

**7515.0440 OFF-SALE COMBINATION AND CERTAIN ON-SALE APPLICATIONS.**

Subpart 1. **Commissioner's approval required.** All off-sale, club on-sale, on-sale wine, and county on-sale retail liquor licenses issued in the state shall be submitted to the commissioner for final approval. Without the commissioner's approval, the licenses shall not be effective.

Subp. 2. **Application procedure.** The commissioner shall furnish current application blanks and license forms for off-sale, county on-sale, on-sale wine, and club retail liquor licenses to the clerk or county auditor of the respective municipalities or counties.

The applicant for license shall prepare the application form in duplicate and file it with the clerk or county auditor who shall read it to determine that all questions are answered completely and the form is properly executed.

The governing body shall consider the license applications and exercise its discretion within the law in approving licenses.

Subp. 3. **Materials forwarded to commissioner.** After approval, the clerk shall forward to the commissioner in Saint Paul, Minnesota, the following items:

A. one current form for off-sale, club on-sale, county on-sale, or on-sale wine fully executed by the applicant;

B. one copy of the license certificate for off-sale, club on-sale, county on-sale, and on-sale wine;

C. one on-sale license form PS 9011, with the clerk's signature and corporate seal of the municipality or county affixed;

D. one on-sale license form PS 9011 for Sunday sales if applicable;

E. a copy of the minutes of the meeting held by the governing body establishing when the application was approved; and

F. the result of any election in the municipality where the question of licensing the sale of intoxicating liquor was voted. This shall not include the repeal election of September 12, 1933, or any county option election. If no election was held in the municipality, a statement to that effect is required.

Subp. 4. **Items forwarded at renewal.** After licenses are granted, at an annual renewal period, the items in subpart 3 must be forwarded to the commissioner 30 days before the end of the current license year.

Subp. 5. **Disposition of documents.** After consideration and approval of the license, the commissioner will retain the copy of the application. The new license certificate with

endorsement of approval will be returned to the clerk or auditor. The documents shall be retained by the issuing authority for six years after the date of expiration of the license.

**Statutory Authority:** *MS s 14.06; 299A.02; 340.507*

**History:** *17 SR 1279; 27 SR 1580*

**Published Electronically:** *October 14, 2013*