



City of Dayton

APPLICATION FOR LIQUOR LICENSE

PO Box 339 - 416 Ferry Street, Dayton OR 97114

Phone # (503) 864-2221 - Fax # (503) 864-2956

Website: www.ci.dayton.or.us

Email: cityofdayton@ci.dayton.or.us

BUSINESS INFORMATION

Name of Business where liquor is sold:

Name of Business Owner(s):

Physical Location of Business:

Business Mailing Address:

Business Telephone Number:

Type of Business:

TYPE OF REQUEST

New Request (\$25.00 Fee)

Renewal Request (\$25.00 Fee)

Type of OLCC Liquor License:

OLCC License Number:

I hereby certify that the statements contained herein are in all respects true and correct to the best of my knowledge and belief, and I further certify that I have read the City of Dayton's Policy and Procedure for Issuance or Renewal of OLCC Liquor License and am in good standing within the Oregon Liquor License Commission.

Business Owner Signature

Date

Business Owner Signature

Date

For City of Dayton Use Only:

Date Paid: _____

Amount Paid: _____

Receipt # _____

Business Registration #: _____

City of Dayton
POLICY AND PROCEDURE FOR ISSUANCE OR RENEWAL
OF OLCC LIQUOR LICENSE

1. **City Manager's Authority** - The City Council delegates, authorizes, and empowers the City Manager to consider every application for issuance or renewal of a liquor license within the City of Dayton when notified through the OLCC process and to take all necessary action, provide notifications, and do all other acts to implement the procedure.
2. **Extension** - The City Manager is authorized and empowered to request an extension of time to review a particular license issue or renewal.
3. **Issuance of License** - The procedure for processing the recommendation concerning the issuance of a liquor license is as follows:
 - a. Within 30-days of date of notification of application for issuance of liquor license within the City, the City Manager shall seek information from the Police Department or Sheriff's Office concerning any information they have concerning the application, establishment, or business at which the license is being requested.
 - b. If the City Manager determines a favorable recommendation is warranted, the City Manager may notify OLCC or take no action.
 - c. If the City Manager determines an unfavorable recommendation is warranted, the City Manager shall report such determination to the City Council.
 - d. The City Council shall consider the City Manager's report with any other relevant information and decide what recommendation shall be sent to the OLCC.
 - e. The City Manager shall give proper notification to the applicant. The notification shall include time and date that the City Council will consider the City Manager's report.
 - f. The City Manager shall cause the recommendation to be sent to the OLCC and a copy to be sent to the applicant.
4. **Renewal of License** - The procedure for processing the recommendation concerning the renewal of a liquor license is as follows:
 - a. Within 60-days of date of notification by the OLCC of the request for renewal of liquor licenses within the City, the City Manager shall seek information from the Police Department or Sheriff's Office concerning all licensees.
 - b. If the City Manager determines a favorable recommendation is warranted, the City Manager may notify OLCC or take no action.
 - c. If the City Manager determines an unfavorable recommendation is warranted, the City Manager shall report such determination to the City Council.
 - d. The City Council shall consider the City Manager's report with any other relevant information and decide what recommendation shall be sent to the OLCC.
 - e. The City Manager shall give proper notification to the applicant. The notification shall include time and date that the City Council will consider the City Manager's Report.
 - f. The City Manager shall cause the recommendation to be sent to the OLCC and a copy to be sent to the applicant.
5. **Decision of City Council** - The decision of the City Council as to the recommendations of the City to the OLCC shall be final.
6. **Fees** - The following fees are established for issuance and renewal of licenses:
 - a. The fee for each new liquor licenses application shall be \$25.00
 - b. The fee for each liquor license renewal shall be \$25.00.
 - c. There shall be no fee for special event permits or off premise permits.