

HOLLAND CHARTER TOWNSHIP
ON-PREMISE CLASS C QUOTA LIQUOR LICENSE
APPLICATION PROCESSING GUIDELINES
For New Licenses
1-25-16

1. Each local governmental unit (city, village, township) has a limited number of on-premise Class C liquor licenses that may be issued based on the population from the most recent federal census.
2. An applicant for a new Class C license must first verify with the Township that the license quota limit for Class C licenses in the Township has not been reached and a Class C license is currently available.
3. If an available Class C quota license exists in the Township, the applicant must obtain a favorable recommendation from the Township Board of Trustees. This review and approval process is recorded by means of the MLCC standard **Local Government Approval Resolution** (Form LCC-106).

The applicant submits a completed Holland Charter Township Liquor License Application, along with the \$500 application fee, to the Township Manager. The applicant should refer to the Township's Liquor License Ordinance for pertinent application requirements, considerations, priorities, etc.

4. Township staff (building official, zoning administrator, manager) review the application with respect to the ordinance criteria. Follow-up questions and additional information may be needed from the applicant to complete this application review. The Liquor License Application and staff review comments relative to the Township Ordinance are forwarded to the Township Board of Trustees for consideration to recommend or not recommend the liquor license application be considered for approval by the Michigan Liquor Control Commission.
5. Consideration of the Township Liquor License Application will be scheduled for a regular meeting of the Township Board of Trustees. The Board meetings are scheduled on the 1st and 3rd Thursdays of each month at 7:00 p.m. The applicant is required to attend this meeting to address any questions regarding the application prior to the Board's action on the Local Government Approval Resolution. A copy of the completed Local Government Approval Resolution is sent by the Township Clerk to the MLCC.
6. In addition to the Township application and approval process, all applicants requesting a new on-premise Class C quota liquor license must submit a completed Retail License & Permit Application to the MLCC for approval as well. Applicants should reference the State's website at www.michigan.gov/lara for information and forms, including the "Class C Licensing Requirements & General Information" document within the Retail Licensing Information section and the "Retail License & Permit Application" (Form LCC-100).
7. Documents pertinent to the Township's liquor license application process are available on the Township's website and include:
 - Holland Charter Township Liquor License Application
 - Holland Charter Township Alcoholic Liquors Ordinance