



MEMBERS
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BOARD OF
LICENSE COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1201
SNOW HILL, MARYLAND 21863

ATTORNEY
THOMAS K. COATES
LIQUOR LICENSE ADMINISTRATOR
APRIL R. PAYNE
apayne@co.worcester.md.us

Applicant:

The following instructions are provided to assist you with the basic application process for an alcoholic beverage license in Worcester County.

The enclosed application form must be completed and returned to this office along with your filing fees. Only the original application form will be accepted, for additional affidavit forms, visit www.co.worcester.md.us/departments/drp/liquor-licensing. Please make checks payable to "Worcester County" in the amounts indicated below. It is necessary to provide two separate checks as your application will be processed by two separate offices.

- \$660 - \$60 of this fee represents advertising cost;
\$600 of this fee represents an application processing fee.
- \$ 25 - This fee is required to certify those individuals supporting your application to be property owner and voters in Worcester County.

If you are making application as an individual, individuals, or as a partnership, each of you must have resided in Worcester County for the past two years.

If you are leasing the property to be licensed, you must submit a copy of that lease with the application.

If you are making application on behalf of a corporation, one applicant must serve as the Resident Agent. That individual must reside in Worcester County. The Resident Agent must hold at least 10% of the outstanding stock unless applying for a Class "B" Beer, Wine and Liquor license, in which case the Resident Agent must hold some percentage of the outstanding stock.

Supporting signatures must be collected by the Resident Agent.

When making an application on behalf of a corporation, it will be necessary for you to complete and submit with the application a Stockholder Affidavit or a Limited Liability Affidavit. Additionally, you must submit with the application a copy of your Articles of Incorporation and a copy of your lease (if applicable) for the subject property.

If you are making application for the transfer of an existing license, you must also complete the enclosed transfer application. Further, you must make application to the State Comptroller's Office for the transfer of the alcoholic beverage inventory remaining on the property. That form is enclosed, but should be forwarded directly by you to the Comptroller's Office. If there is no inventory, you must supply supporting documentation indicating such.

Your application will be advertised by this Office in the local newspaper. Filing deadlines are established to allow for proper advertising. The filing deadline for the next available meeting of the Board is _____. Provided your application is received by that date, we will make every effort to have your application heard on _____.

The Board of License Commissioners ordinarily conducts hearings on these applications on the third Wednesday of each month. It is sometimes necessary to deviate from that schedule; you may confirm hearing dates with this office.

In the event your application is approved, your license cannot be issued until we have received a copy of your Articles of Incorporation and Certification of Incorporation (with corporate applications); acknowledgment from the Comptroller's Office that your inventory transfer has been approved and that your tax accounts are in good standing (in the case of a transfer); a copy of your fire and health certificates (unless a Class "A" license); and payment of the proper fees. The Board may set forth other requirements at the hearing.

These guidelines offer basic information to consider when making application to the Board of License Commissioners for an alcoholic beverage license. This list is not all-inclusive. If you have any questions or need further clarification, please do not hesitate to contact this office at 410-632-1908, Option #6.

FOR THE WORCESTER COUNTY
BOARD OF LICENSE COMMISSIONERS,



April R. Payne
Liquor License Administrator