

APPLICATION CHECKLIST

LETTER OF PUBLIC CONVENIENCE AND NECESSITY

City of Citrus Heights Municipal Code, Chapter 4.60, provides a process for applicants seeking a license from the Alcoholic Beverage Control Board (ABC) to sell alcoholic beverages within the City of Citrus Heights, and whose sales location is located within a census tract designated by ABC to be over concentrated or of high crime. This designation is made by ABC, not the City of Citrus Heights. Should your facility be located within such a census tract, ABC is *required by state law to deny your application unless you obtain a letter of public convenience and necessity (LPC)*.

City of Citrus Heights has adopted a process for issuing LPC letters which involves a public hearing before the City Council, with notice and opportunity to be heard given to interested persons. The following information is required to process a LPC.

Businesses proposing to sell alcoholic beverages receive special attention from the City because of their potential to create problems, such as littering, loitering, public intoxication and disturbances. For this reason, business selling alcohol must comply with Zoning Code Section 106.42.020.

Application Submittal Requirements

Submit all applications via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. The required fee shall be paid prior to the application being processed (see fee schedule). Please upload the following documents:

1. Completed Universal Planning Application Form ([click here](#)).
2. A completed ABC-245 form (obtained from Department of Alcoholic Beverage Control)
3. Statement of Justification - why you believe the public interest would be served by selling alcoholic beverages at your facility
4. One (1) copy of a detailed description of the proposed use, including hours of operation, operational procedures, etc.

Submit all materials in electronic format. Please submit via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic format.

Please note: If the project requires public noticing procedures the City will provide the radius list and mailing labels.

Please feel free to discuss your application with a member of the Planning Division at (916) 727-4740 or planning@citrusheights.net, or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621