

Zoning Process Guide



City of Phoenix
PLANNING AND DEVELOPMENT DEPARTMENT

"Planning with People for a Better Phoenix"

Application Procedures for Temporary or Permanent Extensions of Premises/Patio Permit

The Extension of Premises/Patio Permit application is administered by the Arizona Department of Liquor Licenses & Control (DLLC). The City of Phoenix makes a recommendation to the DLLC on Temporary and Permanent Extensions of Premises/Patio Permit applications. This form is intended to guide applicants through the City process for the Extension of Premises. For DLLC procedures please contact (602) 542-5141.

Temporary Extensions of Premises/Patio Permit

All application materials should be submitted four to six weeks prior to the proposed event.

1. Application materials
 - Notarized and signed [Application for Extension of Premises/Patio Permit](#) (attached, DLLC form). This document is maintained by the Arizona Department of Liquor Licenses & Control (DLLC) and can be accessed at http://www.azliquor.gov/forms/invextprem_access.pdf
 - Description of Events Form** (attached, City form)
 - One 8.5" x 11" copy of **Site Plan**
2. The above application materials (3) must be submitted to the following location for review:

City of Phoenix Planning and Development Department, Zoning Counter
200 West Washington Street, Second Floor
Phoenix, AZ 85003-1611

For general planning & zoning information, please call **(602) 262-7131**.

3. Once the review of your application is complete you will be contacted to pick up the application from the Planning and Development Department, Zoning Division at the above address. If your application proposes outdoor activities in a zoning district that does not permit by-right outdoor uses you will be required to obtain an over the counter Temporary Permit from the City of Phoenix Planning and Development Department, in accordance with section 708.D of the Phoenix Zoning Ordinance.
4. Once you have picked up your application from the Planning and Development Department and received your necessary licensing, you will take your application to the DLLC, located at:

Arizona Department of Liquor License & Control
800 West Washington Street, Fifth Floor
Phoenix, AZ 85007-5141

At this point, the City review of your application has been completed and the DLLC will make the ultimate determination on your application. For information regarding the DLLC procedure please contact the DLLC at **(602) 542-5141**.

Permanent Extensions of Premises/Patio Permit

Permanent extensions of premises will take 10 business days for applications that have the appropriate zoning entitlements to expand. Some permanent extensions of premises will require use permits, which could significantly extend the timing of this process. Staff will not sign off on an application without the appropriate use permits.

1. Application materials
 - Notarized and signed [Application for Extension of Premises/Patio Permit](#) (attached, DLLC form). This document is maintained by the Arizona Department of Liquor Licenses & Control (DLLC) and can be accessed at http://www.azliquor.gov/forms/inv_extprem_access.pdf
 - One 8.5" x 11" copy of **Site Plan**
2. The above application materials (2) must be submitted to the following location for review:
3. **City of Phoenix Planning and Development Department, Zoning Counter**
200 West Washington Street, Second Floor
Phoenix, AZ 85003-1611

For general planning & zoning information, please call **(602) 262-7131**.

4. Once the review of your application is complete you will be contacted to pick up the application from the Planning and Development Department at the above address. The expansion of alcoholic consumption areas may require a use permit from the City of Phoenix Planning and Development Department. The appropriate use permits must be obtained before the City will sign-off on a permanent extension of premises. Once the application has been signed off you will need to take the application to the DLLC, located at:

Arizona Department of Liquor License & Control
800 West Washington Street, Fifth Floor
Phoenix, AZ 85007-5141

At this point, the City review of your application has been completed and the DLLC will make the ultimate determination on your application. For information regarding the DLLC procedure please contact the DLLC at **(602) 542-5141**.

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Nici Davidson at voice 602-495-0256 or via the City TTY Relay at 602-534-5500.

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5TH Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

THIS APPLICATION MUST BE RETURNED TO THE DEPARTMENT OF LIQUOR

- Permanent change of area of service – Give specific purpose of change: _____

- Temporary change for date(s) of: _____

1. Licensee's Name: _____
Last First Middle
2. Mailing Address: _____
City State Zip
3. Business Name: _____ LICENSE #: _____
4. Business Address: _____
City COUNTY State Zip
5. Business Phone: (_____) _____ Residence Phone: (_____) _____
6. Do you understand Arizona Liquor Laws and Regulations? YES NO FAX # (_____) _____
7. Have you received approved Liquor Law Training? NO YES When? _____
8. What security precautions will be taken to prevent liquor violations in the extended area? _____

9. Does this extension bring your premises within 300 feet of a church or school? YES NO
10. **IMPORTANT:** ATTACH THE REVISED FLOOR PLAN CLEARLY DEPICTING YOUR LICENSED PREMISES AND WHAT YOU PROPOSE TO ADD.

******After completing sections 1-9, take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.**

This change in premises is RECOMMENDED by the local Board of Supervisors, City Council or Designate:

(Authorized Signature)

(Title)

(Agency)

I, _____, being first duly sworn upon oath, hereby depose, swear and declare,
(Print full name)
under penalty of perjury, that I am the APPLICANT making the foregoing application. I have read this application and the contents and all statements are true, correct and complete.

X _____ State of _____ County of _____
(Signature of Owner or Agent) SUBSCRIBED IN MY PRESENCE AND SWORN TO before me this date

Day Month Year

My commission expires on: _____
(Signature of NOTARY PUBLIC)

Investigation Recommendation Approval Disapproval by: _____ Date: _____

Director Signature required for Disapprovals _____ Date: _____

