected or appointed official or any employee of the County or his or her spouse has any whole, partial or beneficial interest in the establishment by initialing here: \_\_\_\_\_

Applicant Checklist

Applicant must submit documentation that the following standards have been/will be met:

- (1) Section I.A.3. – Location must be within a zoning district and Overlay that permits eating establishments/hotels with eating establishments. Zoning District: \_\_\_\_\_ Overlay: \_\_\_\_\_.
- (2) Section II.H. – Must meet definition of Eating Establishment or Restaurant. See Page 5.
- (3) Section II.J. – Must meet definition of Hotel (if applicable). See Page 5.
- (4) Section III.C. – Must have state license. Per Section III.C.2., once all other applicable standards are met, Newton County will issue a Temporary License to allow you to obtain your State License and to begin purchasing alcohol. Said Temporary License shall not be issued until 60 days prior to establishment opening for business.
- (5) Section III.E.1. – Must provide affidavit that notice required by this section is scheduled to run. See Page 6.
- (6) Section IV.B.1. – Must submit citizenship affidavit. See Page 7.
- (7) Section IV.B.3. – Must submit Criminal History affidavit. See Page 8.
- (8) Section IV.B.7. – Must submit affidavit regarding licenses suspended or revoked. See Page 8.
- (9) Section IV.B.8. – Must submit affidavit that Registered Agent is a resident of Newton County. See Page 9.
- (10) Section IV.B.10. – Must submit copies of building plans and outside premises plans.
- (11) Section IV.B.11. – Must submit lighting plan showing standards as required by this section.
- (12) Section IV.B.12. – Must submit evidence of ownership of business or proposed business or a copy of lease.
- (13) Section IV.B.12. – Must submit copy of franchise agreement or contract (if applicable).
- (14) Section IV.C.4. – Must submit survey with distances as required by this section (unless exempt under V.C.1.).
- (15) Section V.A. – Must submit required fees. A certified check for the full amount of the license fee, as well as a separate check or cash for the investigative and administrative costs must be submitted. See Fee Schedule on Page 10 for more details.
- (16) Section IX.C. – Prior to use of an Outside Sales Area, must submit all information required by this section for approval including but not limited to plans showing required enclosure with public ingress/egress labeled.

I hereby swear that the information contained on this application and all supplemental documentation is correct.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant must confirm that proposed business will meet one or both of the following definitions:

( ) **Eating Establishment or Restaurant.** Any public place selling prepared food for consumption by the public on the premises, with a full kitchen (a “full-service kitchen” will consist of a three-compartment pot sink, a stove or grill permanently installed, and refrigerator, all of which must be approved by the health and fire departments), prepared to serve food every hour they are open and deriving a ratio of beverage sales in accordance with subsection IV.D. of this Ordinance, and further, that the eating establishment may provide only passive leisure time activity for patrons and guests like televisions for viewing, ambient music (including live music) for listening or similar such activity. A licensed eating establishment may provide interactive video games, for entertainment only, for use by patrons. These games shall not occupy more than ten percent of the available square footage of the common area floor space of any eating establishment.

Eating establishments. All licensed eating establishments must continuously maintain the following seating capacities to the percentage of sales in food, said capacities excluding bar stools and/or counters. Patio/open area seating shall not be considered for the minimum seating capacities.

Seating Capacity	Percentage of Sales in Food
100 or more	50%
75 to 99	60%
50 to 74	70%
40 to 49	80%

The Seating Capacity is \_\_\_\_\_.

( ) **Hotel.** Any building or other structure providing sleeping accommodations for hire to the general public, either transient, permanent or residential, which has a minimum of seventy-five (75) rooms, each having a minimum gross area of two hundred square feet (including a private bathroom for each guest room) used for the sleeping accommodations of such guests and which regularly offers at least sixty (60) percent of its rooms for travelers and guests on a short term basis and which derives at least 50 percent of its total annual gross income from the rental of rooms for overnight lodging. Motels and Bed and Breakfast facilities meeting the qualifications set out herein for hotels shall be classified in the same manner as hotels.

