



CHECKLIST FOR AN PUBLIC CONVENIENCE OR NECESSITY DETERMINATION



A Public Convenience or Necessity determination is required when the Alcoholic Beverage Control Board of the State of California (ABC) finds that there is an oversaturation of alcohol beverage outlets in a particular census tract. State law prohibits ABC from issuing or transferring alcohol licenses in areas that are determined to be oversaturated, unless the local governing body finds that the public interest is served and issues a Public Convenience or Necessity determination. A Public Convenience or Necessity determination may be granted by the City Council after conducting a public meeting.

SECTION 1: Filing Requirements

- 1. *Uniform Application Parts 1 and 3.*
- 2. *A letter explaining the type of alcohol license being requested from ABC, a brief description of the business, the hours of operation, and the reason for requesting the Public Convenience or Necessity determination.*
- 3. *A letter from the Department of Alcoholic Beverage Control stating that a Public Convenience or Necessity determination is necessary.*
- 4. *A copy of the Department of Alcoholic Beverage Control form "23958.4 B&P Application Work Sheet".*
- 5. *Site Plan: This plan, drawn to scale on an 8½" x 11" format, shall include all buildings on the subject parcel (or business center) in which the business is located and the adjacent public streets.*
- 6. *Filing Fees (see Section 2).*

SECTION 2: Filing Fees

- Public Convenience or Necessity Determination See current fee list.*