



San Bernardino County



Land Use Services Department, Planning Division

San Bernardino County Government Center,
385 N. Arrowhead Ave., San Bernardino, CA 92415-0182
15900 Smoke Tree Street; Hesperia, CA 92345
San Bernardino Office – (909) 387-8311 High Desert Office – (760) 995-8140
Fax (909) 387-3249 Fax (760) 995-8167

LICENSING REVIEW (ABC Letter of “Public Convenience or Necessity”) INFORMATION SHEET AND APPLICATION

Fees:

Planning review fee (L617)	\$596.00
Records Media Conversion for Job Closure (L697)	\$ 25.00
Total	\$621.00

This packet of materials contains information relating to Licensing, Review, a checklist of materials you are required to submit with the application and the Licensing Review Application

State law requires a local jurisdiction to make a “public convenience or necessity” determination prior to the State Department of Alcoholic Beverage Control (ABC) issuing a liquor license under certain circumstances. Refer to Division 9 of the State Business and Professions Code for specific State requirements and definitions regarding alcoholic beverage control. Sections 23958, 23958.4 and 23817.7 of that code specifically address State-licensing requirements.

In accordance with provisions of the San Bernardino County Development Code the Director of Land Use Services shall review and act upon a request for a letter of “public convenience or necessity” when it is required from the local jurisdiction by ABC. If such a request is determined to be controversial, the review shall be referred to the Planning Commission for action. Right to appeal staff or Planning Commission action is as provided in Chapter 8 of Division 6 of the Development Code.

Use this information sheet as a checklist to assemble the materials required for the submittal of your application and bring it with you when you submit your application. County staff will determine your application acceptance for processing by using the checklist.

CHECKLIST OF SUBMITTAL MATERIALS

Section A - Fees

_____ Check or money order made payable to "San Bernardino County" for **\$621.00**

Planning Review Fee (L617)	\$596.00
Job Closure Fee (L697)	25.00
TOTAL	\$621.00

If application is referred to the Planning Commission, an additional **\$565.00** will be required to be submitted.

Section B - County Documents

_____ **One copy** of completed Licensing Review Application.

Section C - Other Documents

_____ **One copy** of the Notice from ABC stating that a letter of "Public Convenience or Necessity" is required.

_____ **One copy** of the ABC License Application accepted by ABC.

_____ ABC notice posted at site with start and finish dates (if applicable).

_____ **One copy** of all responses received as a result of the posting of the ABC notes (if applicable).

_____ **One copy** of proof that land use has been granted. This could be an approval letter for a Conditional Use Permit, Site Approval, Land Use Review, Occupancy Review, a building permit with the land use annotated, or similar type of document.

_____ **One certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms.

_____ **One copy** of a list of the names and addresses of all sensitive uses (schools, churches, playgrounds, etc.) with 500 feet of the business with an indication of the approximate distance from the business.

Section D – Surrounding Property Owners and Residents Notification

_____ **Two** adhesive sets and one reproducible copy of **mailing labels** for all property owners and residents within 500 feet of the external boundaries of the property plus the names and address of the applicant, property owner (if different), all representatives and any interested party the applicant wants to be notified. The resident labels may be addressed to "Occupant" if names are not known. Please refer to the Surrounding Property Owners Certification Information Sheet for format.

_____ Resident notification alternative – in lieu of providing mailing labels for the surrounding residents, the applicant may post a sign to notify surrounding residents. An example of this sign is included with this package of materials. Submit one copy of the design of the sign and notify the project planner after the sign have been posted.

