



## FREQUENTLY ASKED QUESTIONS

### Obtaining Liquor License within the Downtown South Bend Municipal Riverfront Development District

I hear that it is possible to apply for a 3-way license in parts of Downtown South Bend that only costs \$1,000. Is this true?

- Yes, within the boundaries of the defined Municipal Riverfront Development District.

**What in the world is a Municipal Riverfront Development District (District)?**

- A district where 3-way licenses are made available to eligible establishments for \$1,000 as a way to spur development near a river.

**How did South Bend find a way to create this District?**

- A piece of state legislation made it available and the Common Council approved the District and with the goal of spurring development in the District.

**Where can I see a map of the District?**

- A map showing the boundaries of the Municipal Riverfront Development District is available at the following [link](#).

**Where can I find a copy of the local ordinance establishing the District?**

- You can find a copy of the ordinance at the following [link](#).

**Does my business need to be located next to the river to be eligible?**

- Your space can be up to 3 blocks or 1,500 feet from the river as long as it is located within the defined Municipal Riverfront Development District boundaries.

**Are there any locations within the District that might not be eligible?**

- Yes. The same state restrictions apply within the District as outside the District. For instance, if your desired location falls within 200 feet of a church or a school, you will need to go through the variance process to see if you might be granted an exception.



## **Why isn't the District bigger?**

For two reasons:

1. The District was developed as tool to encourage the development in such a way that builds critical mass in a defined area.
2. The District had to meet certain criteria as defined by Indiana State Code such as be within 1,500 feet or three blocks from the river and fall within a redevelopment area.

## **What types of establishments was the District designed to attract?**

- Dining, entertainment, and cultural establishments.

## **Is there any limit to the number of riverfront licenses that can be issued within the District?**

No. The idea behind the District is to further cement downtown as a destination for dining, culture, and entertainment by encouraging rather than limiting these types of establishments. There are, however, requirements above and beyond those set by the Alcohol and Tobacco Commission (ATC) that any business applying for a riverfront license must meet. Thus the limitations are not about numbers but type.

## **What is the role of Downtown South Bend, Inc. (DTSB)?**

- DTSB administrates the local **Riverfront Application Review** process.

## **How do I contact DTSB?**

- You may phone DTSB at 574-282-1110 during regular business hours.

## **How will I know if my business concept is eligible?**

- Review the eligibility requirements at the following [link](#). You may also schedule a meeting with DTSB to review the requirements.

## **Who issues the license?**

- The license is issued by the State of Indiana through the Alcohol and Tobacco Commission.

## **How much does a 3-way riverfront license cost?**

- \$1,000 payable to the State.

## **Why is it a requirement that those with riverfront licenses join the Downtown Dining Association?**

- One of the purposes of the District is to free up funds for marketing that would otherwise be spent on acquisition of the license itself. Joining the Downtown Dining Association provides a way to participate in co-op marketing efforts, events, and promotions with the best of the downtown eateries.



### **How much is it to join the Downtown Dining Association.**

- As of January 2013, the dues are \$100 per month or \$1,200 annually.

### **What are the steps to apply?**

1. Check to see that your location is within the District and that you meet the local requirements.
2. Fill out the local application form and submit to DTSB along with requested attachments (including a copy of your completed ATC application).
3. Meet with the local Riverfront License Review Committee (scheduled for you by DTSB).
4. If your application is approved, a copy of the Mayor's approval letter will be sent to the ATC.
5. Take your completed ATC Application for New or Transfer Permit and submit with payment and Mayor's Letter to the ATC
6. Appear before the local alcoholic beverage board for their recommendation.
7. Submit to a final inspection of the premises by the State Excise Police.

### **How long will it take for me to go through the local approval process?**

- Typically, no longer than 30 days from submission of a completed application.

### **How long does it typically take to receive approval from the State?**

- Typically, 90-120 days from submission of a completed application.

### **If I do not receive local approval for a riverfront license am I still eligible to apply for a regular 221-3 license from the State?**

- Yes.

### **Where can I find the Application for New or Transfer Permit?**

- You can find this form on the ATC website in the following location:  
<http://www.in.gov/atc/2409.htm>

### **How do I indicate to the State that I wish to apply for a Riverfront license?**

- At the bottom of page 3 of the ATC **Application for New or Transfer Permit** check **"Yes"** in the section titled **"AIRPORT, REDEVELOPMENT, RIVERFRONT, RAILWAY STATION, CULTURAL CENTER"** and then fill in the word **"Riverfront"** in the blank.



**When applying for a riverfront license do I need to send additional documents along with my completed Application for New or Transfer Permit?**

- Yes. You will need to send:
  - a copy of the local ordinance,
  - an aerial map showing the entire boundaries of the District with the location of your establishment clearly marked, and
  - a letter from the Mayor in support of their application\*

\* This letter is obtained through the local **Riverfront Application Review** process and will be provided if your local application is approved.

**I am located within the District and I have an operational 3-way license now. Can I sell it and apply for a riverfront license?**

- No. This program is only for new licenses.

**I am located within the District and I have an operational 2-way license now. I would love a 3-way license? Can I apply for a riverfront license if I meet the eligibility requirements?**

- Yes.

**Can I sell my riverfront license to anyone else once I have it?**

- No, unlike a regular 221-3 license, the riverfront license cannot be sold or transferred.