I hereby swear that this business meets one or both of the above definitions, as checked off.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby swear that the public notice required by Section III.E.1. of Chapter 32, Section 32-201 of Division II (Alcoholic Beverage Ordinance) of the Code of Newton County will be run on the following dates in the Legal Organ of Newton County (The Covington News): \_\_\_\_\_ and \_\_\_\_\_. The notice must be run once a week for the two weeks immediately preceding consideration of the application by the Board. I further swear that per Section IV.A.4. I will appear in person at the first meeting in order to respond to any pertinent inquiries from the Board concerning the application.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



Affidavit

County of Newton, State of Georgia

I, the undersigned, certify that the applicant, nor any of the other owners of the establishment, have been convicted or has pleaded guilty or entered a plea of nolo contendere and have been released from parole or probation to any crime involving moral turpitude; illegal gambling; illegal possession or sale of controlled substances; illegal possession or sale of alcoholic beverages, including the sale or transfer of alcoholic beverages to minors in a manner contrary to law; driving while under the influence of alcohol and/or drugs; obstruction or hindering of law enforcement officers; riot; inciting to riot; giving false information to law enforcement officer; and/or hindering apprehension or punishment of a criminal within a period of five years immediately prior to such application, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexual related crime within a period of ten years immediately prior to the filing of this application.

I further certify that neither I, the undersigned, nor any of the other owners of the establishment, have had any license issued under the police powers of the County previously suspended or revoked within two years prior to the filing of this application.

Note: For purposes of this application, a conviction or plea of guilty or nolo contendere shall be ignored as to any offense for which defendant who was allowed to avail themselves of the Georgia First Offender Act (O.C.G.A. title 42, ch. 8, art. 3, O.C.G.A. § 42-8-60 et seq.) except, however, that any such offense shall not be ignored where the defendant violated any term of probation imposed by the court granting first offender treatment or committed another crime and the sentencing court entered an adjudication of guilt as to the crime for which defendant had previously been sentenced as a first offender.

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS  
\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Signature of Applicant:

Date:

\_\_\_\_\_

Print Name: \_\_\_\_\_

First

Middle

Last

All licensed establishments must have and continuously maintain in the county a registered agent upon whom any process, notice or demand required or permitted by law or under this Ordinance to be served upon the licensee or owner may be served. This person must be a resident of Newton County and shall be responsible for any matter related to the license. The licensee shall file the name of such agent, along with the written consent of such agent, with the County.

Name of Registered Agent: \_\_\_\_\_

Address of Registered Agent: \_\_\_\_\_

I, the undersigned Registered Agent, do hereby swear that I am currently a resident of Newton County and shall be responsible for any matter related to this license. I consent to be the Registered Agent for the following establishment: \_\_\_\_\_ located at \_\_\_\_\_.

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS  
\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_  
First Middle Last

<b>Alcohol Ordinance Fee Schedule:</b>				
	Development Services Administrative Fee	NCSO Investigation Fee	License	Total
Beer and Wine Package Sale License- original	\$250		\$650	\$900
Beer and Wine Package Sale License- renewal	\$250		\$650	\$900
On premises consumption license- original	\$250	\$400	\$5,000	\$5,650
On premises consumption license- renewal	\$250	\$400	\$5,000	\$5,650

	Permit Fee	NCSO Investigation Fee		
Pouring permit- original	\$75	\$50		\$125
Pouring permit- renewal	\$50	\$50		\$100

**Other fees:**

Fingerprinting: \$42.50

Appeal fee: \$250 to defray administrative costs associated with appeals to the Board of Commissioners

**Per Section V.A.1:**

Each application for a license under this Section shall be accompanied by a certified check for the full amount of the license fee, together with a separate check or cash to defray investigative and administrative costs. These fees shall be according to a fee schedule adopted by the Board of Commissioners.

- a. If the application is made from January 1 to June 30: The full amount of the license fee designated herein.
- b. If the application is made from July 1 to December 31: One-half of the full amount of the license fee designated herein.

## Legal Advertisement Form

**Instructions:** Complete this form and submit form to The Covington News located at 1166 Usher Street, Covington, Georgia 30014. For more information call 678-750-5018. The legal advertisement must be published in The Covington News in two (2) separate editions within a two (2) week period notifying all interested parties of your intent to obtain an Alcoholic Beverage License. This notice must be advertised immediately preceding consideration of the application by the Board. Note: You must provide a tear sheet, receipt, or affidavit from The Covington News along with your application indicating when the advertisement is scheduled to run.

