

COUNTY OF KAUAI
DEPARTMENT OF LIQUOR CONTROL
LIHUE CIVIC CENTER, MO'IKEHA BUILDING
4444 RICE STREET, SUITE 120
LIHUE, KAUAI, HAWAII 96766
TEL: (808) 241-4966 FAX: (808) 241-6585

**INSTRUCTIONS FOR FILING AN APPLICATION
FOR A CHANGE OF LOCATION**

1. **COMPLETED APPLICATION FORM** signed and certified by the oath of the applicant.
 - a. If the applicant is an **individual**, the application must be signed by the individual applicant.
 - b. If the applicant is a **corporation**, the application must be signed by an officer of the corporation.
 - c. If the applicant is a **limited liability company**, the application must be signed by a member of the company.
 - d. If the applicant is a **partnership**, the application must be signed by a general partner.

2. **FLOOR PLAN DRAWN TO SCALE WITH MEASUREMENTS**, showing detailed description of the premises.

If the application is for a premises where live entertainment and dancing will be authorized by the license, the location for the live entertainment and the 150 square feet area for dancing must be designated on the floor plan.

3. **TAX MAP**: On the tax map, a line shall be drawn around the area covered by a **100 feet radius measured from the perimeter (not the center) of the proposed premises**.

The same kind of marking shall be drawn for the area covered by a **500 feet radius measured from the perimeter of the proposed premises**.

Indicate on the tax map the scale used to measure the radius (Sample: 1 inch = 200 feet) and the directional arrow pointing north (**see sample of tax map**). The map showing the 100 and 500 feet radii **MUST** be on a single sheet of paper no larger than 8½ x 14 inches.

4. **A LIST** of the tax map key numbers of properties located within **100 feet from the proposed premises** with its owners, lessees of record of real estate, owners of record of shares in a cooperative apartment or individuals on the list of owners provided by the managing agent or the shareholders association, owners and lessees of record of condominium units, and the number of owners of each timeshare unit and their addresses. (**See attached sample.**)

A SECOND LIST with the same information of properties within **100 feet to 500 feet distance from the proposed premises**.

The State of Hawaii and/or the County of Kauai should be listed as property owners if there are State highways or roads and/or County streets, lanes, properties, etc., within 500 feet of the proposed premises.

The list of tax map key numbers shall be numbered in sequence. The number assigned to each tax map key number shall be indicated on the corresponding parcel on the tax map and circled. (**See sample on tax map.**)

5. **LEASE or RENTAL AGREEMENT** between the property owner and the applicant. The lease or rental agreement between lessor and lessee must be in the name of the applicant. Assignment of lease or rental agreement by the lessee to the applicant with the consent of the lessor is acceptable.

6. **CASH or CHECK** payable to **Department of Liquor Control** for the following:

Cost of Publishing Notice of Public Hearing..... \$350.00

7. The department recommends that the applicant makes contact with the State of Hawaii Department of Health for a Food Establishment Permit, the County of Kauai Building Division for a Certificate of Occupancy and the Planning Department for proper zoning and usage of property when applying for a liquor license.