



**OFFICE OF THE CITY CLERK**  
**City of Pittsburgh**

510 City-County Building - Pittsburgh, Pennsylvania 15219-2457  
FAX NO: (412) 255-2821

**Mary Beth Doheny**  
*City Clerk*  
(412) 255-2138

**Kim Clark**  
*Deputy City Clerk*  
(412) 255-2132

Enclosed is an application for an Inter-municipal Liquor License Transfer as you requested.

Please complete this application and return it to:

Mary Beth Doheny, City Clerk  
510 City-County Building  
Pittsburgh, PA 15219

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Mary Beth Doheny".

Mary Beth Doheny  
City Clerk

MDB/ar

Encl.

## OFFICE OF THE CITY CLERK

### PROCEDURES FOR THE APPLICATION PROCESS INTER-MUNICIPAL LIQUOR LICENSE TRANSFER

In accordance with City Council Resolution No. 304 of 2002 and Rule XIX of the Rules of Council, the following procedures shall be followed to complete the application process for an Inter-municipal Liquor License Transfer in the City of Pittsburgh:

1. The application shall be submitted to the City Clerk along with a check of \$520.00 for processing, made payable to Treasurer, City of Pittsburgh. The application will be clocked in upon receipt.
2. Notification of the application will be sent to City Council for review.
3. The City Clerk will review the information contained in the application and verify the accuracy. If additional information is required, the Clerk will notify the applicant.
4. The City Clerk will prepare the official legislation for introduction by Council.
5. City Council shall schedule a Public Hearing within 45 days of submission of the legislation for a vote to Approve/Deny the application.
6. Notification of the Public Hearing will be mailed by the City Clerk to the Applicant, as well as the following:
  - Abutting property owners;
  - Registered community development organizations serving the subject neighborhoods;
  - Liquor Control Enforcement official;
  - Liquor Control Licensing official;
  - City of Pittsburgh Department of Public Safety;
  - City of Pittsburgh Department of Law
7. The City Clerk shall prepare and submit a legal advertisement to the Pittsburgh Post-Gazette notifying the general public of the Public Hearing.
8. The City Clerk shall order and provide weatherproof Signs that must be posted on the proposed premises. The applicant must post one sign for each one hundred foot (100 ft.) of frontage of subject property. Signs must be posted at least seven (7) days prior to the Public Hearing date, and the applicant must submit proof that the sign(s) was(were) posted in this timeframe by providing a digitally dated photograph to the City Clerk.

**IMPORTANT NOTE:** As part of the process, the applicant must request a background check from the State Police in Harrisburg and a copy of the report must be provided to the City Clerk's Office. This process may take up to two (2) months, so it is important that the applicant request the background check as soon as possible when beginning the application process. Attached is the form, and you may obtain additional information from the Website: <http://epatch.state.pa.us/help/sp4146> . The State charges a fee of \$10.00 for this service.

Mary Beth Doheny, City Clerk  
412-255-2138



## Resolution No. 304

510 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219

## City of Pittsburgh

### City Council Text File Report

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**Introduced:** 4/9/02

**Bill No:** 2002-0370

**Committee:** Finance & Budget Committee

**Status:** Passed Finally

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#### **SPONSORED BY: ALAN HERTZBERG**

Presented by Mr. Udin

#### **AS AMENDED**

Resolution amending the Rules of Council to provide procedures for Intermunicipal transfers of Liquor Licenses.

**Be it resolved by the Council of the City of Pittsburgh as follows:**

#### **Section 1.**

That the Council of the City of Pittsburgh does hereby amend the Rules of Council by adding the following:

#### **Rule XIX**

#### **CITY COUNCIL HEARING PROCEDURES FOR INTERMUNICIPAL TRANSFERS OF LIQUOR LICENSES**

- a. To request a transfer of a liquor license from within Allegheny County pursuant to 40 PA.C.S.A. §4-461, the applicant shall file a completed application with the City Clerk, which the City Clerk shall immediately distribute to all City Council members. The City Clerk will attempt to verify the accuracy of all information in the application, particularly liquor law violations and misdemeanor or felony convictions of owners.
  - b. Within 45 days of submission of the completed application, City Council shall schedule a public hearing and vote to approve or deny the application.
  - c. Notice:
    1. Notice of the date, time, and place of the hearing shall promptly be mailed to the
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1. Notice of the date, time, and place of the hearing shall promptly be mailed to the applicant.
  2. Notice of the application and date, time, and place of the hearing shall promptly be mailed by the City Clerk to abutting property owners, including property owners across the street from the subject property and to ~~any~~ registered community development organizations serving the subject neighborhood.
  3. Public notice of the application and date, time, and place of the hearing shall be posted on weatherproof signs provided by the City Clerk on the property to which the applicant has requested transfer of the license. At least one sign shall be posted for each one hundred (100) feet of street frontage up to a maximum of ten (10) signs. Required signs shall be placed along the perimeter of the subject property in locations that are clearly legible from adjacent public streets. The applicant shall submit a photograph of the sign posted on the property to evidence compliance with the posting requirement. The required sign(s) shall be posted at least seven (7) days before the hearing.
  4. In addition, City Council shall invite to such hearings a Liquor Control Enforcement official and a Liquor control Board Licensing official.
- d. The public hearing shall be conducted as follows:
1. Any Council member who has previously expressed a bias regarding the transfer at issue shall recuse him/herself from the hearing as well as the votes for preliminary and final approval.
  2. The applicant may appear in person or by counsel.
  3. Procedure:
    - i. The applicant or the applicant's counsel shall make an opening statement in support of their request for the transfer.
    - ii. Council members shall have the opportunity to examine the applicant or the applicant's counsel.
    - iii. The applicant may present witnesses to speak in favor of the requested transfer.
    - iv. Council members shall have the opportunity to examine the applicant's witnesses.
    - v. Abutting property owners opposing the transfer shall have the opportunity to present their reasons for opposition.

