



ADMINISTRATIVE ACTION REQUEST SUPPLEMENT C

CONSUMPTION ON THE PREMISES

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If the request is for an administrative approval of a consumption-on-premises permit as set forth in the Land Development Code, please submit the "Application for Administrative Action" form and the following:

1. Type of permit requested:
 Regular (complete items 2 through 6) Temporary (complete item 7)
2. Type of Establishment: _____ . If a restaurant, submit copy of printed menu.
3. Is there (or will there be) outdoor seating areas? NO YES. If yes, please indicate the outdoor seating capacity (i.e. number of seats) and indicate the seating area on the site plan.
4. Hours of operation: _____
5. Type of license requested: _____
6. ADDITIONAL SUBMITTAL REQUIREMENTS
 - a. SITE PLAN and FLOOR PLAN: (see Explanatory notes for items to be included)
7. TEMPORARY "ONE-DAY-PERMIT"
 - a. Type of Event: _____
 - b. Has a Temporary Alcoholic Beverage Permit been issued at this location within the past twelve months? NO YES If yes, please list all dates permitted _____
 - c. Provide a general description of the exact location or site where the alcoholic beverages are to be sold and consumed.

 - d. Type of alcoholic beverages to be sold: _____

EXPLANATORY NOTES

1. Type of Establishment: Insert the type of establishment within which the alcoholic license will be used. If the establishment is a restaurant, please submit a copy of the printed menu. Following are typical examples:

Bar, Cocktail Lounge, or night club, Hotel/Motel, Fraternal or Membership Organizations Club, cocktail lounge at golf course, tennis club or indoor racquetball club, Restaurant, Restaurants with brew pub license requirement

2. a. SITE PLAN and FLOOR PLAN: Both a site plan and a floor plan, drawn to suitable scale, must be submitted showing, at a minimum, the following:
 - 1). all buildings on the property as well as on adjacent property; and
 - 2). all public entrances and exits to the buildings; and
 - 3). parking plan including entrances and exits and the location and dimensions of all off-street parking spaces; and
 - 4). the floor area of the building showing, at a minimum, the proposed kitchen, indoor seating area (including proposed seating capacity), and rest rooms; and
 - 5). if a restaurant is proposing a bar or lounge for patrons waiting to be seated in the restaurant, the floor area and seating area of the bar or lounge shall be delineated in addition to the restaurant seating area; and
 - 6). Unless specifically exempted by the Land Development Code, the site plan must also indicate the location of:
 - a) any religious facility, school (non-commercial), day care center (child), or park located within 500 feet of the public entrance to the establishment; and
 - b) any dwelling unit under separate ownership within 500 feet of the establishment; and
 - c) any other establishment primarily engaged in the sale of alcoholic beverages for consumption on premises.

If applicable, an affidavit that there are no religious facilities, schools (non-commercial), day care centers (child), parks, dwelling units under separate ownership, or other establishment primarily selling alcoholic beverages for consumption on site, within 500 feet of the proposed establishment.

3. a. Type of Event: Indicate the purpose of the temporary permit. Examples include, but are not limited to:

Grand opening or open house at residential, commercial or industrial development
Special outdoor holiday or celebration event at a bar or restaurant which is not already special permitted
Wedding or other special occasion at a clubhouse
Political rally or event
Block party
Carnival