

LIQUOR APPLICATION PROCESS

For permit authorizing you to manufacture or sell vinous, spiritous, or malt liquors in the unincorporated areas of Sevier County:

1. Present State Issued Liquor License to Sevier County Clerk.
2. Fill out Application for Permit.
3. Pay \$25 permit fee. This is to be paid ten (10) days prior to beginning the sale of any named substances and then annually no later than January 31 in subsequent years.
4. County Clerk will present you with County Permit to be posted in your place of business.

Permit for operation of a Private Club in the unincorporated areas of Sevier County:

1. Submit the following to the Sevier County Quorum Court, not less than thirty (30) days prior to a regularly scheduled Quorum Court meeting:
 - a. A letter stating your intent to file for a private club permit in the unincorporated area of Sevier County which shall include the physical address where the business will be located
 - b. A copy of the Arkansas Alcoholic Beverage Control application that you intend to file
2. Applicant shall notify all property owners within 1000 feet of the proposed location, by person service or by United States Postal Service certified mail, return receipt requested and by duplicate sent regular mail, informing them of the applicant's intent to request an ordinance in support of an application for a permit to operate a private club. The notice shall include the dates, times, and location of the Quorum Court meeting in which it will be heard. The notice shall also inform each property owner of their right to make their position known at the meeting of the Quorum Court. Notice must be delivered to the property owners identified above not less than seven (7) days in advance of the date of the Quorum Court meeting.
3. An applicant shall provide the Quorum Court with the following not less than fourteen (14) days prior to the meeting during which the matter is requested to be heard (a) copies of the letter(s) notifying property owners of the intent to request an ordinance in support of an application for a permit to operate private club; and (b) proof of service or delivery of notices
4. If ordinance is passed a copy will be forwarded to the Arkansas Alcoholic Beverage Control office.
5. When applicant receives license they are to present it to the Sevier County Clerk
6. Fill out Application for Permit.

7. Pay \$25 permit fee. This is to be paid ten (10) days prior to beginning the sale of any named substances and then annually no later than January 31 in subsequent years.
8. County Clerk will present you with County Permit to be posted in your place of business