

☐ Original☐ Amended

OFFICE USE ONLY

Date

DIAGRAM INSTRUCTIONS

All diagrams must be submitted on 8-1/2" x 11" sheets of paper.

Do not use graph paper as this cannot be clearly scanned.

Interior Diagrams

Each and every floor should have its own diagram (including any floor used for the storage of alcoholic beverages or office space where books and records are maintained.) Label each floor (e.g., basement, ground floor, second floor, etc.)

Provide the interior and exterior dimensions of the premises, including the length of all bars and other prominent fixtures.

Label **all** rooms, including but not limited to: storage rooms, offices, dining areas, kitchen/food preparation areas, restrooms, etc.

Show the number of tables and chairs for patrons within the establishment and indicate the number of chairs/stools at the bars.

Show any outside dining/service areas on the Interior Diagram for the appropriate floor (e.g., sidewalk cafe, deck, porch, roof, etc.). Show details as to how this area will be contained and supervised. **Note:** the outside area must be connected to the premises to be licensed, and cannot be divided by any passageway over which the applicant does not have exclusive control. The outside area must be enclosed by a physical barrier that restricts patrons from entering and exiting the area.

Show all interior and exterior walls, entrances and exits, stairways, elevators, trap doors, restrooms, display windows or other openings, counters, closets, shelves, storage areas and any other notable features. Leave space between the exterior walls and paper's edge.

If the premises occupies a portion of a floor, depict the entire floor of the building and show the proposed licensed premises' location on the floor. Show all points of access to and from the premises and label any shared/common areas.

Block Plot Diagram (aerial view of the building, with nearby businesses and residences labeled)

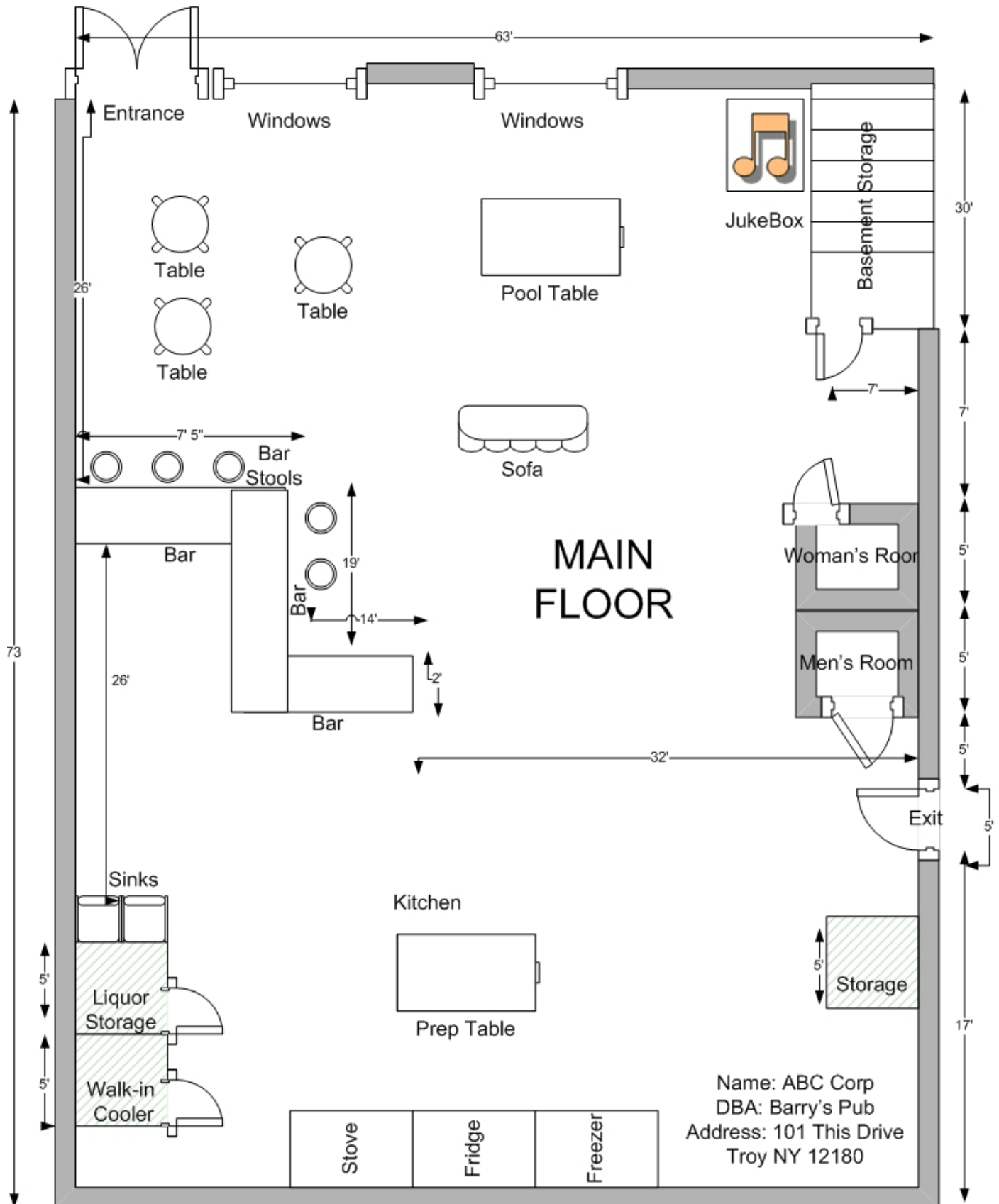
*****Only required for establishments that are applying for a license that permits on premises consumption of liquor***

