

Instructions for Filing City of Laddonia, Missouri  
Liquor License

Please note that All businesses located in the City of Laddonia, Missouri that require a liquor license per Missouri Liquor Control guidelines need to complete this extended application process.

All questions on the application must be answered completely. All requested information is to be included and form(s) signed and notarized before being returned to the City Clerk.

- An exact description of the premises to be licensed must be included; attach blue print or floor plan of the area to be licensed.
- If limited liability company or corporation, attach copy of State Certificate of Organization or State Certificate of Incorporation and a letter of authorization signed by all members of an LLC or the President/Chairman and Secretary of a corporation designating applicant as managing officer.
- Federal criminal background checks for all persons listed on the application are required; attach criminal background checks to the application.
- The completed application must be accompanied by a check for \$150.00 non-refundable filing fee, payable to the City of Laddonia, Missouri, to cover the costs of processing the application. An additional \$10.00 non-refundable filing fee is required if submitting an application for Sunday License. The fees are in addition to the license fee which is payable when the state liquor license(s) is/are brought into this office.\*
- The Exact type of license(s) must be clearly shown upon the application.

The City Clerk will process the application(s) as soon as all information is available. A letter will then be submitted to the Board of Aldermen for its approval/disapproval. The applicant is normally not required to attend the Board of Aldermen meeting.

If approval is received from the Board of Aldermen, an approval letter will be sent to the State Liquor Control office, and the applicant will receive a call from the City Clerk's Office informing him/her of the Board of Aldermen's decision. Once approval is granted, the applicant may then proceed to State Liquor Control with their state application.

Upon receipt of the state liquor license(s), the applicant is to present the license(s) to the City Clerk's office, as well as a paid receipt showing that the business has paid its personal property tax in Audrain County.

*\*Organizations that fall under the federal income tax standard as a charitable, fraternal, religious, service or veterans' organization which has obtained an exemption from the payment of federal income taxes as provided under the Internal Revenue Code do not have to use the extended application for unincorporated business if said organization provides proper documentation proving their exempt status per the Internal Revenue Code.*

**APPLICATION FOR LICENSE TO MANUFACTURE OR WHOLESALE OR RETAIL  
OR PERMIT CONSUMPTION OF ALCOHOLIC BEVERAGES  
CITY OF LADDONIA, MISSOURI**

Date of Application \_\_\_\_\_, 20\_\_\_\_

I hereby make application to manufacture, wholesale, retail, or permit consumption of intoxicating liquor in the City of Laddonia, Missouri, as indicated on the following schedule:

Item	Type of License Applied For	Fee
	Manufacture malt liquor not in excess of 5% alcohol by weight	\$350.00
	Manufacture malt liquor not in excess of 3.2% alcohol by weight	\$250.00
	Manufacture intoxicating liquor in excess of 5% alcohol by weight	\$750.00
	Wholesale malt liquor not in excess of 5% alcohol by weight	\$150.00
	Wholesale malt liquor not in excess of 3.2% alcohol by weight	\$500.00
	Wholesale intoxicating liquor in excess of 5% alcohol by weight	\$375.00
	Retail malt liquor not in excess of 5% alcohol, by drink & light wine (including Sunday)	\$75.00
	Retail malt liquor not in excess of 5% alcohol, by package only (including Sunday)	\$75.00
	Retail malt liquor not in excess of 3.2% alcohol, by package only	\$22.50
	Retail intoxicating liquor in excess of 5% alcohol, package only	\$150.00
	Permit consumption of intoxicating liquor on premises	\$300.00
	Retail sale of all kinds of intoxicating liquor by drink, including package sales	\$450.00
	Retail sale of all kinds of intoxicating liquor by drink on premises - Sunday only	\$300.00
	Retail sale of all kinds of intoxicating liquor by package only - Sunday only	\$300.00
	Microbrewery - \$7.50 per 100 barrels to maximum 5,000 barrels	\$375.00
	Sidewalk Café	No Charge

**COMPLETE IN BLUE OR BLACK BY HAND:**

**A. Personal application of owner , co-owner , manager or agent**

1	Name: _____ Male <input type="checkbox"/> Female <input type="checkbox"/>
2	Present address: _____

3	How long at above address:                      How long in Laddonia:
4	Residence address for previous five (5) years:
5	Date of birth:                      Place of birth:
6	Are you a citizen of the United States of America? Yes <input type="checkbox"/> ; No <input type="checkbox"/>
7	If naturalized citizen, give state or country and city of birth: Date and number of naturalization papers:
8	Wife or husband's name:
9	Have you ever been arrested for any reason? Yes <input type="checkbox"/> ; No <input type="checkbox"/> If yes, give date, city or town in which arrested, and final disposition of case:
10	Have you ever been convicted of a felony?
11	Are you a resident, tax paying citizen of Laddonia, Missouri?
12	Name and business address of your employers for five (5) years prior to date of this application.
13	Have you been the holder of a license to manufacture or sell intoxicating liquor or beer which has been revoked or suspended? Yes <input type="checkbox"/> ; No <input type="checkbox"/> If yes, give details.
14	Have you ever employed any person convicted of a felony? Yes <input type="checkbox"/> ; No <input type="checkbox"/> If yes, give details.
15	Have you ever employed any person who has been the holder of a license to manufacture or sell intoxicating liquor or beer which has been revoked or suspended? Yes <input type="checkbox"/> ; No <input type="checkbox"/> If yes, give details.
16	Have you been convicted of a violation of the provisions of any law in any state applicable to the manufacture or sale of intoxicating or non-intoxicating liquor? Yes <input type="checkbox"/> ; No <input type="checkbox"/> If yes, give details.

