



APPLICATION CHECKLIST

LETTER OF PUBLIC CONVENIENCE AND NECESSITY (LPC)

6360 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-4740 TDD 7-1-1
www.citrusheights.net

City of Citrus Heights Municipal Code, Chapter 4.60, provides a process for applicants seeking a license from the Alcoholic Beverage Control Board (ABC) to sell alcoholic beverages within the City of Citrus Heights, and whose sales location is located within a census tract designated by ABC to be over concentrated or of high crime. This designation is made by ABC, not the City of Citrus Heights. Should your facility be located within such a census tract, ABC is *required by state law to deny your application unless you obtain a letter of public convenience and necessity (LPC)*.

City of Citrus Heights has adopted a process for issuing LPC letters which involves a public hearing before the City Council, with notice and opportunity to be heard given to interested persons. The following information is required to process a LPC.

Businesses proposing to sell alcoholic beverages receive special attention from the City because of their potential to create problems, such as littering, loitering, public intoxication and disturbances. For this reason, business selling alcohol must comply with Zoning Code Section 106.42.020.

Application Submittal Requirements

- A) A completed universal application form.
- B) A completed ABC-245 form (obtained from Department of Alcoholic Beverage Control).
- C) The required processing fee (see fee schedule).
- D) Statement of Justification - why you believe the public interest would be served by selling alcoholic beverages at your facility.
- E) One (1) copy of a detailed description of the proposed use, including hours of operation, operational procedures, etc.

An electronic copy of all materials shall also be provided at the time of submittal. The electronic copy shall be provided either on a CD or USB flash drive. The CD or USB flash drive shall contain each document that is included in the planning entitlement application. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic form.

The Planning Department may request additional information.

Please feel free to discuss your application with a member of the Planning Department at (916) 727-4740 or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

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UNIVERSAL APPLICATION FORM

CITY OF CITRUS HEIGHTS ♦ PLANNING DEPARTMENT

www.citrusheights.net

6360 Fountain Square Drive ♦ Citrus Heights, CA 95621 ♦ (916) 727-4740

Proposed Project Name (Print or type) _____

Address of Project _____

Total Land Area _____ Assessor's Parcel #'s _____

Acreage, Gross Floor Area, No. of Living Units, (if applicable) _____

Project Description _____

Application Entitlement Type(s): _____

APPLICATIONS MUST BE SUBMITTED IN PERSON - ORIGINAL INK SIGNATURES ARE REQUIRED

Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

PROPERTY OWNER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

APPLICANT (print or type)

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Name _____ Signature _____ Date _____

E-Mail _____

DEVELOPER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Designated Primary Contact Person if Different than Applicant. (print or type)

Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

E-Mail _____

City Use Only:
Approving Authority: _____ Current Zoning _____
Date received: _____
Fees paid: _____
Receipt Number: _____
File Number(s) _____