

**The City of Medina**  
**INSTRUCTIONS TO APPLICANT FOR**  
**ON AND OR OFF-SALE INTOXICATING LIQUOR LICENSE**

**The following items are to be completed by the individual making application for an on and or off-sale intoxicating liquor license:**

- 1. Application forms for On-Sale or Off-Sale Intoxicating Liquor License (attached).
- 2. Tennessee Warning for private and confidential information (attached).
- 3. Certificate of Compliance Dept. of Revenue Information (attached).
- 4. Certificate of Compliance Workers' Compensation Law (attached).
- 5. Criminal History Consent Release (attached) Needed from corporate officer making application and from operating manager.
- 6. Financial Inquiry Authorization (attached).
- 7. Retailer's Buyer Card for Liquor (info. attached). Do not return to City.
- 8. Certificate of General Liability Insurance.
- 9. Certificate of Workers Compensation Insurance.
- 10. Certificate of Liquor Liability Insurance.  
NOTE: The insurance must completely cover the license period of July 1 through June 30.
- 11. Evidence that the property taxes are current. This statement can be obtained at the Hennepin County Government Center, Public Service Level Tax Desk.
- 12. DBA/Doing Business As – If the business name is not the same as the applicant, you have to file an affidavit of assumed name and provide proof of it being printed in the local newspaper.
- 13. Sunday Liquor License Holders – Need to submit a copy of the establishment's restaurant license.
- 14. Optional 2 A.M. Liquor License – Need to apply directly with the Alcohol and Gambling Enforcement Division.

**(over)**

- 15. Copies of lease, bill of sale, purchase agreement, contract for deed, promissory notes or partnership agreements, etc.
- 16. Articles of Incorporation, Corporation Bylaws (certified), Minutes of first meeting naming corporate officers, List of stockholders and number of shares held by each.
- 17. Name, address, and phone number of three possible references. Include at least one of each of the following: Business, Financial, Character.

**These forms are to be submitted with the following fees:**

\$ 500	In-State Investigation Fee.
\$ 10,000	Out-State Investigation Fee.
\$ 4,500-7,500	On-Sale Liquor License Fee - see fee schedule
\$ 200	On-sale Sunday Liquor License – see fee schedule
\$ 150	Off-Sale Liquor License Fee – see fee schedule

*Please Make Check payable to the City of Medina*

*The licensing year is July 1 through June 30. New license fees are pro-rated.*

**Review and Approval Process**

Please check zoning requirements with the Medina Planning and Zoning Department before submitting your application. The completed application and fee shall be submitted to the City Clerk. The application will be referred to the Building Inspector for inspection, and the Police Department for investigation. Upon completion of the investigation a meeting before the City Council will be scheduled, and a recommendation will be submitted to the City Council for approval or denial. Upon approval of the application, a license will be issued by the City Clerk.

**City of Medina  
2052 County Road 24  
Medina, MN 55340  
763/473-4643**