

## REMOVAL OF A LIQUOR OR WINE STORE

The following documentation is required for filing a Removal Application for a Liquor or Wine Store:

- 01) Appropriate Fee (\$192 where the **annual** license fee is \$500 or more, \$32 in other instances)
- 02) Removal Application for Liquor or Wine Store
- 03) Exterior and Interior Diagrams of proposed premises (must be submitted on 8 ½" x 11" paper)
- 04) Lease, Deed or Contract of Sale of property
- 05) Any contracts for purchase of business or real property
- 06) Interior and Exterior photos of the proposed premises
- 07) Amended Certificate of Authority reflecting new address
- 08) Bond Rider reflecting new address
- 09) Financial documentation showing the availability of the funds listed on the List of Expenses.
- 10) The following Sections of the Retail Application:
  - Right to Premises
  - Landlord Identification
  - List of Expenses For This Venture
  - Establishment Questionnaire
  - Method of Operation
  - Applicant's Statement
  - Statement of Area Plan
  - Liquor/Wine Store Questionnaire
  - Notice of Appearance, if applicable