# State of Arizona
# Department of Liquor Licenses and Control

## Industry Notice

April 10, 2017

## Local Governing Bodies

The Department of Liquor Licenses and Control has received several inquiries regarding the approval process for cities, towns and counties as it relates to special events, fair/festival licenses and extension of premise. It has been an accepted practice for cities, towns and counties to have a designee sign the approval for special events, fair/festival licenses and extension of premise.

With the implementation of the Governors mission to move at the speed of business, we are working to streamline processes for our customers. Arizona Revised Statute 4-203.02; Special Event Licenses, 4-203.03; Wine Festival License, and 4-205.11; Craft Distiller Festival License, clearly states it must go to the local governing body, but it does not indicate it has to be heard by public hearing.

The board of supervisors of a county, and/or the governing body of the city or town may adopt procedures or guidelines for application approval that allows a designee to approve these applications.

Currently, it is common practice for local governments to have more than one person authorized to approve these applications, which is usually the city clerk and/or asst. city clerk, the police chief, or an assigned law enforcement officer authorized to sign off on the application. Multiple people are used due to their area of expertise and to ensure timely review of the application.

It is recommended that the County Board of Supervisors or Local Governing Body have a resolution or written process that has been approved to ensure a fair and equitable application process.

The Department of Liquor Licenses and Control supports the decision by the Local Governing Body or County Board of Supervisors to have a designee to process these applications in a timelier manner. Currently we advise our customers needing to submit these applications to the cities, towns, or counties do so 45-60 days in advance. We would like to cut that time down to 30 days in order to serve our customers at the speed of business. Implementing this process in your jurisdiction will allow us to serve our customers and constituents in a timelier manner.

Thank you for your time and attention to this matter.

If you have questions, please contact Risa Williams, Trade Practice Officer, at risa.williams@azliquor.gov or 602-542-9071.