



# **LIQUOR LICENSE APPLICATION PACKET**

**Village of Round Lake  
442 N. Cedar Lake Road  
Round Lake, Illinois 60073  
847-546-5400  
Fax: 847-546-5405  
[www.eroundlake.com](http://www.eroundlake.com)**



## NEW LIQUOR LICENSE APPLICATION PROCESS OVERVIEW

1. **BACKGROUND INVESTIGATION.** The applicant must submit to a background investigation by the chief of police or his or her designee. No license shall be issued in the event the criminal history of any individual who requests a license from the village. Payment must be submitted in the amount of \$45.00 (forty-five) dollars for the background check for each applicant. The timeframe on the results is 4-6 weeks.

Once payment is made for the background investigation at Village Hall, the applicant will need to go to the Round Lake Police Department with form in hand.

ROUND LAKE POLICE DEPARTMENT, 741 W. Townline Road, Round Lake, IL

After the visit at the Police Department, fingerprinting must be done at the Central Communications (CENCOM) 911 Building, 911 Lotus Drive, Round Lake Beach, IL

2. The sale of alcohol requires a special use in the following zoning districts: C-1, C-2, C-3, C-4 & I-1. After a background check has been completed and if there is no issue of concern, the special use process must commence.

The filing fee for a special use is \$500. A public hearing is required with the Plan Commission/Zoning Board of Appeals (PCZBA). The PCZBA meets on the last Tuesday of the month. The PCZBA will recommend approval or denial to the Board of Trustees. The Board of Trustees holds meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month. The Board of Trustees have the final decision on all zoning matters. If the address in question is within these zoning districts, time must be allowed for the Special Use Approval Process prior to seeking other approvals.

3. If the special use is granted, the liquor license application must be submitted to the Liquor Commissioner for review, approval, or denial.

4. The following items must be enclosed with the liquor license application:

- a. Enclose a color copy of driver's license for applicant and manager(s).
- b. Enclose the Certificate of Insurance: *In addition to dram shop insurance required by state law, all liquor licensees during the term of their license shall further maintain and provide a certificate of insurance showing proof of general liability insurance coverage as to the licensee, the premises and **including the village and the village liquor commissioner as co-insured (additional insured)** in liability amounts of not less than one million dollars (\$1,000,000.00) per occurrence.*
- c. For sole proprietors, enclose a copy of the Assumed Business Name Certificate from Lake County.
- d. For Corporations and LLCs, if operating as a D.B.A., enclose a copy of the Assumed Name D.B.A. and Articles of Incorporation from the State.
- e. If premises are owned by the applicant, attach a copy of deed or title policy.
- f. If premises is leased, attach a copy of lease.
- g. If premises is held in trust, provide a copy of the trust agreement.
- h. Enclose a copy of the floor plan of your establishment, designating the square footage of the facility and the area where liquor will be sold. If you are a restaurant, indicate seating capacity and lounge area, if any.
- i. Enclose a copy of Bassett Training Certificates for ALL individuals selling and/or serving alcoholic beverages.
- j. Application must be notarized **PRIOR** to submitting the application to the Village Clerk's Office.



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5. The Business Occupancy Inspection must pass prior to the issuing of the Business and Liquor Licenses. Therefore, if any work is required that requires a Building Permit, the Business Occupancy Inspection must wait until all work is completed.

**Items to submit after State/County Approvals:**

1. A copy of your State of Illinois Liquor License
2. A copy of your State Gaming License (if applicable) A copy of the State Gaming License is required for a Village Video Gaming License.

Acceptable forms of payment: Credit Card (Mastercard/Discover/American Express) NO VISA, cash, check (payable to the Village of Round Lake)



**Background Screening Disclosure  
And Written Authorization**

*(Please read this form carefully)*

**DISCLOSURE**

I have been notified that the Village of Round Lake and the Round Lake Police Department may request that a background screening be conducted to verify any information I have provided in connection with my liquor license application.

The Village of Round Lake or the Round Lake Police Department may request a consumer report and/or an investigative consumer report in connection with my liquor license application or at any time during my liquor license is valid in accordance with all applicable laws. These reports may include information about my background, including but not limited to character, mode of living, criminal history records, sex offender registry records, Social Security records, educational records, employment records, credit reports, driving records, and license/certification records, or any other such record, written or otherwise, that is deemed appropriate.

Upon written request to the Village of Round Lake and proper identification, I have the right to be informed when a consumer report or investigative consumer report is conducted, and the right to make a request to Innovative Credit Solutions, the consumer reporting agency vendor, within a reasonable period of time, as to the nature and substance of all information in its files on me at the time of my request, including the sources of information and the recipients of any reports on me that Innovative Credit Solutions has previously furnished. Communications with Innovative Credit Solutions should be directed to PO Box 1386, Columbia, South Carolina 29202 800-345-2746.

**AUTHORIZATION**

My signature below authorizes the procurement of a consumer report and/or investigative consumer report upon the Village of Round Lake or the Round Lake Police Department’s request in conjunction with my application for a liquor license.

