



CITY OF HARVEY

CHRISTOPHER J. CLARK, MAYOR

August 11, 2023

Dear Liquor Licensee:

Enclosed please find the City of Harvey's Local Liquor License Application packet. You are receiving this because you applied for a liquor license from the City of Harvey in 2022 or because you currently hold a liquor license with the City of Harvey due to expire on October 31, 2023. Please review this correspondence carefully as it includes important information. This correspondence will explain to you the procedures the City of Harvey will be following for the issuance of 2023-2024 liquor licenses.

As Local Liquor Control Commissioner, I strive to continuously improve and streamline the liquor license renewal process. To that end, as an applicant for liquor license renewal, you will only need to newly report information that has changed since your most recent application and submit updated documents where previous submittals may have expired, such as providing a current, valid State of Illinois liquor license, current certificates of insurance, BASSET certifications, and updated leases, where applicable. This updated process should allow you to focus on business operations and the City to process applications more quickly.

All liquor licenses will be processed by the City of Harvey in the order in which they are received. The application is reviewed by multiple City staff members prior to being reviewed by the Mayor's office. As the Local Liquor Control Commissioner has dozens of licenses to review, you are strongly encouraged to submit your application sooner instead of later.

There are two options you may pursue related to your license application:

1. Staff Assistance and Legal Review: The City is again offering an optional preliminary review to assist you with the application process. If you submit what you believe to be your completed application and a \$500 staff and legal review fee by no later than August 25, 2023 by 5:00 P.M., City staff and legal counsel will review your submittals and inform you of any missing or incomplete items. Please direct your submittals to:

Corean Davis
City Administrator
City of Harvey
15320 Broadway Avenue
Harvey, IL 60426
cdavis@cityofharveyil.gov

By September 8, 2023, the City's legal counsel will then notify you of any missing or incomplete information or of any additional documents that are required to complete your application. You must provide any additional submittals to supplement or correct your application by September 29, 2023.

2. No Staff Assistance and Review. If you do not opt for option 1 above, you may simply submit your completed application by September 29, 2023, with no staff and legal review fee. However, if your application is deficient or incomplete, you will not receive notification of missing or incomplete information or documents, nor will you have a chance to amend, correct, or supplement your application. You may choose this option at your own peril.

The deadline to submit a completed application and all required information and documents is Friday, September 29, 2023 by 5:00 P.M. No applications will be accepted for consideration for liquor licenses for the 2023-2024 license year after that date, and no supplemental information or documents will be accepted after that date.

Please take note that the application and forms must be typewritten.

If any Licensee information has changed since the Licensee's submission of their 2022-2023 application for a City liquor license, the applicant must update that information in the appropriate fields contained in the City's renewal application.

If no Licensee information has changed since the Licensee submitted their 2022-2023 application for a City liquor license, then the applicant must attest to that fact, arrange for appropriate personnel to be fingerprinted at the Harvey Police Department for the annual criminal background check, and tender updated documents where previously-submitted documents has expired. Applicants must certify that all information provided to the City of Harvey in the renewal application is true and correct in the affidavit accompanying the renewal application.

As part of their renewal application, all applicants must complete the Local Liquor License Application or such portions thereof as have changed in the past year, tender the documents and information referenced in the Application Checklist where such information has changed or requires updates to remain current, such as a current State of Illinois Liquor License, lease, certificate of good standing, certificate(s) of insurance, BASSET certifications, and other listed information, certifications or documents that may have expired since your 2022-23 liquor license application.

A non-exhaustive list of tasks to be completed includes the following:


- Make arrangements with the City of Harvey police for fingerprinting and a background check. Every owner, manager or party holding a five percent or greater interest in the business, partnership or corporation must submit for fingerprints annually to enable an updated background check, even if one was submitted in the past. Please make your appointment with the Police Department as soon as possible so that your application can be submitted on time. The fee for the fingerprinting and background check is \$100.
- Show proof of required insurance listing City of Harvey as certificate holder:
 - Dram Shop insurance in amounts required by statute
 - Comprehensive General Liability in an amount not less than \$1,000,000 per occurrence
- Attest that applicant has filed all required monthly liquor by the drink excise tax returns and corresponding taxes current through the date of submitting an application for renewal of a City liquor license. Where any such tax returns or taxes may still be outstanding, file same prior to application deadline.
- Certify that the applicant and all required employees have completed BASSET Training in accordance with 235 ILCS 5/6-27.1 and provide copies of current BASSET Certificates.
- Submit copy of applicant's State of Illinois Liquor License reflecting that such license is current and in good standing. Where such license will expire on or prior to October 31, 2023, submit a copy of the applicant's renewal application for a State of Illinois liquor license.

Please pay careful attention to the requirements of each form. Inaccurate, incomplete, or false submissions will be subject to nonrenewal or the denial of a license.

Any questions regarding this correspondence and this packet should be submitted to Corean Davis (cdavis@cityofharveyil.gov), City of Harvey Chief of Staff, with a copy to city attorney Dan Bolin (dbolin@ancelglink.com).

Thank you for considering continuing your business in the City of Harvey.

Very truly yours,



Mayor Christopher J. Clark

Local Liquor Control Commissioner