- vi. The applicant or the applicant's counsel shall have the opportunity to cross-examine such opposing witnesses.
- vii. The opposing witnesses shall have the opportunity to rebut testimony from the applicant or the applicant's witnesses and to make a closing statement.
- viii. The applicant or the applicant's counsel shall then have the opportunity to rebut the opposing witnesses' testimony and to make a closing statement.

c. Decision:

- 1. City Council must approve the application unless it finds that doing so would adversely affect the welfare, health, peace and morals of the City of Pittsburgh or its residents.
- 2. Notice of City Council's approval or denial of the application shall be mailed to the applicant at the address given in the application.

Finally, that any Ordinance or Resolution or part thereof conflicting with the provisions of this Resolution, is hereby repealed so far as the same affects this Resolution.

**Effective Date:** 5/16/02

**Passed in Council:** 5/7/02

**Approved:** 5/16/02

**Recorded in R.B.**        **page**         
**in City Clerk's Office.**

APPLICATION FOR INTERMUNICIPAL LIQUOR LICENSE TRANSFER

Please provide the following information. If answers exceed the designated spaces, please attach additional sheets of paper with requested information.

1. License Number: \_\_\_\_\_

2. Name and address of the individual or entity to whom the license is being transferred (“applicant”):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If entity or corporation, please provide names and addresses of all principals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. From whom is the license being purchased? (Include name and address of the establishment and copy of sales agreement for purchase of liquor license):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Reason(s) that the license is being acquired outside of the City of Pittsburgh rather than within City of Pittsburgh boundaries:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Name and address of the proposed business to which the license is being transferred:

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7. Description of the proposed business that will be conducted with the transferred license (i.e. what is the primary purpose of the establishment?):

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8. Terms of any lease agreement or property ownership related to the location of the proposed business (please attach a copy of the agreement):

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9. Evidence that zoning approvals for the proposed establishment have been obtained or what zoning approvals are necessary prior to commencing operation of the establishment:

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10. Copy of the business plan associated with this entity (please provide a copy of the plan):

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11. Evidence that necessary financing for the success of the business is in place (please provide any documentation):

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12. Name and location of any other businesses that the applicant is associated with or has an ownership interest:

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13. Name and location of any businesses the applicant previously owned or was associated with and an explanation as to why the business ceased to operate:

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14. Information regarding any LCE violations associated with either current or prior businesses (please provide any supporting documentation):

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15. Any misdemeanor or felony convictions of any individuals who have an ownership interest in the proposed business (please provide any supporting documentation):

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16. Any additional information that you may feel is relevant to City Council's consideration of your request:

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(Additional information may be requested after reviewing the application.)

**VERIFICATION**

I, \_\_\_\_\_, verify and represent that the statements and averments of fact contained herein are true and correct to the best of my knowledge, information and belief, and are made subject to the penalties of 18 Pa. C.S. §4904.

Date: \_\_\_\_\_

Sample

### INSTRUCTIONS

A records check is required by PA Title 40, Section 3.35. Form PLCB-2018, Request for Criminal Record Check AND a \$10.00 fee must be submitted for each person involved in any of the following types of actions:

1. An application for a new license, either retail or wholesale, and certain types of licenses expiring December 31st.
2. Application for Transfer of License and Permit, except for the transfer of an existing license from one premises to another premises, PLCB-21.
3. Notice of Change of Officers, Directors and Manager or Steward of Club, PLCB-868.
4. Notice of Change in the Officers, Directors, Stockholders or Manager of Licensed Corporations, Except Clubs, PLCB-866.
5. Application for Approval of Appointment of Manager, PLCB-706.

 Upon receipt, the records check will be conducted via a direct link with the Pennsylvania State Police. Should you have any questions, contact the Bureau of Licensing at (717) 783-8250.

