

# Contacts

**Nebraska Liquor Control Commission**

**301 Centennial Mall South**

**PO Box 95046**

**Lincoln NE 68509-5046**

**402-471-2571**

**[www.lcc.ne.gov](http://www.lcc.ne.gov)**

**City of Papillion**

**Elizabeth Butler, City Clerk**

**122 East 3rd Street**

**Papillion, NE 68046**

**402-597-2021**

**[cityclerk@papillion.org](mailto:cityclerk@papillion.org)**

# City of Papillion



## Special Designated Liquor Licenses (SDLL)

An informational brochure on the

SDLL process

in the City of Papillion

2012

# IMPORTANT INFORMATION

A Special Designated Liquor License (SDLL) allows any retail liquor license holder to serve alcohol off their premises. This license also allows non-profit organizations to serve alcohol on their premises during an event.

The Nebraska Liquor Control Commission (NLCC) will grant a maximum of six (6) SDLLs per calendar year to each licensee.

SDLL applications can be obtained from the NLCC website or City Clerk.

**Catering License:** Retail liquor license holders can apply for a catering license. A catering license allows liquor license holders to apply for an unlimited amount of SDLLs and they are exempt from paying any SDLL application fees.

SDLL applicants that do not hold a valid retail or caterers liquor license and are hosting an event of more than 150 attendees must adhere to the guidelines set forth in Section 013-03 of the Nebraska Liquor Control Act. If the applicant wishes to waive any of the conditions listed under this section, they must submit a letter stating the reasons and justifications with their application.

**Timeline:** The NLCC requires all special designated permits to arrive at their office a minimum of 10 days prior to the scheduled event.

Non-profit organizations asking for any exemptions must have their application submitted to the NLCC 30 days before the event.

If any of these timelines are not met, the NLCC will automatically **DENY** the SDLL application.

## **Fees:**

**Application Fee :** \$40.00/day payable to the State of Nebraska

**Occupation Tax:** \$60.00/day - payable to the City of Papillion

\*This amount is set by City ordinance and the fee is one and one-half times the application fee

(Licensees holding a catering license are exempt from paying these fees.)

# APPLICATION PROCESS

## **APPLICANT:**

Must submit application(s), fees and any requests for waivers to the City Clerk for local governing approval.

## **CITY CLERK:**

Prepares a staff report and places the application on the next available City Council Agenda.

Will notify the applicant of the date, time, and place of the meeting. Councilmembers prefer the applicant attend the meeting to answer questions.

## **CITY COUNCIL:**

During the meeting, City Council will hear testimony in support or in opposition to the application.

City Council will vote on the application.

1. Approve Application - application is sent to the NLCC for approval.
2. Deny Application—NLCC will not approve a SDLL without local approval. The applicant will not advance.

## **CITY CLERK:**

As a courtesy, the City Clerk will mail the application(s) and fee(s) to the NLCC. \*\*

\*\*It is the applicants responsibility to ensure the NLCC receives the application in a timely manner. The applicant can mail their application(s) to the NLCC.

## **NEBRASKA LIQUOR CONTROL COMMISSION (NLCC):**

Has final approval of the applications.

If approved, will send SDLL(s) to the City Clerk

## **CITY CLERK:**

Will notify applicant that the license has been received and can be picked up as well as inform them of any fees.

Will collect any fees before releasing license.