

CHAPTER 27

APPLICATION PROCEDURE

§651. Applications

1. File application with bureau. An applicant for a license or certificate of approval under this Title shall file an application in the form required by the bureau.

[PL 2021, c. 658, §92 (AMD).]

2. Contents of application. The application must contain the following.

A. An applicant shall disclose any person that holds an ownership interest equal to or greater than 10% in the person for which a license or certificate of approval is sought. If the applicant is a purchaser by contract, the applicant shall also disclose the terms of the contract.

(1) For any person that holds an ownership interest equal to or greater than 10% in the person for which a license or certificate of approval is sought and is a business entity, the applicant shall disclose any person that holds an ownership interest in that business entity that holds an ownership interest equal to or greater than 10% in the person for which a license or certificate of approval is sought.

(2) For any person that holds an ownership interest equal to or greater than 10% in the person for which a license or certificate of approval is sought and is a business entity, the applicant may attest to the bureau by affidavit that no person that holds an ownership interest in that business entity holds an ownership interest equal to or greater than 10% in the person for which a license or certificate of approval is sought. [PL 2023, c. 633, §1 (RPR).]

A-1. An applicant shall disclose any person that holds an indirect financial interest equal to or greater than 10% in the person for which a license or certificate of approval is sought. For the purposes of this paragraph, "indirect financial interest" means:

(1) An option, warrant or other right to acquire an equity interest in the person for which a license or certificate of approval is sought; or

(2) A right to payment of, or a right to payment based upon, all or any portion of revenues, profits or losses derived from the operations under a license or certificate of approval issued under this Title of the person for which a license or certificate of approval is sought, including, but not limited to, profit sharing, revenue sharing or royalty payments. [PL 2025, c. 21, §1 (AMD).]

B. An applicant for a license for the sale of liquor for on-premises consumption shall include in the application a description of the premises to be licensed and provide any other material information, description or plan of that part of the premises where the applicant proposes to keep or sell liquor as the bureau requires. [PL 2021, c. 658, §92 (AMD).]

C. The owner or the bona fide prospective purchaser shall sign the application. If the owner or bona fide prospective purchaser is:

(1) A natural person, then that person shall sign;

(2) A partnership, then the partners of the partnership shall sign; or

(3) A corporation, then a principal officer of the corporation or any person specifically authorized by the corporation shall sign. [PL 2021, c. 658, §92 (AMD).]

[PL 2025, c. 21, §1 (AMD).]

3. False answer given intentionally. An applicant may not attempt to conceal or disguise ownership interest or indirect financial interest in the person for which a license or certificate of approval is sought. A person who intentionally gives an untruthful answer in an application for a license or certificate of approval under this Title violates Title 17-A, section 453. As used in this subsection, "indirect financial interest" has the same meaning as in subsection 2, paragraph A-1.

[PL 2023, c. 633, §3 (AMD).]

4. Rulemaking. The bureau may adopt routine technical rules pursuant to Title 5, chapter 375, subchapter 2-A to administer this section.

[PL 2023, c. 633, §4 (NEW).]

SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 1987, c. 342, §30 (AMD). PL 1997, c. 373, §§60,61 (AMD). PL 2021, c. 658, §92 (AMD). PL 2023, c. 633, §§1-4 (AMD). PL 2025, c. 21, §1 (AMD).

§652. Application procedure

1. License or certificate of approval fee. An applicant shall enclose the fee for the license or certificate of approval prescribed by this Title with the application for the license or certificate of approval.

[PL 2021, c. 658, §93 (AMD).]

2. Effective date and term of license or certificate of approval. All full-year licenses and certificates of approval are effective for one year from the date of issuance. All part-time licenses and certificates of approval are effective for the term of the license or certificate of approval from the date of issuance.

[PL 2021, c. 658, §93 (AMD).]

3. Renewal. Licenses and certificates of approval may be renewed upon application for renewal and payment of the annual fee, subject to bureau rules.

[PL 2021, c. 658, §93 (AMD).]

4. Multiple licenses. A licensee applying for a license to operate more than one premises shall pay the fee prescribed for the type of license to be exercised at each premises.

[PL 2021, c. 658, §93 (AMD).]

5. Filing fee. Except as provided in paragraph A, an applicant for an original or renewal license or certificate of approval shall pay a filing fee of \$10 when filing the application.

A. In unincorporated places, the applicant shall pay the filing fee of \$10 to the county treasurer of the county in which the unincorporated place is located. All applications for a license in unincorporated places must be accompanied by evidence of payment of the filing fee to the county treasurer. [PL 1987, c. 769, Pt. A, §114 (AMD).]

[PL 2021, c. 658, §93 (AMD).]

