**Office of Alcoholic Beverage Control**
**City of Baton Rouge/Parish of East Baton Rouge**
**9048 Airline Hwy.**
**Baton Rouge, LA 70815**
**Telephone (225) 389-3364; Fax (225) 389-7869**

**NOTICE**
**Payment should be made in the form of cash, cashier's check or money order, made payable to the City & Parish Treasurer.**
**Fee - $150**

# PROPERTY NOTIFICATION MAIL OUT

| **Type of License** | **(Office Use Only)** |
|---|---|
| _____ Class A Beer<br>_____ Class Beer Caterer<br>_____ Class B Beer<br>_____ Class C Beer<br>_____ Class A Liquor<br>_____ Class A Liquor Caterer<br>_____ Class B Liquor<br>_____ Class C Liquor | Date:_____<br>Councilmember:_____<br>_____Inside; _____Outside Baton Rouge City Limits |
| **1. Trade Name of Business:**<br>_____ | **2. Business Owner (Name of Individual, Partnership, Corporation, or LLC:**<br>_____ |
| **3. Business Address:**<br>_____ | **4. Telephone Number of Applicant and Cell Number:**<br>(____)_____ (____)_____ |

As a prerequisite to the filing of a Notice of Intent application each applicant shall be required to notify property owners of the proposed location of the business. Notification shall be filed within seven (7) days from the posting of the Notice of Intent at the designed location. Official notice of the posting period of 30 days shall be mailed via regular mail from the Office of Alcoholic Beverage Control to property owners within 500 feet radius of the proposed location as determined by the Planning Commission.

The applicant will be assessed a $150 fee prior to any such mail out notification. In the event, the application is withdrawn, denied or any other unforseen circumstances, the fee is **non-refundable**.

I have read, understood and completed this form.

_____
Signature of Applicant

Received by:_____ Date:_____