LICENSING REVIEW
(ABC LETTER OF "PUBLIC CONVENIENCE OR NECESSITY")
APPLICATION

Applicant's Name: _____ Date: _____

Subject Site/Business Name: _____

Mailing Address: _____

Phone: _____ FAX: _____ E-Mail: _____

Address/Location: _____

Assessor's Parcel #: _____ Phone #: _____

Area/Community: _____ Census Tract #: _____

Check the type of license requested: 20 21 40 42 48 51 52 57 60 61

Licenses Allowed/Existing: _____

Describe Project and Use in Detail (Use attachment if necessary):

1. Is the building where the license is to be used constructed? Yes No

2. Is the building owned by the applicant? Yes No
If leased, provide the name and address of the owner:

3. Has land use approval been granted by the County? Yes No
If Yes, when? _____

4. Does the facility meet all County Code provisions? Yes No
If not, explain which code provisions are not met:

5. From which ABC office is the license being obtained? Riverside Rancho Mirage

6. Is this license (check one): New Reinstated Transfer
If a transfer, from what facility is it being transferred?

If Yes, How many? _____

To be completed by County Staff: Filing Date: _____ Project No.: _____ JCS Project No.: _____

7. Are there any similar establishment(s) with existing ABC licenses within 5 miles of the proposed establishment? Yes No
8. What is the distribution of population in the area? _____
9. Is the area a destination resort or is there a potential for tourism? _____
10. Would the convenience to the traveling public be enhanced? Yes No
If Yes, how? _____
11. Is there a regional or community need for the proposed ABC license or business? Yes No
If Yes, why? _____
12. Are there any sensitive uses such as churches, schools, and residences within 500 feet of the business? Yes No
13. Would the proposed ABC licensed establishment provide a unique service that is not available in other business establishments in the area? Yes No
If Yes, what is unique? _____

The applicant agrees to defend, indemnify and hold harmless the County, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This obligation includes the obligation to reimburse the County, its agents, officers and employees for any court costs or attorney fees which the County, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The County agrees to notify the applicant of any such claim, action or proceeding promptly after the County becomes aware of it. The County agrees to cooperate in the defense provided by the applicant. The County may, at its own expense, participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations.

I certify under penalty of perjury that I am the (check one)

- Legal Owner (all individuals must sign as their names appear on the deed to the land), **OR**
- Owner's legal Agent, and that the foregoing is true and correct. (Please submit an authorization letter from legal owners).

Signature

Date

TO BE COMPLETED BY PLANNING STAFF:

Date submitted: _____

Permit Number: _____

Technician Signature: _____

**NOTIFICATION SIGN FOR REQUEST FOR
ALCOHOLIC BEVERAGE CONTROL LICENSE**

NOTICE OF FILING

REQUEST FOR LETTER OF "PUBLIC
CONVENIENCE OR NECESSITY" LEADING TO
THE ISSUANCE OF A

**LICENSE TO SELL
ALCOHOLIC
BEVERAGES**

APPLICANT: (NAME OF APPLICANT)
(ADDRESS OF BUSINESS)

ALL INTERESTED PARTIES MAY CONTACT THE AGENCY BELOW TO
COMMENT ON THIS PROPOSAL

For Information or Comments
Contact San Bernardino County Land Use Services Department
385 N. Arrowhead Ave., First Floor
San Bernardino, CA 92415-0182
(909) 387-8311

4'

4'

SURROUNDING PROPERTY OWNERS CERTIFICATION

Mailing Label Requirements:

Prepare labels for all property owners within the area as prescribed by the formulas listed below. **Please include the applicant, representative and the owner of record in these labels.** Ownership of surrounding properties shall be determined from the latest equalized tax assessment roll.

I certify under the penalty of perjury that to the best of my knowledge the enclosed labels contain the names and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the parcel on which the project is located:

Printed Name and Company of person who prepared list

Signature of person who prepared list

Date

- ABC Licenses: All parcels within 500 feet of the external boundaries of the parcel on which the project is located. If the property owner does not reside on-site, a notice needs to be sent to the current resident ("Occupant" plus situs address).

LABEL FORMAT

(Please type or print legibly in black ink/ribbon.)

Note: **No punctuation** is to be placed on the last line between city state and zip code. **Italic type** print is **not** permitted, and characters **cannot** touch. **No extraneous print** is allowed on or below the delivery address line. Use a three column label format with the size of labels as shown below (1x2 5/8", Avery 5160). Information must be in the format designated below (i.e., APN number must be on top line)

Assessors Parcel Number
Name
Address
City State Zip Code

235-09-85
John Doe
1653 Outside Lane
Redlands CA 92300