*I have read this Disclosure and Written Authorization; I understand the provisions stated herein, and I agree to the terms.*

\_\_\_\_\_  
Print Name (First, MI, Last)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Driver’s License Number, State, & Expiration Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth



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**VILLAGE OF ROUND LAKE**  
**APPLICATION FOR LIQUOR LICENSE**  
**PLEASE PRINT OR TYPE**

Date \_\_\_\_\_

**TYPE OF LICENSE REQUESTED**

CLASS A (Tavern with full liquor packaged goods) \$1,200	CLASS C (non-profit clubs) \$1,200
CLASS A-1 (tavern with full liquor packaged goods, limited hours) \$1,200	CLASS C-1 (catering) \$1,200
CLASS B (packed goods – full liquor) \$1,200	CLASS D (special event/temporary license) \$50
CLASS B-1 (packaged goods – beer and wine) \$1,200	CLASS D-1 (special village sponsored event license) \$150
CLASS B-2 (restaurant – beer and wine) \$1,200	CLASS F (annual twenty-six (26) intermittent date license) \$1,000
CLASS B-3 (restaurant – full liquor) \$1,200	
LATE HOUR (for a CLASS A, B-2 AND B-3 Holder) closing time is 3:00 a.m. \$100	<i>Reduced Liquor License Fee \$300 for the last three months of the Business/Liquor License Year. (75% of \$1,200)</i>
CLASS RP (for a Class B-2 or B-3 Holder - restaurant packaged goods) \$600	

**Name of Business:** \_\_\_\_\_

Type of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Are the Premises owned by the applicant? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, attach a copy of deed or title policy.

Are the premises leased by applicant? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, attach a copy of lease.

**FOR SOLE PROPRIETERS**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Has an Assumed Business Certificate been obtained from Lake County for d.b.a.? \_\_\_\_\_ If so, provide a copy.

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Place of birth \_\_\_\_\_ Date and Place of Naturalization \_\_\_\_\_

Has a Liquor License ever been issued to you? Yes \_\_\_\_\_ No \_\_\_\_\_



If Yes, in what cities and states and dates of issuance ?

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Has any Liquor License issued to you been revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state the reason for the revocation, date of revocation, and name of revoking authority.

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Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer is Yes, please state the felony of which you were convicted, where, and when it was committed as well as State or U.S. Court in which conviction took place and final disposition.

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Name of Manager \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Place of birth \_\_\_\_\_ Date and Place of Naturalization \_\_\_\_\_



**FOR PARTNERSHIPS**  
**PLEASE COMPLETE THIS SECTION FOR ALL PARTNERS**

Date of formation \_\_\_\_\_

Partner's Name \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Place of birth \_\_\_\_\_ Date and Place of Naturalization \_\_\_\_\_

Has a liquor license ever been issued to you? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer is yes, in what state and when?

\_\_\_\_\_

Has any liquor license issued to you been revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer is yes please state when, where, and why.

\_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer is yes please state felony of which you were convicted, where and when it was committed as well as the state or U.S. Court in which conviction took place, and final disposition.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of pandering or a similar offense? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a gambling offense as prescribed by Subsections (a) (3) through

(a) (10) of Section 28-1 or by Section 28-3 of the Criminal Code of Illinois? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state offense, date of conviction, sentence imposed, and jurisdiction in which convicted.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Provide a copy of the Partnership Agreement.**



**FOR CORPORATIONS AND LLCs**

Name of Corporation/LLC: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

Has a Certificate of Incorporation been filed with the State of Illinois Yes \_\_\_\_\_ No \_\_\_\_\_

Where? \_\_\_\_\_ When \_\_\_\_\_

Is the corporation in good standing with the State of Illinois? Yes \_\_\_\_\_ No \_\_\_\_\_

Failure to maintain good standing may result in the revocation of your liquor license.

If a foreign corporation, is corporation qualified to transact business in Illinois?

Yes \_\_\_\_\_ No \_\_\_\_\_ (If Yes attach Certificate of Qualification)

Is place of business operated by a manager and/or agent? If yes, name managers and/or agents as follows:

Name of Manager/Agent \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Place of birth \_\_\_\_\_ Date and Place of Naturalization \_\_\_\_\_

**Provide a copy of the application for the Articles of Incorporations depicting the names of all stockholders, officers, directors and their positions.**

Are the premises held in trust? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach copy of trust agreement.

**Provide a copy of the trust document depicting the names of trustees.**



(STATE OF ILLINOIS)  
SS:  
(COUNTY OF LAKE)

VERIFICATION

I, \_\_\_\_\_, being duly sworn, depose and say that I am the  
( \_\_\_\_\_ ) and have answered the questions in the application  
president, secretary, partner  
with a complete understanding of the questions asked and the answers given. The answers given are true in  
substance and in fact and are offered to induce the Liquor Control Commissioner to issue a liquor license to  
the applicant.

\_\_\_\_\_

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature: \_\_\_\_\_

SEAL