



LIQUOR LICENSE APPLICATION PROCESS

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Dear Business Person:

The Mundelein Village Board is committed to continually improving the economic climate of our community. We are dedicated to promoting local businesses and marketing Mundelein as a great place to live, work and play. At the same time, we are focused on providing a safe, wholesome, and healthy atmosphere for our residents, businesses and visitors. We take the control of alcoholic beverages very seriously.

At the present time there are no liquor licenses available for issuance. Based on information supplied in a letter of interest, the Liquor Commissioner may recommend to the Liquor Control Commission that a license be created for a specific establishment. The decision to create a liquor license rests solely with the Village Board, which also serves as the Liquor Control Commission.

Because the license to sell liquor is a privilege and not a matter of right, the process a business must follow to get approved for a liquor license is not easy or quick. It requires the submission of accurate, detailed information for review by the Village staff; a well-conceived business plan on the part of the business; and a thorough background check of the applicant. In addition, the business must be properly located and follow specific construction standards. The licensee must be a United States citizen of good character and a resident of Lake County. If the licensee is a corporation, the local manager must be a resident of Lake County.

Video gaming is permitted at licensed establishments with a Class A, A1, H or VG, VG1 class license. A local liquor license must first be granted before a video gaming license can be issued. Intentions to file for video gaming must be stated at the time of application for a liquor license.

The following materials will provide you with the information you need to understand the process. If you have any questions, contact Village Hall Administration at 847-949-3223. I hope that your business goals are met and that you have a pleasant experience working with the Village staff and Village Board.

Sincerely,



Steve Lentz

Mayor and Liquor Commissioner

LIQUOR LICENSE LETTER OF INTEREST PROCESS

1. Schedule a meeting or phone conference with the Assistant Village Administrator's Office.
2. An original Letter of Interest addressed to the Mayor, who serves as the Liquor Commissioner, must be submitted to the Village of Mundelein, 300 Plaza Circle, Mundelein, IL 60060.

The Letter of Interest must include the following information:

- a. Name and address of the business.
- b. Name and address of the business owner(s).
- c. Type of ownership of the business: (Corporation, partnership, individual, other).
- d. License classification requested.
- e. Video Gaming in addition to Liquor License:

Only for Video Gaming Applicants

If requesting a video gaming license from the Village, the following additional information must be provided with the letter of interest. **Notice:** If you are only seeking a liquor license, this section does not apply.

