



Need to Know –

Information for Bars/Restaurants in Scottsdale

If you are considering locating a bar or restaurant in Scottsdale, it is important to be aware of city license and zoning requirements (**prior to committing to a business location or submitting a liquor license application to the State.**) In some instances, bars may require a Conditional Use Permit that may take 4-6 months to obtain. This handout outlines a six-step process to ensure you are fully informed/aware of the specific regulations that relate to bars/nightclubs and restaurants in Scottsdale

- 1) Identify what type of State Liquor License (Series #) you are applying for.
- 2) If you are applying for **any of the following State Liquor Licenses** you may also have to acquire a City of Scottsdale conditional use permit:

Series 03 – Microbrewery	Series 12 – Restaurant
Series 06 – Bar	Series 13 – Domestic Farm Winery
Series 07 – Beer & Wine Bar	Series 14 – Club (Private)

- 3) In Scottsdale, you are considered a bar/nightclub or cocktail lounge if you meet any of the following criteria:

- o Bar service area more than 15% of the gross floor area
- o Kitchen is less than 15% of the gross floor area
- o Age verification is requested for admittance
- o A cover charge is required for admittance (except for special events approved through city's special event process)
- o Less than 40% of gross revenues are generated from the sale of prepared food
- o The business remains open and liquor sales continue but the kitchen closes before 9 p.m.

If you checked any one of the above, you are considered a bar and **may be required to obtain a conditional use permit**. Proceed to step #4 for information about determining applicability. If you did not check any of the above criteria, you can proceed to step #5.

- 4) If your business meets any of the above criteria, please contact the City of Scottsdale immediately to determine applicability of the regulations and the most efficient process to meet the regulations. You may contact Eva Wallace at (480) 312-2788 to schedule an appointment. Your appointment will take place at the city's Planning & Development Services Office, located on the first floor of One Civic Center, 7447 E. Indian School Road, Suite 105. An area map is provided on the last page of this handout. You can call (480) 312-7000 for directions.
- 5) All liquor license applications in Scottsdale are required to complete the attached questionnaire (pages 2-4 of this handout) and either fax to (480) 312-7088 – Attention Eva Wallace, or deliver to the first floor of One Civic Center, 7447 E. Indian School Road, Suite 105 – Attention Eva Wallace. Normal business hours are 8 a.m. to 5 p.m. An area map is provided on the last page of this handout. You can also call (480) 312-7000 for directions.
- 6) A Scottsdale (city) liquor license is also required. Contact (480) 312-2400 for application.

An overview of the liquor license process and how it pertains to bars and restaurants located in Scottsdale is available on the City of Scottsdale web site at:

<http://www.scottsdaleaz.gov/bldgresources/courterresources/LiquorLicenses/default.asp>

City of Scottsdale Liquor License Questionnaire

Please complete all questions and return to our office within 5 business days. Failure to provide this information in a timely manner may result in a delay in processing your application.

Name of Business _____

Type of business (restaurant, bar, grocery, retail, etc.) _____

Business Address _____

Name of Shopping center where business is located _____

Was there a previous business at this location? If yes, list name of previous business.

☐ Yes ☐ No _____

Was liquor sold at this location prior to this application? If yes, what type of license?

☐ Yes ☐ No _____

If liquor sales have stopped, when did they stop? _____

Is this business currently open?

☐ Yes ☐ No

• If yes, under what ownership? _____

• If yes, is this business operating with an interim liquor license? When does that expire?

☐ Yes ☐ No Expiration Date. _____

• If no, what is the proposed opening date? _____

Is this business under construction?

☐ Yes ☐ No

Is this business being remodeled?

☐ Yes ☐ No

Total Gross Square Footage of Establishment _____

Gross square footage of kitchen (do not include refrigerators or areas used for storage of food or beverages) _____

Gross square footage of bar service area (includes the floor area under indoor and outdoor bars and the floor area behind the bars used for the storage, preparation and serving of food or drinks.) _____

Restaurant seating Capacity _____

Bar Seating Capacity _____

For Hotel Restaurant applicants:

Is the restaurant owned/operated by the hotel or an independent operator? _____

For Restaurants, Bars and Restaurants/Bars:

Will the bar service area be in excess of fifteen (15) percent of the gross floor area?

☐ Yes ☐ No

Will the kitchen be less than fifteen (15) percent of the gross floor area?

☐ Yes ☐ No

Will age verification be required/requested for admittance at any time during business operations?

☐ Yes ☐ No

Is a cover charge required for admittance at any time during business operations?

☐ Yes ☐ No

Will less than forty (40) percent of gross revenues be derived from the sale of prepared food?

☐ Yes ☐ No

Will the business remain open and liquor sales continue but the full kitchen closes before 9.00 p.m.?

☐ Yes ☐ No

During what hours will the establishment provide full kitchen service?

During what hours will the establishment offer liquor sales?