Show all other buildings, parking lots, empty lots, etc. Make sure that you label each building (e.g., nail salon, church, residence, etc.)

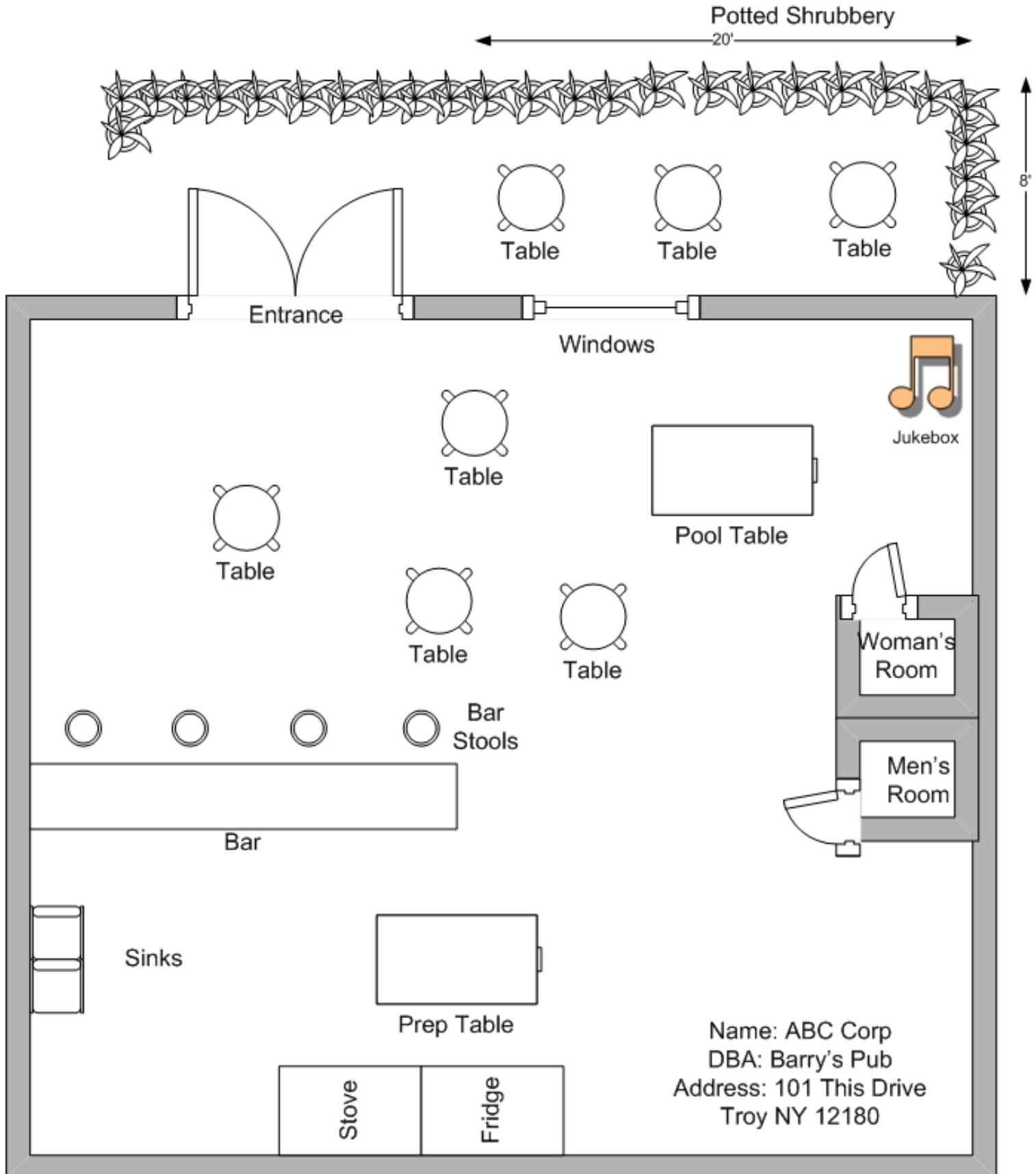
Label the streets by name and include the intersections at either end of the block when possible.