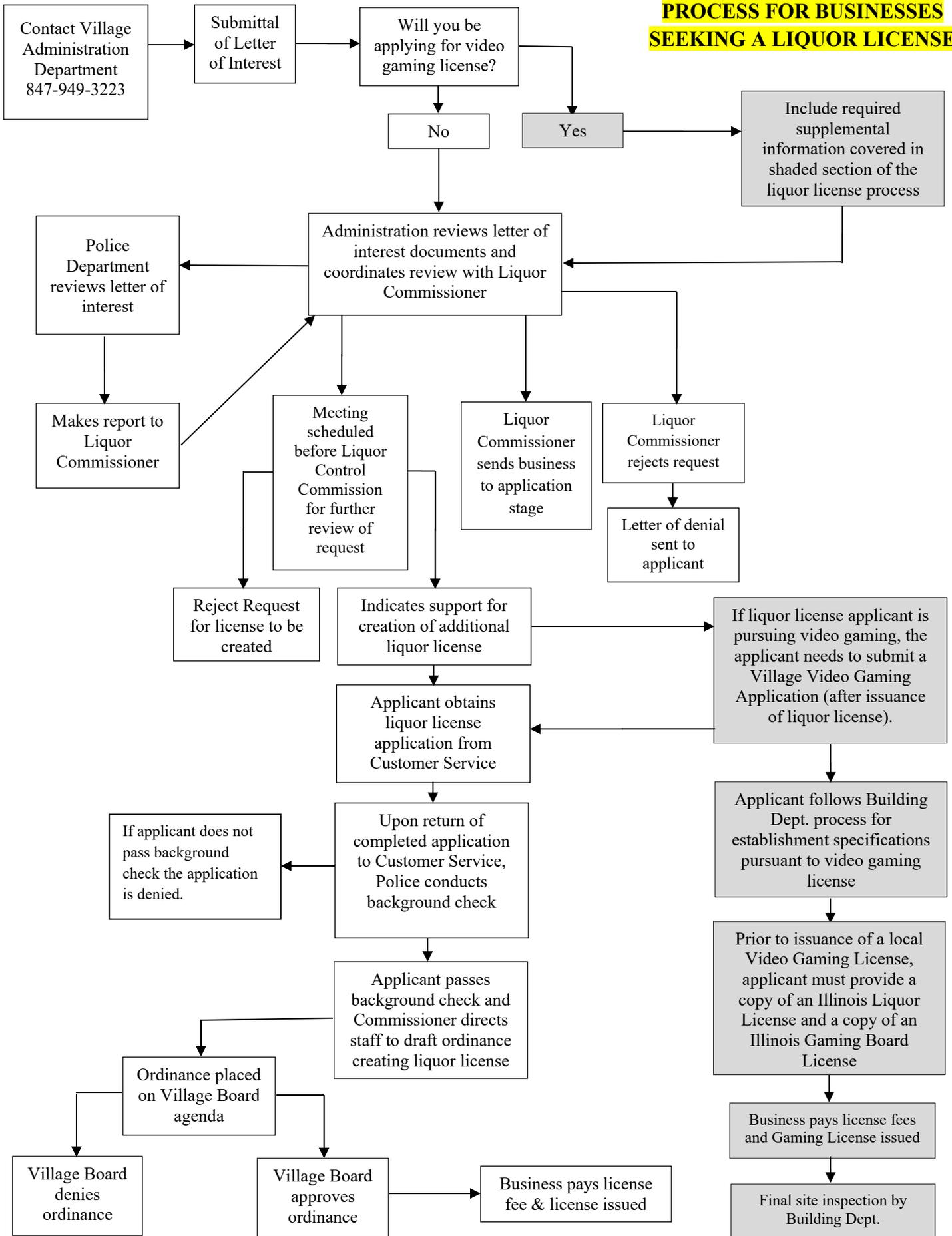
- 1) Number of video gaming terminals proposed.
- 2) Will the proposed location serve food?
- 3) Hours of operation of the restaurant.
- 4) Hours of operation of the bar.
- 5) Estimated annual revenue to the business sale of food and beverage (separate estimate for both).
- 6) Estimated annual revenue to the business from video gaming.
- 7) Estimated annual revenue to the Village from video gaming.
- 8) Acknowledgement that there will not be ATM machines on the premises. ATM machines are prohibited by Ordinance in all video gaming establishments.
- 9) Provide floor plan with restricted gaming area, square footage, and other relevant information.

- f. Is the property owned or leased? If leased, a copy of the executed lease must be provided.
- g. Will the establishment have a bar(s)?
- h. Seating capacity if food is being served.
- i. Floor plan of the establishment (minimum 1/4" scale) detailing total square footage and square footage of each room. The floor plan/site plan must include all bar and seating locations (number of seats), kitchen, restrooms and specify any outdoor bars/seating for serving of alcohol.
- j. Is the business new to the Village? If new, has it been in operation in another location and for how long? If not new, how long has it been in business in Mundelein.
- k. If the proposal involves the purchase of an existing business that has a Village liquor license, please be aware that liquor licenses are not transferable when the ownership of a business changes. The Buyer must submit a Letter of Interest and include a letter from the seller confirming they will relinquish their existing liquor license upon the closing of the sale of the business.
- l. A statement of why the liquor license is needed for the proposed business and an explanation of owner's experience with retail sales of liquor. Specify if the applicant has ever held a liquor license in the past either from the Village of Mundelein or some other community.
- m. Approximate distance from the proposed location to the nearest school and nearest church.