6. Public service license.

[PL 2021, c. 658, §93 (RP).]

SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 1987, c. 342, §31 (AMD). PL 1987, c. 769, §A114 (AMD). PL 1997, c. 373, §62 (AMD). PL 2017, c. 167, §11 (AMD). PL 2021, c. 658, §93 (AMD).

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses, applications for transfer of location of existing on-premises licenses and applications for common consumption area licenses. The

municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [PL 1993, c. 730, §27 (AMD).]

A-1. An applicant for a common consumption area license must certify that the applicant's premises are located within an entertainment district established in accordance with section 221. The municipal officers shall evaluate the merits of each applicant and separately issue or deny a license to each applicant. Applications for an unestablished common consumption area must be submitted jointly by all persons that seek to operate the common consumption area. A person may submit an individual application for a license to operate an established common consumption area. [PL 2019, c. 281, §6 (NEW).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's or applicants' prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [PL 2019, c. 281, §6 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license, transfer of the location of an existing on-premises license or common consumption area license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [PL 2019, c. 281, §6 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [PL 1995, c. 140, §5 (NEW).]

[PL 2019, c. 281, §6 (AMD).]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [PL 1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [PL 1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [PL 1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [PL 1989, c. 592, §3 (AMD).]

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners; [PL 2017, c. 13, §1 (NEW).]

E. A violation of any provision of this Title; [PL 2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [PL 2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve liquor. [PL 2021, c. 658, §94 (AMD).]

[PL 2021, c. 658, §94 (AMD).]

2-A. Common consumption area license applications. In addition to the grounds for denial set forth in subsection 2, the municipal officers may deny a common consumption area license if:

A. The applicant fails to establish that the common consumption area can be operated without creating a safety risk to the properties within the entertainment district; [PL 2019, c. 281, §7 (NEW).]

B. The applicant fails to obtain or maintain a properly endorsed general liability and liquor liability insurance policy that is reasonably acceptable to the municipal officers and names the local licensing authority as an additional insured; or [PL 2019, c. 281, §7 (NEW).]

C. The use is not compatible with the reasonable requirements of or existing uses in the entertainment district. [PL 2019, c. 281, §7 (NEW).]

[PL 2019, c. 281, §7 (NEW).]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [PL 1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [PL 1993, c. 730, §27 (AMD).]

[PL 1995, c. 140, §6 (AMD).]

4. No license to person who moved to obtain a license.

[PL 1987, c. 342, §32 (RP).]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[PL 1995, c. 140, §7 (AMD); PL 1999, c. 547, Pt. B, §78 (AMD); PL 1999, c. 547, Pt. B, §80 (AFF).]

SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 1987, c. 342, §32 (AMD). PL 1987, c. 623, §8 (AMD). PL 1989, c. 592, §§3,4 (AMD). PL 1993, c. 730, §27 (AMD). PL 1995, c. 10, §1 (AMD). PL 1995, c. 140, §§4-7 (AMD). PL 1999, c. 547, §B78 (AMD). PL 1999, c. 547, §B80 (AFF). PL 1999, c. 589, §1 (AMD). PL 2001, c. 500, §1 (AMD). PL 2003, c. 213, §1 (AMD). PL 2009, c. 81, §§1-3 (AMD). PL 2017, c. 13, §1 (AMD). PL 2019, c. 281, §§6, 7 (AMD). PL 2021, c. 658, §94 (AMD).

§654. Additional considerations for licensure

1. Character; location; operation of business. In issuing or renewing licenses, the bureau, the municipal officers or the county commissioners, as the case may be, shall give consideration to:

- A. The character of any applicant; [PL 1987, c. 45, Pt. A, §4 (NEW).]
- B. The location of the place of business; [PL 1987, c. 45, Pt. A, §4 (NEW).]
- C. The manner in which the business has been operated; and [PL 1997, c. 373, §63 (AMD).]
- D. Whether the operation has endangered the safety of persons in or on areas surrounding the place of business. [PL 1987, c. 45, Pt. A, §4 (NEW).]

[PL 1997, c. 373, §63 (AMD).]

2. Qualifications of corporations. The bureau, the municipal officers or the county commissioners, as the case may be, may refuse to issue licenses to corporations when any of its officers, directors or stockholders do not possess the qualifications required of unincorporated persons under this section.

[PL 1997, c. 373, §63 (AMD).]

3. Areas primarily for minors. Without limitation of its other powers, the bureau may not approve as a proper place for the exercise of the license privilege amusement areas primarily for minors, beaches or any other area designed primarily for use by minors.

[PL 1997, c. 373, §63 (AMD).]

SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 1997, c. 373, §63 (AMD).

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