Include all places of worship and schools and all on-premises liquor establishments within 500 feet of the proposed premises.

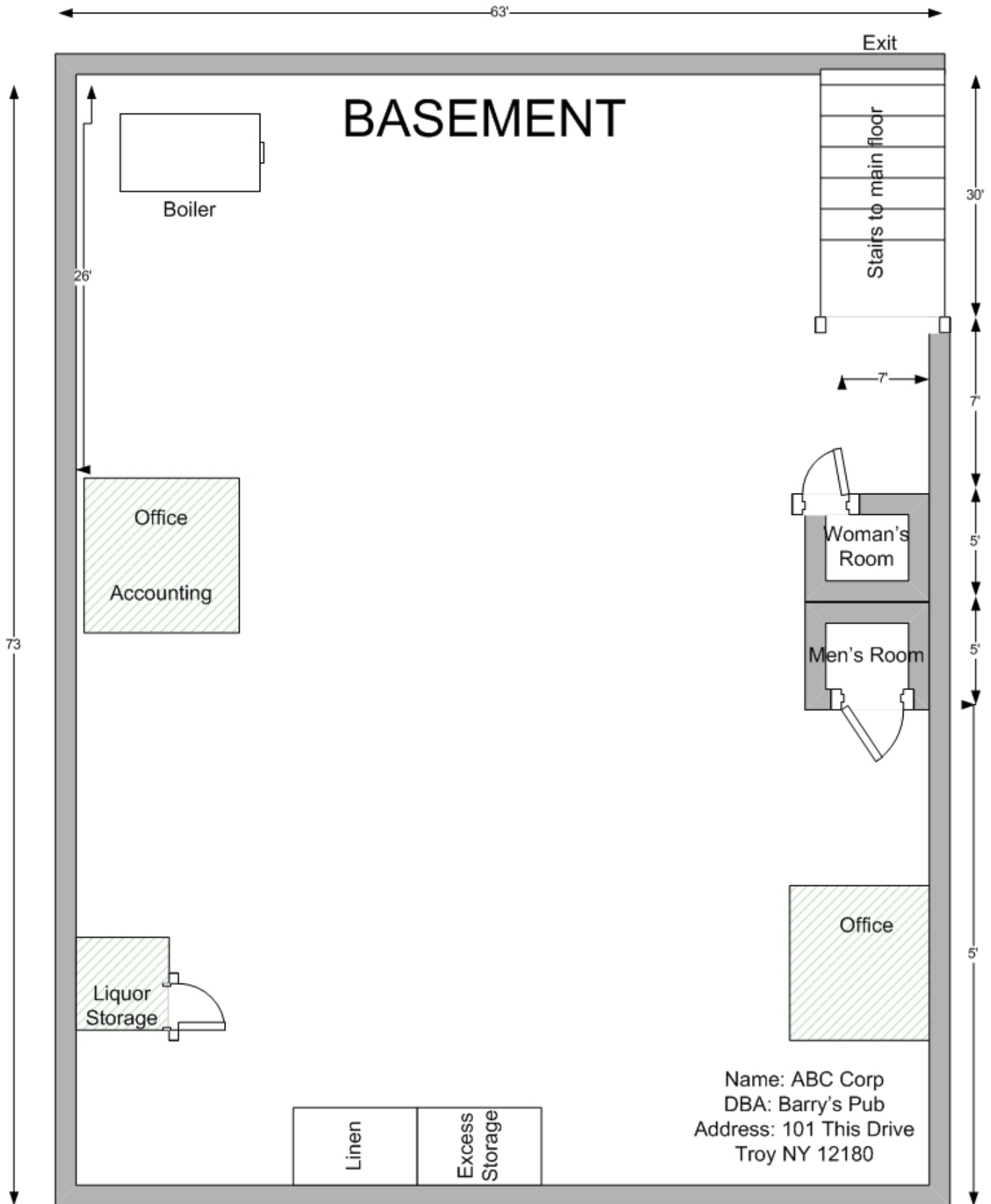
EXAMPLE INTERIOR (GROUND FLOOR)



