



PLANNING & PRESERVATION DIVISION  
 DEPARTMENT FOR COMMUNITY SUSTAINABILITY  
 CITY OF LAKE WORTH  
 1900 2<sup>ND</sup> AVENUE NORTH  
 LAKE WORTH, FL 33461  
 561.586.1687

**ALCOHOLIC BEVERAGE DISTANCE WAIVER APPLICATION CHECKLIST**

**Three (3) hard copies and one (1) electronic copy** of the following materials are required in order for a **Alcoholic Beverage Distance Waiver Application** to be deemed complete and sufficient to present to the decision making board.

- Mandatory Pre-Application Meeting; Date of Meeting: \_\_\_\_\_
- Application Fee: \$1,200.00
- Universal Development Application
- Owner’s Certificate and Designation of Agent
- Warranty Deed
- Affidavit of Completeness and Accuracy
- Sample Menu (if applicable)
- Property Appraiser 400 foot Radius Map
- ABT 400 foot radius license search
- Floor Plan
- Sign Posting Agreement
- Justification Statement Addressing the Waiver Criteria in Section 5-7, which are as follow:
  - (1) Whether approval of the waiver will result in two (2) or more alcoholic beverage establishments having a license within five hundred (500) feet of a protected land use or each other, or within five hundred (500) feet of a property zoned for residential uses; and
  - (2) Whether the license is being added to or is a license upgrade of an existing use or to an establishment which is relocating to the subject location;
  - (3) If the property contains a structure which is on the National Register of Historic Places or otherwise has been designated by the city as having historic architectural significance, whether the structure will be preserved or developed so as to retain its architectural and historic character; and
  - (4) Whether the waiver promotes the health, safety and welfare of the neighborhood and the public.

FOR OFFICE USE ONLY			
PZ Project No.			
Associated Project Nos.			
Submittal Date		Sufficiency Date	
Project Planner Assigned			