



## CITY ALCOHOL PERMIT APPLICATION PROCEDURES/INFORMATION

In order to have the City issue a permit and sign off on the TABC application, the applicant must complete a City of Manor Alcoholic Beverage Permit Application and submit an application from the TABC. Establishments shall be located in the correct zoning district for alcohol sales. The City permit is required to be renewed every year or every two years based on the type of permit with TABC.

Once the application has been submitted, it may take up to 1-2 business days for approval, as the Development Services Department and the City Secretary's Department must sign off on the application and process the permit. The City Secretary will contact the applicant when the permit and TABC application forms are ready.

When the state license is received, the applicant must bring the license or temporary receipt to the City Secretary's and pay the City Fee which is one-half of the State Fee.

For additional information or questions, please contact the City Secretary's Office at (512) 215-8285.

### Applicant Checklist:

- \_\_\_\_\_ TABC Application Form(s)
- \_\_\_\_\_ City of Manor Alcoholic Beverage Permit Application
- \_\_\_\_\_ Variance Request (if applicable)
- \_\_\_\_\_ City Fees



## Alcoholic Beverage Permit Application

*The completed Texas Alcoholic Beverage Commission (TABC) Application for Retailer Permit or License must be attached to this application.*

Applicant's Name: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Location of Establishment: \_\_\_\_\_

Type of TABC Permit: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Coin operated Amusement Gaming Machines on site: ☐ Yes ☐ No

- Amusement Gaming Machines require a Specific Use Permit in accordance with Article 4.06 of the Manor Code of Ordinances

## Alcoholic Beverage Sales Distance Variance

Sec. 4.02.002 – Sale of Alcoholic Beverages Near a Church, Public or Private School, or Public Hospital

- (a) The sale of alcoholic beverages within 300 feet of a church, public or private school, or public hospital is prohibited.
- (b) The measurement of the distance between the place of business where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in a direct line across intersections.
- (c) (1) The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be from the nearest property line of the public or private school to the nearest doorway by which the public may enter the place of business, along street lines and in a direct line across intersections.  
(2) If the permit or license holder is located on or above the fifth story of a multistory building, the measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be in a direct line



from the property line of the public or private school to the property line of the place of business, in a direct line across intersections, and vertically up the building at the property line to the base of the floor on which the permit or license holder is located.

(d) The provisions in this section relating to a public school also apply to a day-care center and a child-care facility as those terms are defined in the Texas Human Resources Code, Section 42.002.

(e) In this section, "private school" means a private school, including a parochial school, that offers a course of instruction for students in one or more grades from kindergarten through grade 12; and has more than 100 students enrolled and attending courses at a single location.

#### Sec. 4.02.003 - Variances to the sale of alcoholic beverages.

The city council may allow variances to the provisions of section 4.02.002 above if the council determines that enforcement of that section is not in the best interest of the public, constitutes waste or inefficient use of the land or other resources, creates an undue hardship on an applicant for a license or permit, does not serve its intended purpose, is not effective or necessary, or for any other reason the city council, after consideration of the health, safety and welfare of the public and the equities of the situation, determines is in the best interest of the community.

### **Variance Request Process**

To apply for a variance to sell alcoholic beverages within 300' of a church, public or private school, public hospital, or daycare, please submit with this application a letter requesting to sell alcohol within a restricted area along with the reason(s) you would like the City Council to consider the variance request. Optional supplementary documentation like site plans, building layouts, business plans, etc. can also be submitted with this application for the City Council to consider when they're reviewing the variance request.

Upon receipt of a variance request and payment of applicable fees, a notice will be placed in the Manor Journal and notices mailed to all property owners within 300' of the property. The notice will provide the date and time of the public hearing before the City Council. Notices are sent out at least 15 days prior to the public hearing.



## Variance Fee

Application	\$100.00
Public Hearing Notice (newspaper)	\$150.00
Property Owner (all property owners within 300')	\$5.00/per property owner

The variance request must be paid prior to scheduling the public hearing before the City Council. If the variance is approved, an invoice for the Alcohol Beverage Permit fees will be provided.

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### FOR CITY USE ONLY

#### Development Services Department Certification Review

- ☐ This property is **NOT** located within the city limits of the City of Manor.
- ☐ This property is located within the city limits of the City of Manor and the zoning of this property (zoning district: \_\_\_\_\_) allows for the sale of alcoholic beverages and the permits/licenses applied for in the attached application.
- ☐ This property is located within the city limits of the City of Manor and the zoning of this property (zoning district: \_\_\_\_\_) does **NOT** allow for the sale of alcoholic beverages and the permit/licenses applied for in the attached application.
- ☐ This property is within 300' of a church, public or private school, public hospital, or daycare and requires a variance. Address of church, public or private school, public hospital, or daycare:  
\_\_\_\_\_

\_\_\_\_\_  
Michael Burrell, Interim Director Development Services

\_\_\_\_\_  
Date

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#### City Secretary's Office

Application Approved:

☐ Yes

☐ No

\_\_\_\_\_  
Signature of City Secretary

\_\_\_\_\_  
Date

PERMIT FEE PAID \_\_\_\_\_  
RECEIPT NO. \_\_\_\_\_  
TIME & DATE \_\_\_\_\_  
BY \_\_\_\_\_  
IN PERSON \_\_\_\_\_ MAIL \_\_\_\_\_