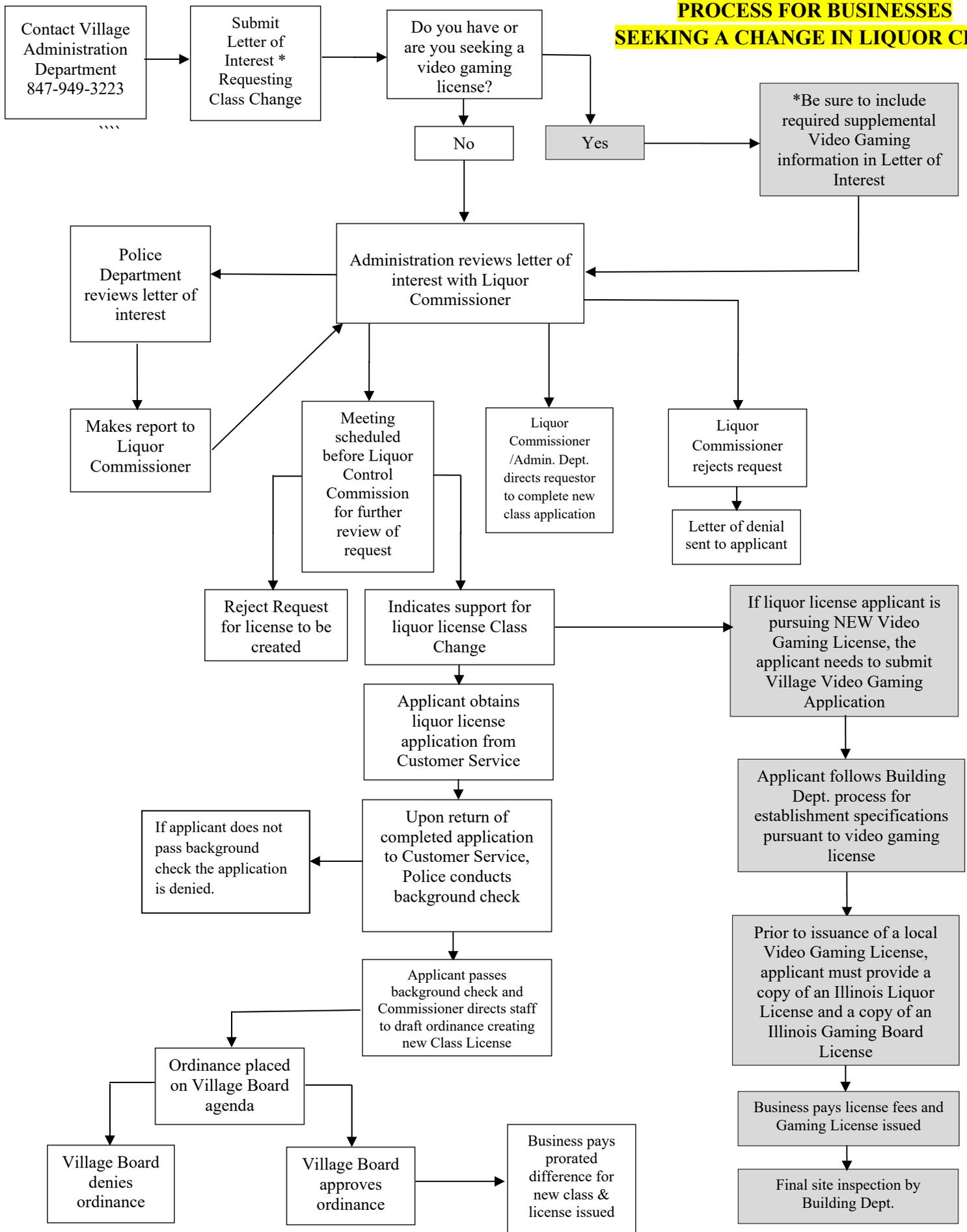
Note:

- The manager(s) of the day-to-day operation of a licensed business must be a U.S. citizen.
- Businesses seeking Video Gaming must obtain one of these Class Village Liquor Licenses (A, A1, H or VG, VG1) and provide proof of a valid State of Illinois Liquor and Video Gaming Licenses in order to be eligible for a Village Video Gaming.

**PROCESS FOR BUSINESSES
SEEKING A LIQUOR LICENSE**



**PROCESS FOR BUSINESSES
SEEKING A CHANGE IN LIQUOR CLASS**



Liquor Commissioner

Mayor Steve Lentz
Village of Mundelein
300 Plaza Circle
Mundelein, IL 60060
847-949-3200

Liquor Control Commission

Dawn Abernathy
Kara Lambert
Robin Meier
Kerston Russell
Erich Schwenk
Ray Semple

Village Clerk

Sol Cabachuela

Village Administrator

Eric Guenther

Assistant Village Administrator

Peter Vadopalas

Interim Chief of Police

John Monahan

Village Administration

847-949-3223

Customer Service/Licensing

847-949-3285

For more information regarding the Village of Mundelein's Municipal Code and Ordinances related to Liquor (Chapter 5.76) and Video Gaming Licensing (Chapter 5.98) you can visit the Village website

mundelein.org

select

[How Do I?](#)

and then select

[Municipal Code and Ordinances](#)

OR

call Customer Service at 847-949-3285