

**HOLLAND CHARTER TOWNSHIP
LIQUOR LICENSE APPLICATION
PROCESSING GUIDELINES
For New or Transfer Licenses**

10/28/13

1. A liquor license application is submitted to the Michigan Liquor Control Commission (MLCC). For information see the state website at www.Michigan.Gov/LCC for information and forms (reference commission application form LCC-3011).
2. The MLCC mails a letter and resolution form (LC-1305) to the township.
3. The applicant also submits a completed Holland Charter Township Liquor License Application along with the \$500 application fee to the Township Manager. A copy of the Township's Liquor License Ordinance is provided to the applicant, which includes pertinent application requirements, considerations, priorities, etc.
4. Township staff (Building Official, Zoning Administrator and Manager) reviews 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. Staff review comments relative to the Township Ordinance are forwarded to the Township Board.
5. The Ottawa County Sheriff Department conducts the local law enforcement investigation as required by the MLCC.
6. Consideration of the Resolution for Approval/Disapproval is scheduled for a regular meeting of the Board of Trustees. The Board meets on the 1st and 3rd Thursdays of each month at 7:00 p.m. The applicant is requested to attend this meeting to address any questions regarding the application prior to the Board's action on the Resolution of Approval/Disapproval.
7. A copy of the completed Resolution of Approval/Disapproval is sent to the MLCC.