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## ABO MANAGER LICENSE PACKET

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### INSTRUCTIONS

1. COMPLETE THE ABO MANAGER APPLICATION SHORT FORM  
Have you double-checked your application (page2) that ALL fields are complete, all questions have been answered and the application is signed and notarized (page 2)?
2. COLLECT AND ATTACH THE ITEMS LISTED BELOW TO YOUR APPLICATION
3. SUBMIT THE COMPLETED APPLICATION AND ATTACHMENTS  
Submit the signed and completed application with the attachments by mail or in person of this application packet to:  
Attn: ABO Processing  
City of New Orleans, One Stop  
1300 Perdido St., 7W03  
New Orleans, LA 70112

### OVERVIEW OF ITEMS TO SUBMIT WITH APPLICATION

1. State of Louisiana Office of Alcohol and Tobacco Control application package
2. ABO MANAGER APPLICATION SHORT FORM
3. Application fees

### ATTACHMENTS DESCRIBED AND EXPLAINED

1. Completed and signed State of Louisiana Office of Alcohol and Tobacco Control application form identical to the one submitted to same and inclusive of all attachments thereto.
2. Completed, signed, and notarized application ABO MANAGER APPLICATION SHORT FORM (page 2 of this packet)
3. Application fees, in accordance with Chapter 10-122 of the City Code of New Orleans.
  - Manager's annual permit fee: \$100.00
  - Manager's identification card fee: \$5.00

IN-PERSON PAYMENT Checks, Cashier's Checks, Money Orders, Visa, MasterCard, and Discover. Please make all checks and money orders payable to City of New Orleans.

ONLINE PAYMENT MasterCard, Discover, and Visa. You can pay online by logging in at [onestopapp.nola.gov](http://onestopapp.nola.gov) and searching for this item by application or invoice number.

**ABO MANAGER APPLICATION**

**SHORT FORM**

**BUSINESS INFORMATION**

Trade Name of Business \_\_\_\_\_ Date of Application \_\_\_\_\_

Ownership Type:  Individual  Partnership  Corporation  Limited Liability Company (LLC)  Non-Profit

Business Location Street Address \_\_\_\_\_, New Orleans, LA \_\_\_\_\_ (zip code)

**INDIVIDUAL INFORMATION**

Manager Name \_\_\_\_\_ Manager Phone(s) \_\_\_\_\_

Manager Email \_\_\_\_\_ Preferred Method of Contact \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

Mailing City \_\_\_\_\_ Mailing State \_\_\_\_\_ Mailing Zip \_\_\_\_\_

**AUTHORIZATION TO SIGN/ACKNOWLEDGMENTS & AFFIDAVIT**

All information obtained as a result of your acknowledgement below will be used in all areas of this application process and any renewals thereof, including the hearings before the Alcoholic Beverage Control Board, or any appeals therefrom.

STATE OF LOUISIANA, PARISH OF ORLEANS

Before me, the undersigned Notary Public, personally came and appeared \_\_\_\_\_, the appeared(s) in the above and foregoing instrument, who declared under oath to me, Notary,:

- that he/she prepared and signs the above and foregoing THIS FORM the required attachments, and that the instrument is along with a full and completed notarized identical copy of the application made to the Louisiana Office of Alcohol and Tobacco Control Application inclusive all forms and schedules for same business and location, in lieu of the ABO MANAGER PERMIT LONG FORM for an alcoholic beverage outlet manager permit made to the City of New Orleans by the business applicant stated herein;
- that the signature appearing hereon is his/her own, of his/her own free and voluntary act and is for intent and purposes therein expressed, and that he/she swears that the information given and all answers therein are true and correct.
- that the applicant for this permit meets all qualifications and conditions of Ch. 10 of the City Code of New Orleans;
- that pursuant to Chapter 10, Sections 10 and 115 of the City Code of New Orleans any person or any agent or employee of any person who shall make false oath to any report or application required by the provisions of this chapter shall be guilty of the crime of false swearing and such an action may constitute a violation of Sec.10-6(4) "Concealing violations" as basis for revocation of any license or permit obtained pursuant to this application.
- that Chapter 54-401 of the City Code & 492 and the International Building Code as adopted in Chapter 26 of the Code of the City of New Orleans, restrict the serving of alcoholic beverages on to sidewalk and right of ways and in any manner that causing the obstruction of the same;
- that any temporary change of use including the temporary addition of bars or counters requires separate and additional approval pursuant to Chapter 10-52 of the City Code of New Orleans and Section 21.8 of the New Orleans Comprehensive Zoning Ordinance; and
- that any permanent changes to the layout, operating hours, floor space used, security plans, noise production, or alteration of the business location of a retailer who offers consumption on premises will require that a revised the Acknowledgement of Bar Use Standards or the Acknowledgement of Restaurant Use Standards must be submitted to the Department of Safety of Permits for review prior to implementation.

Further, the appeared(s) hereby authorize and acknowledge by signature below, that I authorize the Police Department and its agents or employees to release to the Department of Safety and Permits, Department of Finance, Law Department of the City of New Orleans and agents or employees thereof information received as a result of this application review, including but not limited to, all police reports, arrest records, whether municipal, state, or federal and any other documentation which make reference to me. I do further agree to relieve, release, and indemnify the City of New Orleans' Police Department, Department of Safety and Permits, Department of Finance, Law Department and all agents or employees thereof from any and all liability as a result of the release of this information.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Applicant Signature

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ .

\_\_\_\_\_  
Print Name of Notary Public

\_\_\_\_\_  
Notary Public Signature

My commission is for \_\_\_\_\_