**The advertisement should read as follows:**

*Notice is hereby given that an application has been made to the Newton County Board of Commissioners to obtain a license to sell alcoholic beverages (beer, wine, & distilled spirits) for on-premise consumption by:*

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Print Store Name

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Licensee (Print your Full Name)

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(Print the full address of the store location)

*Please contact the Business License Department for hearing dates at 678-625-1659.*

**Report for Survey for Alcoholic Beverage License**

TO: Newton County Department of Development Services

Date:	Applicant/Business Name:
Address:	City/State/Zip Code:

The undersigned has examined the subject location and has made measurements to determine the compliance or noncompliance with distance requirement of the Code Of Newton County, Georgia, as follows:

- 1. \_\_\_\_\_ feet to the private residence located at: \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_ feet to the branch of any public library located at: \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_ feet to any church, shrine, or other place used primarily for religious services located at: \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_ feet to any school building, educational building, school grounds or college campus located at: \_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_ feet to any alcoholic treatment center located at: \_\_\_\_\_  
\_\_\_\_\_
- 6. \_\_\_\_\_ feet to any housing authority property located at: \_\_\_\_\_  
\_\_\_\_\_
- 7. \_\_\_\_\_ feet to any Adult Entertainment licensed facility located at: \_\_\_\_\_  
\_\_\_\_\_

Distance shall be measured by the most direct route of travel on the ground from the main customer entrance of the premises to be licensed to the main entrance of the establishments described in the above section.

\_\_\_\_\_  
Signature of Georgia Registered Land Surveyor      Surveyor's Number

NOTE: All applications shall include a certificate from a registered surveyor showing a scale drawing of the location of the proposed premises and the straight line distances specified herein.

Staff Review Checklist [To be completed by staff only]

- ( ) Section I.A.3. – Establishment meets definition of Eating Establishment and/or Hotel with Eating Establishment and is located in a zoning district which allows such establishments.
- ( ) Section I.D. – Holder of license has obtained State alcoholic beverage license. (See also III.C.1.)
- ( ) Section III.B. – No licensee currently holds a wholesale alcoholic beverage license.
- ( ) Section III.D. – All required information for all persons who have an interest in establishment has been submitted and reviewed.
- ( ) Section III.D.4. – Fingerprints were submitted to Sheriff's Office and a background investigation report was issued. No license shall be issued to any person convicted under any federal, state or local law of any felony, within 10 years prior to the filing of application. (See also IV.A.1. and IV.B.4.)
- ( ) Section III.E.1. – Advertised Notice affidavit and tear sheet have been submitted.
- ( ) Section III.E.2. – Printed Notice photo has been submitted.
- ( ) Section IV.A.2. – Life-safety inspection report issued by Fire Marshall.
- ( ) Section IV.B.1. – Applicant(s) are a citizen of the United States or an alien lawfully admitted for permanent residence.
- ( ) Section IV.B.3. – Applicant(s) have submitted Criminal History affidavit.
- ( ) Section IV.B.5. – No license shall be issued if any elected or appointed official or any employee of the County or his or her spouse have whole, partial or beneficial interest in the establishment.
- ( ) Section IV.B.6. – No license shall be issued for any location which also holds license under Newton County's Adult Entertainment Ordinance.
- ( ) Section IV.B.7. – No license shall be issued to any person who has had any license issued under the police powers of the County previously suspended or revoked within two years prior to the filing of the application.
- ( ) Section IV.B.8. – A Registered Agent has been designated. Said Agent is a resident of Newton County and has given written consent to be the Agent.
- ( ) Section IV.B.10. – No license shall be issued unless the building in which the business will be located is complete and detailed plans of said building and the outside premises are attached to the application, or unless proposed plans and specifications and a building permit for a proposed building are attached to the application.
- ( ) Section IV.B.11. – Building in which establishment will be located must meet applicable lighting standards (lighting plan to be reviewed and approved by Newton County Landscape Architect).
- ( ) Section IV.B.12. – Must submit evidence of ownership of building or a copy of lease. If applicant is a franchisee, must submit copy or franchise agreement.
- ( ) Section IV.B.13. – Building in which establishment will be located must have adequate sanitary toilet facilities and parking spaces and the interior shall be illuminated so that all hallways, passageways and open areas may be clearly seen by customers therein (to be reviewed and approved by Newton County Building Inspector and Zoning Administrator).
- ( ) Section IV.C.1. – Must meet all distance requirements (survey to be reviewed and approved by Newton County Zoning Administrator). Distances shall be measured by the most direct route of travel on the ground from the main customer entrance of the premises to be licensed to the main entrance or the establishments described.
- ( ) Section IX.C. – If applicable, outside sales area must be approved (public ingress/egress and height of structure to be reviewed and approved by Newton County Zoning Administrator, Building Inspector and Fire Marshall).

Below you will find recommended wording for the public notice. If you choose to use alternative language, it must be pre-approved by the County prior to running in the newspaper.