For All Applicants: (if you have questions related to City parking requirements call (480) 312-7734)

How many parking spaces does your establishment require according to the zoning ordinance?

How many parking spaces are provided on-site?

How many parking spaces are provided by a parking agreement? (Please attach copy of parking agreement)

How many parking credits are allocated to this establishment?

How many in-lieu parking credits are allocated to this establishment?

IMPORTANT:

Please attach and submit a scaled overall site plan and scaled floor plan indicating the required and provided parking. Floor plan must include all food preparation, dishwashing, storage and office areas.

Will this business feature any of the following:

Patron Dancing? ☐ Yes ☐ No

Karaoke? ☐ Yes ☐ No

Live Bands?* ☐ Yes ☐ No
(*may require a conditional use permit)

DJ? ☐ Yes ☐ No

Amplified music? ☐ Yes ☐ No
(which includes singers or instruments; excludes stereos or CD players)

Outdoor dining? ☐ Yes ☐ No

Adult Entertainment? ☐ Yes ☐ No

Drive thru window? ☐ Yes ☐ No

After hours (21+)?* ☐ Yes ☐ No
(*may require a conditional use permit)

Games? ☐ Yes ☐ No

After Hours (teen)?* ☐ Yes ☐ No
(may require a conditional use permit)

Four (4) or more pool tables? ☐ Yes ☐ No

City License Information: Contact Scottsdale's Tax & Licensing Office at (480) 312-2400 if you have any questions related to city license requirements.

City liquor license application applied for? ☐ Yes ☐ No City Liquor License # _____

City transaction privilege tax license applied for? ☐ Yes ☐ No City License # _____

Applicant Narrative:

Please complete the statements below indicating how approval of this application would be in conformance with the following state statute:

ARS 4-201 G IN ALL PROCEEDINGS BEFORE THE GOVERNING BODY OF A CITY OR TOWN, THE BOARD OF SUPERVISORS OF A COUNTY OR THE BOARD, THE APPLICANT BEARS THE BURDEN OF SHOWING THAT THE PUBLIC CONVENIENCE REQUIRES AND THAT THE BEST INTEREST OF THE COMMUNITY WILL BE SUBSTANTIALLY SERVED BY THE ISSUANCE OF THIS LICENSE

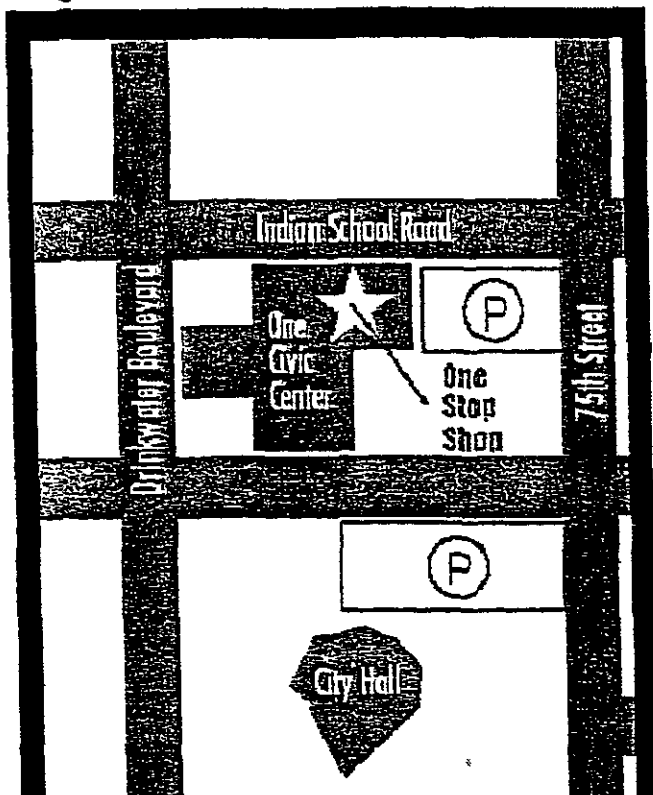
1. I have the capability, qualifications and reliability to hold a liquor license because
2. The public convenience requires and the best interest of the community will be substantially served by the issuance of the liquor license because

I affirm, to the best of my knowledge, that the information provided in this document is true and correct.

Signature

Printed Name

Date



City of Scottsdale
Planning & Development Services Dept.
first floor of One Civic Center (identified with a star)

7447 E. Indian School Rd , Suite 105
Scottsdale, AZ 85258

Parking is available to the east and south of the One Civic Center building.

For directions to One Civic Center call (480) 312-7000.

Additional liquor license information is available on the city's web site at:

<http://www.scottsdaleaz.gov/BldgResources/CounterResources/FAQLiquor.pdf>

City Tax & Licensing Offices are also located on the first floor of One Civic Center. For information on City liquor license requirements/application call (480) 312-2400 or access the city liquor license application at: <http://www.scottsdaleaz.gov/licenseguide/LicenseCatalogDetail.asp?T=LIQ>