Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Conditional License Application (Ownership & Location Transfer)

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): **An email address is required for us to send you a password setup email for the Online Ordering (OLO) system for ordering spirits online.**	

The email generated for an online ordering password will contain an unique link that cannot be used by anyone other than the recipient of the email that will be sent to the email address you enter above. Please make sure that the email address you enter above is for someone that will be setting up and maintaining your online ordering account.

1. Does the property owner for the address above have any interest in a manufacturer or wholesaler license?	◯ Yes ◯ No
2. Will the applicant have any agreement with a third party not named on the license in which the third party will receive a percentage of the gross sales or net profits? *If Yes, submit a copy of the agreement with this application.*	◯ Yes ◯ No
3. Describe the type of business and business activities proposed for this location:	

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

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

Leave Blank - MLCC Use Only
Fee Code 4012

Part 3 - Fee & Required Documents

- ☐ $300.00 Conditional License Fee - Make Check Payable to **State of Michigan**
- ☐ Completed application for the transfer of ownership and location of a license:
  - LCC-100a - On-Premises Retailer Licenses
  - LCC-100b - Off-Premises Retailer Licenses (SDM ONLY)
- ☐ Conditional License Arrest and Conviction Addendum - See page 3
- ☐ Church or School Proximity Affidavit - See Page 4
- ☐ 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
- ☐ 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.
- ☐ A diagram of the proposed licensed premises. The diagram must indicate where the sale, service, and consumption of alcoholic liquor will occur within the proposed licensed premises, as applicable to the type of license being transferred.

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

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. By signing this application, I am freely and voluntarily consenting and submitting to inspections of the licensed premises in accordance with MCL 436.1217(2)-(3) and R 436.1011(4). 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:

☐ **My license has been placed into escrow.** 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.	Current Licensee/Seller's Initials
☐ **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.** 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.	Current Licensee/Seller's Initials
☐ **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**. 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.	Current Licensee/Seller's Initials

Print Name of Current Licensee/Seller & Title	Signature of Current Licensee/Seller	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

Overnight packages: 2407 N. Grand River Ave, Lansing, MI 48906

Fax to: 517-284-8557

Conditional License Arrest and Conviction Addendum

In addition to conviction history, the Commission is required by law to consider the arrest history of an applicant for a conditional license, pursuant to MCL 436.1525(6). This addendum describing any arrest or conviction is required to be completed for each individual applying for a conditional license or as a stockholder, member, or partner of an applicant company. This is required in addition to the reporting of conviction history in Part 5b of the LCC-100a or LCC-100b application form.

The following information must be completed for each individual, stockholder, member, or partner applying for a conditional license. For applications with multiple individuals, stockholders, members, or partners, each person must complete a separate copy of this page.

Name:	
Date of Birth:	Any prior name(s) (including maiden):

Full disclosure of criminal history, including arrests, must be reported, regardless of how long ago the crime occurred. State of Michigan and federal criminal background records will be checked to verify criminal history. Failure to report criminal history charges and/or local ordinance violations may result in the denial of the application. Criminal history includes felonies, misdemeanors, and local ordinance violations in Michigan or any other state for which the applicant was found guilty, pled guilty, or pled no contest. Arrest history should include any arrests for felonies, misdemeanors, or local ordinance violations even if the arrest has not been fully adjudicated at the time of the application. Criminal history may be disclosed during a hearing in accordance with FBI CJIS policy.

Have you ever been arrested, found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If **Yes**, list below (attach additional pages if necessary): ◯ Yes ◯ No

Date	City/State	Charge	Disposition
Date	City/State	Charge	Disposition
Date	City/State	Charge	Disposition

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. (This form must be signed by the person whose information it contains).

Print Name	Signature	Date

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(9) 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 5. 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.

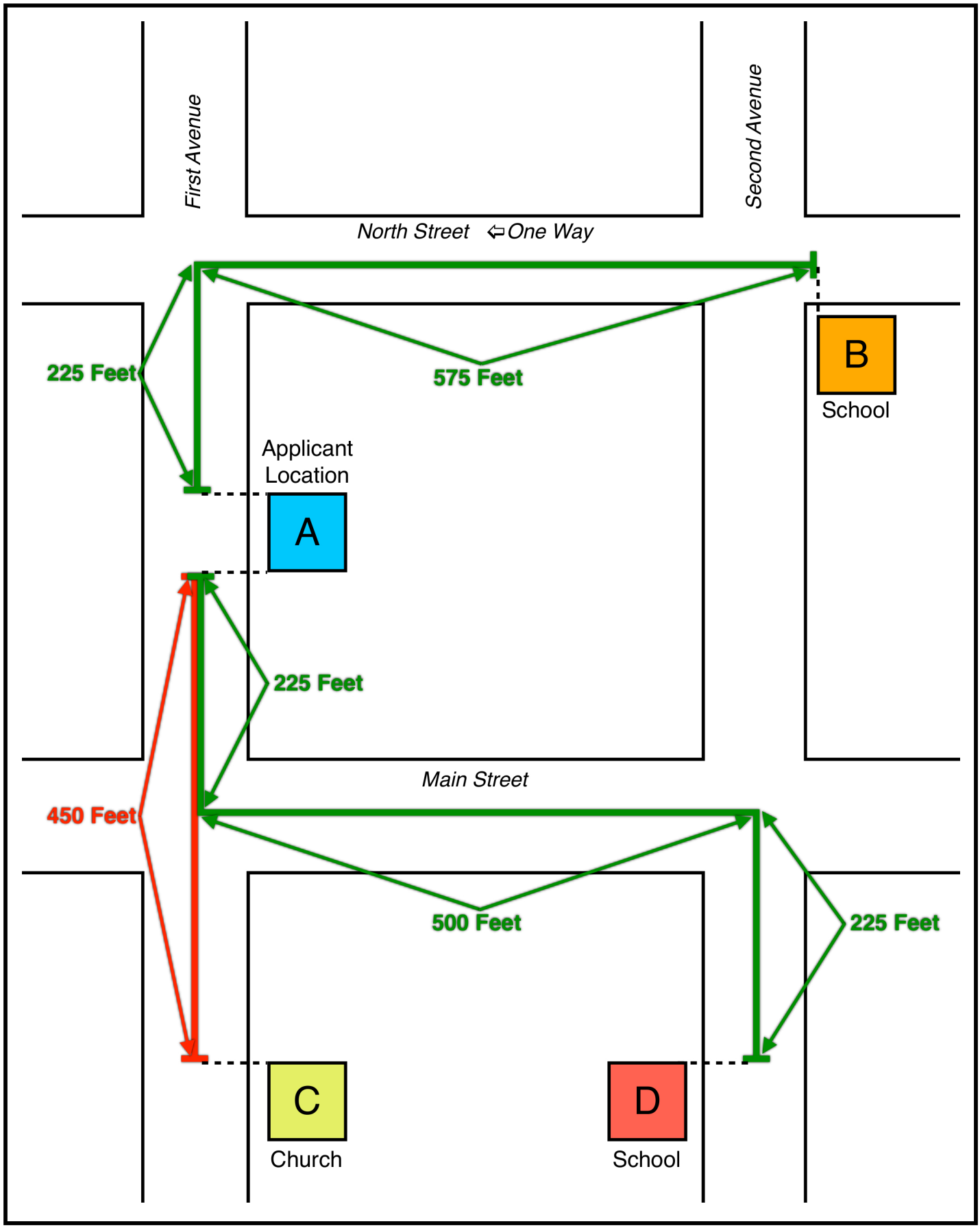
I attest to the following:

- 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

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').



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