### INFORMATION

If this form is part of an application for a new license, transfer of any existing license, or appointment of manager, or change of officers, it should be mailed with that application packet. However, if being submitted after the application, previously described, send it with the appropriate fee to: PENNSYLVANIA LIQUOR CONTROL BOARD, BUREAU OF LICENSING, P.O. BOX 8940, HARRISBURG, PA 17105-8940.



**OFFICE OF THE CITY CLERK**  
**City of Pittsburgh**

510 City-County Building - Pittsburgh, Pennsylvania 15219-2457  
FAX NO: (412) 255-2821

Mary Beth Doheny  
City Clerk  
(412) 255-2138

Kim Clark  
Deputy City Clerk  
(412) 255-2132

In accordance with legislation for your application for liquor license transfer, a background check is necessary for which you are responsible. You may use the website to obtain the form (sp4164) at <http://epatch.state.pa.us/help/sp4146> or fill out the enclosed form and submit the completed request to any State Police Barracks. Either way you are also responsible for a fee of \$10.00 to the state for this service.

The form will then be forwarded to Harrisburg where the background check will be completed by the State Police. This process may take up to two (2) months, so it is important for you to complete and send this form as soon as possible.

Once you have received the report, the City Clerk's Office must be provided with the results of the background check.

If you have any questions or need further information, please contact me at 412-255-2138.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Mary Beth Doheny".

Mary Beth Doheny  
City Clerk

MDB/ar  
Enclosure(s)

PENNSYLVANIA STATE POLICE  
**REQUEST FOR CRIMINAL RECORD CHECK**

FOR CENTRAL REPOSITORY USE ONLY  
 (LEAVE BLANK)

**PART I: TO BE COMPLETED BY REQUESTER**  
 (INFORMATION WILL BE MAILED TO REQUESTER ONLY)

DATE OF REQUEST

\*\*\* TYPE OR PRINT LEGIBLY WITH INK \*\*\*

NOTE: IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER. A RESPONSE MAY TAKE THREE WEEKS OR LONGER TO PROCESS.

WARNING: A PERSON COMMITS A MISDEMEANOR OF THE THIRD DEGREE IF HE/SHE MAKES A WRITTEN FALSE STATEMENT, WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE.

REQUESTER NAME			
ADDRESS			
CITY	STATE	ZIP	

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

			-				-				
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REQUESTER IDENTIFICATION (ONLY CHECK ONE BLOCK)

INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY - ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00 PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA." THE FEE IS NONREFUNDABLE.

FEE EXEMPT NONCRIMINAL JUSTICE AGENCY

\*\*\* DO NOT SEND CASH OR PERSONAL CHECK \*\*\*

NAME/SUBJECT OF RECORD CHECK (LAST)	(FIRST)	(MIDDLE)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER (SOC)	DATE OF BIRTH (DOB)	SEX	RACE

REASON FOR REQUEST (CHECK ONE BLOCK)

- EMPLOYMENT (IF APPLICABLE, CHECK ONE OF THE FOLLOWING)   
  ELDER CARE   
  CHILD CARE   
  SCHOOL DISTRICT  
 ADOPTION/FOSTER CARE  
 OTHER (SPECIFY) \_\_\_\_\_

ONLY CHECK THIS BLOCK IF YOU WANT TO REVIEW YOUR ENTIRE CRIMINAL HISTORY

INDIVIDUAL ACCESS AND REVIEW OR FIREARMS CHALLENGE-ENTIRE CRIMINAL HISTORY  
 (AVAILABLE ONLY TO SUBJECT OF RECORD CHECK OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT OF LEGAL REPRESENTATIVE ATTACHED)

REQUESTER CHECKLIST

- DID YOU ENTER THE FULL NAME, DOB, AND SOC?  
 DID YOU ENCLOSE THE \$10.00 FEE (CERTIFIED CHECK/MONEY ORDER)?  
 \*\*\* DO NOT SEND CASH OR PERSONAL CHECK \*\*\*  
 DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?

AFTER COMPLETION MAIL TO

PENNSYLVANIA STATE POLICE  
 CENTRAL REPOSITORY - 164  
 1800 ELMERTON AVENUE  
 HARRISBURG, PA 17110-9758  
 717-783-9973  
 BUSINESS HOURS 8:15 am - 4:15 pm (Monday - Friday)

**PART II: CENTRAL REPOSITORY RESPONSE ONLY**

\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*

INFORMATION DISSEMINATED	INQUIRY DISSEMINATED BY	SID NUMBER
<input type="checkbox"/> NO RECORD <input type="checkbox"/> CRIMINAL RECORD ATTACHED		
THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER.  <input type="checkbox"/> NAME <input type="checkbox"/> SOCIAL SECURITY NUMBER <input type="checkbox"/> DATE OF BIRTH <input type="checkbox"/> RACE <input type="checkbox"/> SEX <input type="checkbox"/> MAIDEN/ALIAS NAME	CERTIFIED BY   (DIRECTOR, CENTRAL REPOSITORY)	

This response is based on a comparison of data provided by the requester in Part I against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.