



## EZOP Planning Checklist ABC LETTER OF PUBLIC CONVENIENCE *Information Sheet*

### GENERAL INFORMATION

State law requires a local jurisdiction to make a “public convenience or necessity” determination prior to the State Department of Alcoholic Beverage Control (ABC) issuing a liquor license under certain circumstances. Refer to Division 9 of the State Business and Professions Code for specific State requirements and definitions regarding alcoholic beverage control. § 23958, 23958.4 and 23817.7 of that code specifically address State-licensing requirements.

In accordance with provisions of the San Bernardino County Development Code the Director of Land Use Services shall review and act upon a request for a letter of “public convenience or necessity” when it is required from the local jurisdiction by ABC. If such a request is determined to be controversial, the review shall be referred to the Planning Commission for action. Right to appeal staff or Planning Commission action is as provided in Chapter 8 of Division 6 of the Development Code.

### FEES

#### **Average Cost Application:** See Master Fee Schedule

\*Additional \$15.00 Notification Research and Mailing Label fee is required if the notification is given by mail in compliance with the Development Code §85.04.030(d)(1). In lieu of paying the \$15.00 Notification Research and Mailing Label fee to notify the surrounding residents, the applicant may post a sign to notify surrounding residents. An example of this sign is included with application submittal materials. Submit one copy of the design of the sign and notify the project planner after the sign have been posted.

### SUBMITTAL MATERIALS CHECKLIST

- ☐ 1. The Notice from ABC stating that a letter of “Public Convenience or Necessity” is required.
- ☐ 2. The ABC License Application accepted by ABC.
- ☐ 3. ABC notice posted at the site with start and finish dates (if applicable).
- ☐ 4. All responses received as a result of the posting of the ABC notice (if applicable).
- ☐ 5. Proof that land use has been granted. This could be an approval letter for a Conditional Use Permit, Site Approval, Land Use Review, Occupancy Review, a building permit with the land use annotated, or similar type of document.
- ☐ 6. A certified copy each, if applicable, of the Articles of Incorporation including the latest statement of officers; the Partnership papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms.



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**NOTIFICATION SIGN FOR REQUEST FOR ALCOHOLIC BEVERAGE CONTROL LICENSE**

*Shall be 4' x 4' in size*

**NOTICE OF FILING**

REQUEST FOR LETTER OF "PUBLIC CONVENIENCE OR  
NECESSITY" LEADING TO THE ISSUANCE OF A

**LICENSE TO SELL**

**ALCOHOLIC BEVERAGES**

APPLICANT: (NAME OF APPLICANT)

(ADDRESS OF BUSINESS)

ALL INTERESTED PARTIES MAY CONTACT THE AGENCY BELOW TO COMMENT ON THIS PROPOSAL.

For information or comments contact  
San Bernardino County Land Use Services Department  
385 N. Arrowhead Ave., First Floor  
San Bernardino, CA 92415-0187  
(909) 387-8311