



PUBLIC CONVENIENCE/NECESSITY INFORMATION

Applications for alcohol licenses in census tracts that are either over-concentrated in existing licenses or high-crime require a Public Convenience or Necessity (PC or N) determination by the City of Riverside. The City conducts a thorough examination to determine if the business would be a necessity or convenience to the community.

PROCEDURES

To assist the City in making this determination, the applicant must provide a typed and **detailed letter** stating how public convenience or necessity would be served by issuance of the applied-for license. This letter should include, but not be limited to, the following:

- Describe how your business will provide products and/or services that are different and unique to the area that existing businesses selling alcohol within 1,000 feet of your proposed site do not provide;
- describe what improvements you plan to make to the proposed site, including improvements to any existing buildings, signage, landscaping, and parking areas, that will be beneficial to the surrounding community (if applicable); and,
- Describe how the issuance of the license and/or operation of the business WILL NOT contribute to or aggravate an existing crime problem in the area, including:
 - Your knowledge of the area, previous experience in business, and/or the previous operation of a licensed premises;
 - Precautions or guidelines you will follow to ensure that your premises will be operated in a manner that is beneficial to the area. This might include a lighted parking area, security guard, video cameras, special landscaping to deter graffiti, etc.
- Attach any written letters of support;
- Attach any documentation regarding over-concentration and/or crime rates you received from ABC.

FILING FEES

See current Fee Schedule (filing fees are generally non-refundable). Additional fees may be required to be submitted **PRIOR** to scheduling a project for hearing. Check with the Planning Division for current fees.

SUBMITTAL REQUIREMENTS

Refer to **Development Application Information** Handout for information on Submittal Requirements.