



## Conditional License Application (Ownership & Location Transfer)

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

**\*\*\*MCL 436.1525(6)(b) prohibits conditional licenses for ownership & location transfers of Specially Designated Distributor licenses\*\*\***

### Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s):	
Address to be licensed:	
City:	Zip Code:
City/township/village where license will be issued:	County:
Email address (REQUIRED): <span style="color: red; font-weight: bold;">An email address is required for us to send you a password setup email for the Online Ordering (OLO) system for ordering spirits online.</span>	

### Part 2 - Current Licensee/Seller & Existing Licensed Location Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Current licensee/seller name:	
Current licensee/seller address:	
City:	Zip Code:
City/township/village where license is issued:	County:

### Part 3 - Fee & Required Documents

- \$300.00 Conditional License Fee - Make Check Payable to **State of Michigan**
- Completed application for the transfer of a license - [See Form LCC-100](#)
- Valid Proof of Financial Responsibility (Liquor Liability Insurance) - [See Form LC-95](#)
- An acceptable, executed property document, such as a lease, land contract, or deed
- Signed Church or School Proximity Affidavit (see Part 6 on Page 2)
- If the current licensee has a Catering Permit, the applicant for a conditional license must submit a copy of its Food Service Establishment License or Retail Food Establishment License issued under the Food Law of 2000 to qualify for a conditional Catering Permit.

*Leave Blank - MLCC Use Only  
Fee Code 4012*

### Part 4 - Signature of Applicant

I certify that:

- I certify that all information contained in my application for conditional and permanent license is true and accurate.
- I understand that a conditional license issued to me by the Commission is nontransferable and nonrenewable.
- I understand that it is my responsibility to maintain acceptable proof of financial responsibility for my conditional license.
- I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules.
- I understand that issuance of a conditional license does not guarantee approval of a permanent license.
- I understand my conditional license will be issued only after receipt of the current license for escrow.
- I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

- I certify that I understand that a conditional license approved by the Commission will not be issued unless the current licensee/seller's license is placed into escrow under one of the options selected by the current licensee/seller in Part 5 on Page 2 of this application.

Print Name of Applicant & Title

Signature of Applicant

Date

**Part 5 - Current Licensee/Seller's Acknowledgement of Conditional License Request**

Please select one of the following options regarding the escrow status of your (the seller's) license, initial next to your selection, and sign below:

<input type="checkbox"/>	<p><b>My license has been placed into escrow.</b> I understand and acknowledge that a conditional license will be issued to the applicant listed on this application upon approval of the Commission without further notification to me prior to issuance of the conditional license.</p>	<p>Current Licensee/Seller's Initials</p>
<input type="checkbox"/>	<p><b>My license is not in escrow. I consent to the Commission placing my license into escrow administratively pursuant to MCL 436.1525(11) at the time that a conditional license will be issued to the applicant listed on this application upon approval of the Commission.</b> I understand and acknowledge that a conditional license will be issued to the applicant listed on this application upon approval of the Commission without further notification to me prior to issuance of the conditional license.</p>	<p>Current Licensee/Seller's Initials</p>
<input type="checkbox"/>	<p><b>My license is not in escrow. I shall submit my license and permit documents to be placed into escrow upon approval of a conditional license for the applicant listed on this application.</b> I understand and acknowledge that a conditional license will not be issued to the applicant listed on this application upon approval of the Commission unless my license has been placed into escrow.</p>	<p>Current Licensee/Seller's Initials</p>

Print Name of Current Licensee/Seller & Title

Signature of Current Licensee/Seller

Date

**Part 6 - Church or School Proximity Affidavit**

Pursuant to MCL 436.1525(6), an applicant seeking a conditional license in conjunction with the transfer of ownership and location of an existing retailer license must complete the attached Church or School Proximity Affidavit attesting that the proposed location for the license is not within 500 feet of a church or school. Pursuant to MCL 436.1525(7), if the Commission determines that a conditional license has been issued in conjunction with a request to transfer ownership and location at a new location that is within 500 feet of a church or school, the Commission shall suspend the conditional license and notify the church or school of the proposed location under the administrative rules. The State of Michigan is not liable for the issuance of a conditional license based on a Church or School Proximity Affidavit that contains incorrect information about the proximity to a church or school. A proposed location within 500 feet of a church or school does not qualify for a conditional license in conjunction with the transfer of ownership and location pursuant to MCL 436.1525(6) even if the church or school does not object to the license being transferred to the proposed location.

Any permits or permissions that are location-specific, such as Living Quarters Permit, Off-Premises Storage permission, Direct Connections, or Outdoor Service area permission, cannot be transferred from the existing licensed location to the new location under a conditional license. Pursuant to MCL 436.1525(6), those permits or permission for which an applicant does not meet the requirements as part of a conditional license request will not be approved or issued with the conditional license. An applicant seeking those permits or permissions at a new location, may still request them under its application to transfer the license.

The distance between the church or school building and the contemplated location shall be measured along the center line of the street or streets of address between 2 fixed points on the center line determined by projecting straight lines, at right angles to the center line, from the part of the church or school building nearest to the contemplated location and from the part of the contemplated location nearest to the church or school building. MCL 436.1107(7) defines "church" as "an entire house or structure set apart primarily for use for purposes of public worship, and which is tax exempt under the laws of this state, and in which religious services are held and with which a clergyman is associated, and the entire structure of which is kept for that use and not put to any other use inconsistent with that use". MCL 436.1111(8) defines "school" as including "buildings used for school purposes to provide instruction to children in grades kindergarten through 12, when that instruction is provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses. School does not include a proprietary trade or occupational school." Please see the measurement examples on the sample diagram on Page 3. The measurements between the proposed licensed premises and a church or school must follow the most direct route between the buildings using the method above regardless of the flow of traffic or traffic pattern.

I attest to the following:

- Pursuant to the requirements of MCL 436.1525(6) and based on the method of measurement required under MCL 436.1503, the proposed location indicated in Part 1 of this application form is not within 500 feet of a church or school.
- I understand that a conditional license issued in conjunction with a request to transfer ownership and location of a license shall be suspended if the Michigan Liquor Control Commission determines that the location is within 500 feet of a church or school under MCL 436.1525(7).
- I certify that my attestation regarding the proximity of the proposed licensed premises for the conditional license is true and accurate to the best of my knowledge and belief. I also understand that providing **false or fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Print Name of Applicant & Title

Signature of Applicant

Date

Please return this completed form along with corresponding documents and fees to:

**Michigan Liquor Control Commission**

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-284-8557

**Sample Diagram Based on Method of Measurement for Churches and Schools Required Under MCL 436.1503**

Location A (applicant) to Location B (school) is 800 feet (225' + 575').  
Location A (applicant) to Location C (church) is 450 feet.  
Location A (applicant) to Location D (school) is 950 feet (225' + 500' + 225').

