

Zoning Process Guide

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

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 Browe at voice 602-495-0256 or via the City TTY Relay at 602-534-5500.

Barrier Exemption: an exception to the requirement of barriers surrounding a patio/outdoor serving area may be requested. Barrier exemptions are granted based on public safety, pedestrian traffic, and other factors unique to a licensed premise. List specific reasons for exemption:

Approval Disapproval by **DLLC**: _____ Date: ___/___/___

Notary

I, (Print Full Name) _____, hereby declare that I am a **CONTROLLING PERSON/ AGENT** filing this notification. I have read this document and the contents and all statements are true, correct and complete.

X (Signature) _____ State of _____ County of _____
Controlling Person / Agent the foregoing instrument was acknowledged before me this

_____ of _____
Day Month Year

My commission expires on: _____

 Signature of NOTARY PUBLIC

GOVERNING BOARD

After completion, and **BEFORE submitting to the Department of Liquor**, please 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.

Approval Disapproval

Authorized Signature Title Agency Date

DLLC USE ONLY

Investigation Recommendation: Approval Disapproval by: _____ Date: ___/___/___

Director Signature required for Disapprovals: _____ Date: ___/___/___