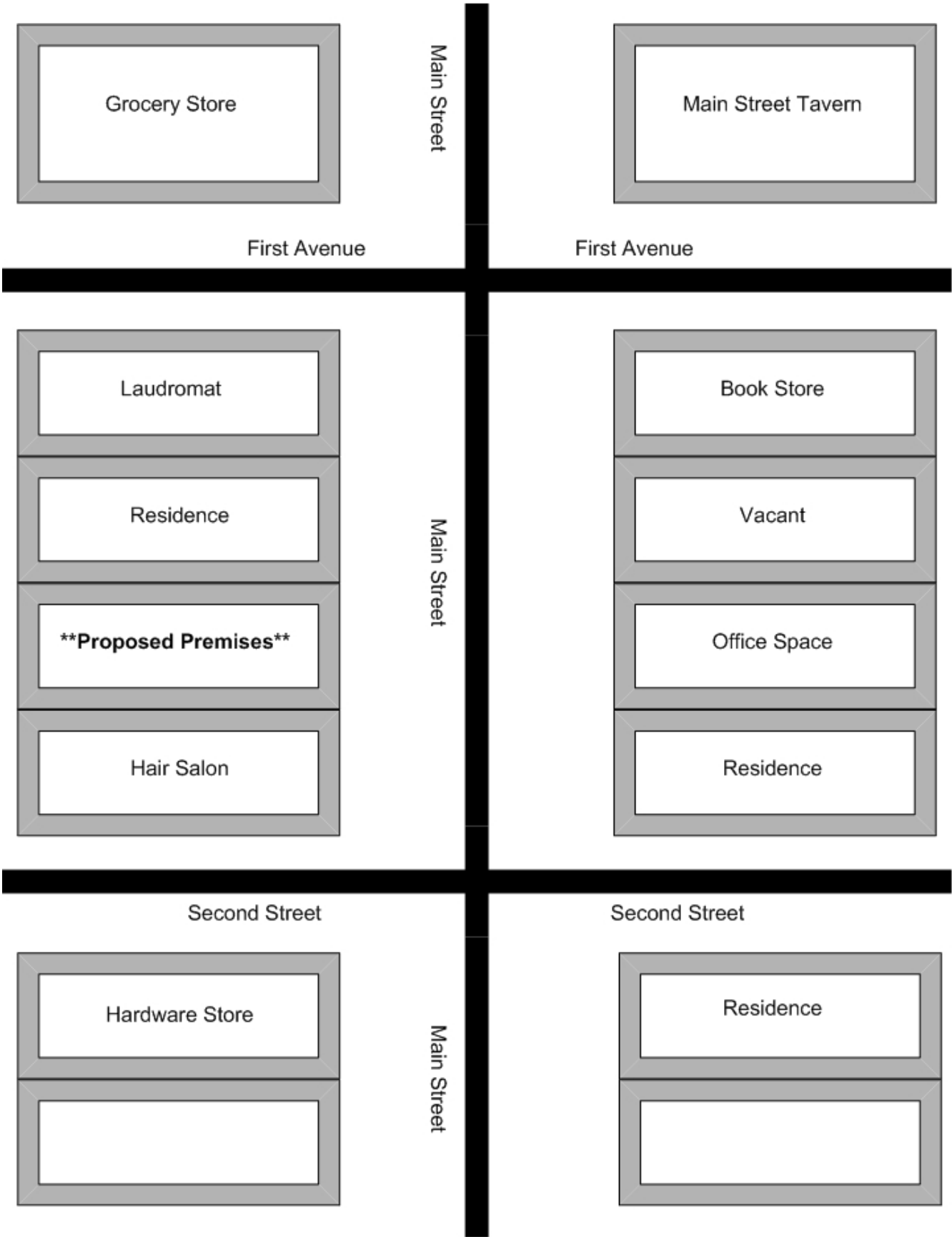
EXAMPLE INTERIOR WITH OUTDOOR AREA (GROUND FLOOR)



EXAMPLE INTERIOR (BASEMENT)



EXAMPLE OF A BLOCK PLOT DIAGRAM
(CITY/TOWN)



EXAMPLE OF A BLOCK PLOT DIAGRAM
(RURAL AREA)

