



CITY OF CLIVE
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PROCEDURES TO BE FOLLOWED PRIOR TO REQUESTING LIQUOR LICENSE / BEER PERMIT APPLICATION APPROVAL

The following are procedures to be followed prior to requesting liquor license / beer permit application approval by the Clive City Council:

The applicant must complete the following:

- ❑ The appropriate electronic application can be found on the Iowa Alcoholic Beverages Division website (<http://www.iowaabd.com>) Click on the link titled “electronic licensing applications”. Directions for logging in and completing the application are available on the site. It is important to allow ample time for the entire process.

The applicant will need to submit the following items to the Clive City Clerk’s Office prior to submission to the City Council for approval in addition to completing the electronic application.

- ❑ Criminal history of all persons listed in the ownership portion of the application. A criminal background history check can be obtained from the Department of Criminal Investigation (DCI), Bureau of Identification, 215 East 7th St. - 1st Floor, Des Moines, IA 50319; phone 515-725-6066; fax: 515-725-6080; web address: http://www.dps.state.ia.us/DCI/records_ident/index.shtml.
- ❑ Sketch of the premise. Submit a sketch of the proposed premises showing all areas under the control or lease of the applicant. Include all floors where alcoholic beverages will be sold, served, consumed and stored. Indicate all entrances and exits, location of bar, back bar, and bathrooms. Please provide a separate sketch for each floor. If applicant has Outdoor Service Area Privilege, please include in the sketch its relationship to the licensed premises.
- ❑ If applicant is leasing the building, a copy of the lease must be furnished. The lease agreement must commence on the day of or prior to the license date and must not terminate prior to the ending date of the license. Renewal applicants must provide the city with a copy of their new lease when the lease expires. A final sales contract is required if the building is being purchased.
- ❑ Notarized signature form.

The application process will include obtaining approval of the Clive Police Department, Fire Department, and Building Inspection/Community Development Department.

Applications must be submitted online and supporting information submitted to the Office of the City Clerk for processing a minimum of 10 days prior to the city council meeting. The City Council meets the second and fourth Thursday of each month. An application will not be presented to the city council for approval if all documentation is not included or if information is incomplete.

The application will be reviewed by the city attorney and considered for approval by the city council. Following city council approval, the application will be processed by the State of Iowa, Department of Commerce / Alcoholic Beverages Division.

The State of Iowa will issue the license to the applicant.

The City of Clive adheres to Title 4, Chapter 1, City of Clive Code of Ordinances, which outlines the applicable laws and regulations of the city as they apply to liquor licenses and wine / beer permits.

If you have further questions, please contact Matthew Graham, City Clerk at 515-223-6220 or email at mgraham@cityofclive.com