For your information

The Oregon Liquor Control Commission has:

- **X** Amended
- ** Adopted
- Repealed

**OAR 845-005-0306**

Effective: 5/1/17

**Note:** **Bold and underlined** = new text; **strikethrough and italics** = deleted text

845-005-0306

Procedures for Public Notice of License Applications

(1) **The Commission will provide written notice to the public at least 14 calendar days before the Commission grants or denies:**
   (a) An initial annual license;
   (b) A change of license privileges;
   (c) The addition of alcoholic beverage sales or service to an outdoor area;
   (d) A change of licensee where the Commission determines that the potential exists for problems with unlawful activities, noise or disturbances in or around the premises that are related to the sale or service of alcoholic beverages;
   (e) Any change for which OAR 845-006-0480 requires Commission approval where the Commission determines that the potential exists for problems with unlawful activities, noise or disturbances in or around the premises that are related to the sale or service of alcoholic beverages.

(2) **The Commission will provide the written notice as follows:**
   (a) Conspicuous notice posted on the premises proposed to be licensed;
   (b) Notice to licensed child care facilities, elementary or secondary schools, places of worship, hospitals, nursing facilities, convalescent homes, parks, children-oriented recreational facilities, and alcohol and other drug rehabilitation facilities within 500 feet of the premises in urban or suburban areas and 1,500 feet in rural areas; and
   (c) Notice to the neighborhood organization(s) for the area in which the proposed premises are located if the organization is recognized by the appropriate city or county and registered with the Commission. If there is no recognized organization, the Commission will notify any organization registered with the Commission that represents at least 25 households in the area.

(3) **The written notice will include:**
   (a) Name of applicant. If applicant is not an individual, the name(s) of the person(s) who will have primary responsibility for operating the business;
   (b) Address of premises proposed to be licensed;
   (c) Type of license;
   (d) Legal hours of operation; and
(e) How to contact the Commission within 14 days for further information about:
   (A) The application;
   (B) Providing information to the Commission to help determine the applicant's eligibility for a license; and
   (C) Participating in the Commission's licensing process.

(1) An applicant for an initial annual liquor license must post on the premises proposed to be licensed a written notice provided by the Commission. This written notice must be posted for at least 10 calendar days prior to the Commission making a decision on the license application and must be conspicuously posted in a manner that allows the public to read it. This written notice will include:

   (a) The name of the applicant.
   (b) The address of the premises proposed to be licensed.
   (c) The type of license.
   (d) The mailing address of at least one contact person for the applicant.
   (e) The mailing address of the local Commission office.

(2) The applicant must provide written notification to the Commission of the date the written notice was posted on the premises proposed to be licensed.

(3) The Commission may refuse to process the application per OAR 845-005-0315 if the applicant fails to meet this requirement.

Stat. Auth.: ORS 471, 471.030, 471.040, 471.730(1) & (5)
Stats. Implements: ORS 471.313

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