

Requirements for On-Sale 3.2% and Wine Liquor Licenses

1. City of Northfield Application for Liquor License (return to City)
2. Application for County/City On-sale Wine License (return to City)
3. Certification of On Sale Liquor License, 3.2% Liquor License or Sunday Liquor License complete licensee name through partner information (return to City)
4. Certificate of Compliance Minnesota Workers' Compensation Insurance - Form MN Lic 04 (return to City)
5. Tax information form (return to City)
6. Department of Public Safety Buyer's Card Application (Return directly to State after license has been approved or returned to City with check made payable to the Department of Public Safety)
7. Certificate of Liability Insurance – per requirements in State law 340A.409
 - The City of Northfield must be named as certificate holder and a cancellation clause reading: "the City will be notified **ten (10) days before cancellation** of this policy."
 - The insurance must cover the entire period of April 1 through March 31 of licensing year. Please note that the State Alcohol & Gambling Enforcement Division will not approve the licenses without this.
 - The name on the insurance certificate must match exactly with the licensee name listed on the application.
 - The address on the insurance certificate matches the physical location of the licensed premises.
8. Fees – TOTAL = **\$825.00*** – Check made payable to City of Northfield:
 - a. **\$800.00** Liquor License Fees
 - b. **\$25.00** County property certification fee
 - c. ***\$500.00** Investigation Fee per City Code Sect 6-62(g) for NEW licenses
9. A floor plan of the premises to be licensed shall be submitted with the application per Section 6-64(d) of Northfield City Code. A license may be issued only for a space that is compact and contiguous and shall be effective only for the premises specifically described in the application.
10. A copy of your restaurant license issued by the Minnesota Department of Health (MDH).

No license shall be approved for operation on any premises on which taxes, assessments, or other financial claims of this municipality are due, delinquent or unpaid.

Please note that once the City receives all completed documents, the application will be referred to the Chief of Police for investigation. Once the investigation is complete and a written report is received from the Chief of Police, a public hearing on the license will be scheduled. Notification of the public hearing is required 10 days prior to the hearing and must be published in the official newspaper and mailed to property owners within 350' of the proposed premises. The anticipated timeline for the above requirements is approximately 30 –45 days. Note: a public hearing may not be required if the premises has been licensed within one year prior to the application for a new license.

Applicants should check with the Community Development Department 507-645-3004 for planning, zoning and/or building compliance regulations.

If you have any questions please contact City Clerk Lynette Peterson at (507) 645-3001 or via e-mail at lynette.peterson@ci.northfield.mn.us

A combination wine/3.2 malt liquor license allows the license holder to sell strong beer. The license holder must have gross receipts that are at least 60 percent attributable to the sale of food.

3.2 percent malt liquor licenses. On-sale licenses shall be granted only to drugstores, clubs, restaurants, hotels, and bowling centers, and shall permit the sale of 3.2 percent malt liquor for consumption on the licensed premises only.

Off-sale licenses shall be granted only to stores to permit the sale of 3.2 percent malt liquor in original packages for consumption off the premises only.

On-sale wine license. An on-sale wine license may be issued by the city with the approval of the commissioner of public safety to a restaurant having facilities for seating at least 30 guests at one time. A wine license permits the sale of wine not exceeding 14 percent alcohol by volume for consumption with the sale of food. A wine license authorizes the sale of wine on all days of the week including Sundays. A holder of an on-sale wine license issued pursuant to this chapter who is also licensed to sell 3.2 percent malt liquor at on-sale, and whose gross receipts are at least 60 percent attributable to the sale of food, is also authorized to sell intoxicating malt liquors at on-sale without an additional license. The city may require a certified audit or other acceptable method to determine the percentage of food sales as compared to wine and malt liquor sales.

A restaurant is defined as an establishment, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises and served at tables to the general public, and having a minimum seating capacity for not fewer than 30 guests at one time.

Additional rules and regulations can be found in Northfield City Code Chapter 6 – Alcoholic Beverages and Minnesota Statutes 340A Liquor, copies attached.