**B. Location of Premises:**

1	Trade name of premises for which license is sought:
2	Location of premises <span style="float: right;">Telephone No. (    )</span>

**C. Premises for which license is sought:**

1	Are the premises occupied in whole or in part as a dwelling? Yes <input type="checkbox"/> ; No <input type="checkbox"/>
2	Are entire premises so arranged that all parts where customers are served are open to public view? Yes <input type="checkbox"/> ; No <input type="checkbox"/>
3	Are premises occupied and operated mainly as a drug store, a cigar and tobacco store, a grocery store, a general merchandise store, a confectionery and/or delicatessen? Yes <input type="checkbox"/> ; No <input type="checkbox"/>
4	Do you have a stock of merchandise amounting to \$1,000 or more, exclusive of fixtures and intoxicating liquor? Yes <input type="checkbox"/> ; No <input type="checkbox"/>
5	Dimensions of room or rooms in which intoxicating liquors will be served. Please attach a drawing of the layout of the room or rooms in which intoxicating liquors will be served.
6	Seating capacity of such rooms.
7	If application is for liquor by the drink, do you have furniture and equipment within the premises to be licensed of a book value of \$5,000 or more? Yes <input type="checkbox"/> ; No <input type="checkbox"/>
8	Are premises within 100 feet of any school, church, or other building regularly used as a place of religious worship? Yes <input type="checkbox"/> ; No <input type="checkbox"/>

*Partnership or LLC*

**D. If application is on behalf of a partnership or limited liability company, complete the following:**

1	Name of company.
2	Date of formation of LLC and state of formation:
3	Names, addresses, date and place of birth of all other partners/members with general or limited authority _____ _____ _____
4	Does any other person have any financial interest in the company? Yes <input type="checkbox"/> ; No <input type="checkbox"/> If yes, give details.
5	Are all members of the company persons who would be eligible for a license as individuals under provisions of City ordinances? Yes <input type="checkbox"/> ; No <input type="checkbox"/> If no, give details.
6	Has company, or any members thereof, been the holder of a wholesale or retail license to manufacture or sell intoxicating liquor or beer which has been revoked or suspended? Yes <input type="checkbox"/> ; No <input type="checkbox"/> If yes, give details.
7	Attach sheets giving same information regarding each partner/officer/member as is required of individuals in questions A. 1 thru 4 above.

*Corporation*

**E. If application is on behalf of a corporation, complete the following:**

1	Name of Corporation:																		
2	Date of incorporation: <span style="float: right;">State of incorporation:</span>																		
3	Amount of paid in capital \$ <span style="float: right;">Amount of Authorized Capital \$</span>																		
4	<p>Names and addresses of all officers and directors of such corporation, including the name and address and telephone number of the resident local manager:</p> <p>Local Manager: _____</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Officers and Directors</th> <th style="text-align: left;">Address</th> <th style="text-align: left;">Position</th> </tr> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Address</th> <th style="text-align: left;">Position</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Officers and Directors	Address	Position	Name	Address	Position	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Name	Address	Position																	
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5	<p>Names and addresses of all stockholders of corporation owning 10% or more than 10% of the capital stock, including the number of shares held by each:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Address</th> <th style="text-align: left;">No. Shares</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Name	Address	No. Shares	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____			
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6	<p>Has corporation been the holder of a license to manufacture or sell intoxicating, liquor or beer which has been revoked? ? Yes <input type="checkbox"/>; No <input type="checkbox"/></p> <p>If yes, give details.</p>																		
7	<p>Attach sheets giving same information regarding each officer and director of the corporation as is required of individuals in A.1. thru 14.</p>																		

State of Missouri            )  
   (ss.  
 County of Audrain         )

F. I, \_\_\_\_\_, being first duly sworn, upon oath state that I am the person who is to be in fact actively engaged in the actual control of the particular establishment for which such license is sought and that each and every statement contained in the foregoing application is true. I further state that I will, at all reasonable hours, permit the entry of police officers or duly

authorized representative of liquor control department for the purpose of inspection and search and will permit the removal of all things and articles which are had in violation of the ordinance of the City of Laddonia, Missouri, and the laws of the State of Missouri, and I hereby consent to the introduction in evidence of such articles in any proceeding for the violation of any of the provisions of such ordinances and/or for the suspension and revocation of the license for which this application is made. I further promise and agree not to violate any of the ordinances of Laddonia, Missouri, the laws of the State of Missouri or of the United States, in the conduct of the business for which a license is hereby sought. I further state under oath that no distiller, wholesaler, wine maker, brewer or their employees, officers or agents have any financial interest in the retail business of the applicant for the sale of intoxicating liquor and that such persons will not, either directly or indirectly, loan, give away or furnish equipment, money, credit or property of any kind except ordinary commercial credit for liquor sold to the applicant. I further promise and agree that I will not permit the installation or operation of any unlawful gambling device in or about the premises set forth in the above application;

\_\_\_\_\_  
Signature Licensee  
Print  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Subscribed and sworn to before me, this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Missouri

[SEAL]

ACTION BY BOARD OF ALDERMEN

Reviewed by City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

**Vote of the Board of Aldermen**

Present	Trustee	Vote	
		For	Against
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mayor to vote in case of a tie	<input type="checkbox"/>	<input type="checkbox"/>

The application attached hereto is approved  / denied  .Dated:

**CITY OF LADDONIA, MISSOURI**

By \_\_\_\_\_  
Mayor

**ATTEST:**

By \_\_\_\_\_  
City Clerk