

REMOVAL OF AN ON-PREMISES LIQUOR ESTABLISHMENT

The following documentation is required for filing a Removal Application for an On-Premises Liquor Establishment:

- 01) Appropriate Fee (\$192 where the **annual** license fee is \$500 or more, \$32 in other instances)
- 02) Removal Application for an On-Premises Establishment
- 03) Proof of Notification to the Local Municipality or Community Board which consists of the Standardized Original Application Notice Form as well as the Original Return Receipt (This Notice Form must be mailed to the local municipality or community board by certified mail – return receipt requested at least 30 days before submitting an application to the NYS Liquor Authority)
- 04) Exterior and Interior Diagrams of proposed premises and block plot diagram (must be submitted on 8 ½" x 11" paper)
- 05) Lease, Deed or Contract of Sale of property
- 06) Any contracts for purchase of business or real property
- 07) Interior and Exterior photos of the proposed premises
- 08) Amended Certificate of Authority reflecting new address
- 09) Bond Rider reflecting new address (Bond Rider must be signed by licensee and bonding agent)
- 10) Financial documentation showing the availability of the funds listed on the List of Expenses
- 11) Certificate of Occupancy for new premises
- 12) 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
 - 500 Foot Rule Statement
 - Newspaper Affidavit
 - Notice of Appearance, if applicable