

The following checklist is intended to aid the applicant in submitting a complete and successful application to the Alcohol and Tobacco Commission for a Riverfront Development District Liquor License. The City of Lafayette reviews all applications requiring a letter of support from the Mayor. The City will gladly supply documents 6-8 for the application. However, we require one copy of documents 1-5 for our review process.

If the applicant's business plan, restaurant concept, physical plan, or business structure changes in any way during the application process, Applicants are required to inform [John Collier, Assistant Director of Economic Development](#) with the City of Lafayette. Applicants are also strongly advised to keep the Indiana State Alcohol and Tobacco Commission apprised of such changes.

Thank you for your interest in downtown Lafayette.

Liquor License Packet Checklist (Updated 7/17/2017)

1. Copy of License Application:

Include the completed copy of the liquor license to be submitted to the State Alcohol and Tobacco Commission.

2. Copy of signed lease:

It is recommended that the applicant supply a copy of their lease for the premises. Intent to Lease documents will be considered in lieu of a signed lease.

3. Copy of a Biography of the Establishment:

This requirement includes a written description that describes the physical environment, social atmosphere, hours of operation, and theme of the restaurant. This must also include a statement indicating whether or not the establishment will serve all ages, or only those aged 21 years or older.

4. Copy of Floor plans:

Floor plans must be provided showing the access/egress, kitchen, barroom, family room, bathrooms, dance floors, and any other space that is to be used for a specific purpose. The plans must be submitted with a good faith understanding that they will be undertaken as shown.

5. Copy of Menu:

A menu containing a minimum of milk, hot soup, coffee, hot sandwiches, and soft drinks must be provided with pricing. Only items on the submitted menu will contribute toward meeting this requirement.

6. A copy of Municipal Resolution Establishing the Riverfront Development District:

Available by clicking the link on the Economic Development Department's Projects website.

7. An 8 ½" x 11" map depicting the Lafayette Riverfront Development District

Available by clicking the link on the Economic Development Department's Projects website.

8. A record of funds expended by the City within the Riverfront Development District:

Available upon request at the Lafayette Economic Development Department.