

LIQUOR LINCENSE PROCEDURES

1. Contact MLCC (Michigan Liquor Control Commission) to receive a “New Vendor Application Packet” (available by mail or online at www.michigan.gov), and contact local officials regarding ordinances and laws.
2. Complete Application for New Licenses, Permits, or Transfer of Ownership of Interest in License (LCC-3011). Submit original and to copies to Gaines Township Clerk as required under Section 4(D) of Charter Township of Gaines Liquor license and Control Ordinance. *The Clerk’s office will not accept any application which is not accompanied by the appropriate application fee (pursuant to Resolution No. 05-FEB-14-sup1LL).* The current application fee for Gaines Charter Township is \$1,000.00.
3. The application will be reviewed for compliance with the Liquor License and Control Ordinance and endorsements shall be obtained from the Treasurer, Planning and Zoning, Building and Water and Sewer Department.
4. Upon completion of the preliminary review, a public hearing will be held to consider the application and a resolution adopted in accordance with section 4 (D) of the ordinance.
5. The resolution adopted by the Gaines Charter Township Board will be forwarded to the MLCC and an investigation conducted.
6. The application(s) are filed with the respective enforcement office (Grand Rapids) and applicant(s) is fingerprinted, if not previously on file.
7. On completion of the investigation the file will be submitted to the License Administration Docket Preparation Unit, analyzed. And placed on a weekly licensing docket.
8. The applicant will be notified of approval, or approval subject to final inspection, and receive a “Contract for Licensing Package” or be notified of denial and the appeal process.

NOTE: The Gaines Charter Township Board of Trustees will not consider, or act upon, any application (or matter related to said application) that has not been preceded by the required application and application fee.

NOTE: The licensing process takes approximately 90-180 days; the MLCC and local governments are not able to expedite information.

WARNING:

The MLCC wishes to warn all applicants for licenses not to invest any money or to commit themselves by any binding agreements in the expectation of being issued a license for sale of alcoholic beverages until officially notified by the Commission that their application has been approved.

