



BOARD OF  
LICENSE COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863

[www.co.worcester.md.us/departments/drpl/liquor-licensing](http://www.co.worcester.md.us/departments/drpl/liquor-licensing)

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ATTORNEY  
W. HANK FISHER, III  
LIQUOR LICENSE ADMINISTRATOR  
APRIL R. PAYNE  
apayne@worcestermd.gov

### Applicant(s):

The following instructions are provided to assist you with the basic application process for an alcoholic beverage license in Worcester County.

The application for an Alcoholic Beverage License, along with additional supplemental forms, are available on the Worcester County Board of License Commissioners Liquor Licensing webpage: [www.co.worcester.md.us/departments/drpl/application-for-alcoholic-beverages-licenses](http://www.co.worcester.md.us/departments/drpl/application-for-alcoholic-beverages-licenses).

The application, along with all required supporting documents, must be fully completed, signed, and notarized where indicated. Once finished, the entire packet must be returned to this office with the appropriate filing fees. Please carefully review Items 1- 9 listed under “Additional Information.” These items explain the extra documents that must be submitted with your application. Be sure to complete and include every document that applies to your situation so your application can be processed without delay.

All filing fees must be paid by check, made payable to “Worcester County.” Please note that two separate checks are required because your application is processed by two different offices.

- \$660 - \$60 of this fee represents advertising cost.  
\$600 of this fee represents an application processing fee.
- \$ 25 - This fee is required to certify those individuals supporting your application to be property owner and voters in Worcester County.

If you are applying as an individual, as multiple individuals, or as a partnership, each must have resided in Worcester County for the past two years.

If you are applying as a corporation, you must designate one person as the Resident Agent. That person must reside in Worcester County. The Resident Agent must hold at least 10% of the company’s stock, unless you are applying for a Class “B” Beer, Wine and Liquor license in that case, the Resident Agent must hold some percentage of outstanding stock. Supporting signatures must be collected by the Resident Agent.

If you are leasing the property to be licensed, you must submit a copy of that lease with the application.

When making an application on behalf of a corporation, it will be necessary for you to complete and submit with the application a Stockholder Affidavit or a Limited Liability Affidavit. Additionally, you must submit with the application a copy of your Articles of Incorporation and a copy of your lease (if applicable) for the subject property.

If you are making application for the transfer of an existing license, you must also complete the enclosed transfer application. Further, you must make application to the State Comptroller's Office for the transfer of the alcoholic beverage inventory remaining on the property. That form is enclosed but should be forwarded directly by you to the Comptroller's Office. If there is no inventory, you must supply supporting documentation indicating such.

Your application will be advertised by this Office in the local newspaper. Filing deadlines are established to allow for proper advertising. The filing deadline for the next available meeting of the Board is \_\_\_\_\_. Provided your application is received by that date, we will make every effort to have your application heard on \_\_\_\_\_.

The Board of License Commissioners ordinarily conducts hearings on these applications on the third Wednesday of each month. It is sometimes necessary to deviate from that schedule; you may confirm hearing dates with this office.

In the event your application is approved, your license cannot be issued until we have received a copy of your Articles of Incorporation and Certification of Incorporation (with corporate applications); acknowledgment from the Comptroller's Office that your inventory transfer has been approved and that your tax accounts are in good standing (in the case of a transfer); a copy of your fire and health certificates (unless a Class "A" license); and payment of the proper fees. The Board may set forth other requirements at the hearing.

These guidelines offer basic information to consider when making application to the Board of License Commissioners for an alcoholic beverage license. This list is not all-inclusive. If you have any questions or need further clarification, please contact this office at 410-632-1908, Option #6.

FOR THE WORCESTER COUNTY  
BOARD OF LICENSE COMMISSIONERS,



April R. Payne  
Liquor License Administrator