



MEMO

To: Potential Applicants

From: Patrick Lyp/ Samantha Camp

Date: February 4, 2021

Re: Applications for Valparaiso
Downtown Alcoholic Beverage Restaurant

Background: In 2005, the City of Valparaiso was allocated 10 liquor licenses to be used within its downtown. Based on the closing of Sage Restaurant, one liquor license is available and the Valparaiso Downtown Alcoholic Beverage License Committee (“Committee”) is seeking applicants. The attached *Amended Criteria for License Allocation and Applicant Compliance Requirements* outlines the specific process and information required to be presented for consideration. To assist potential Applicants, the following information is provided:

1. The deadline for submission of applications is **Monday, March 1, 2021 at 3:00 p.m. CDT. Late Applications will not be considered.**
2. Applications shall be delivered to the Clerk/Treasurer’s office at Valparaiso City Hall located at **166 Lincolnway, Valparaiso, IN 46383**. Applications shall be placed in a sealed envelope with **6 copies** of Applicant’s Application. The envelope shall be marked as follows: **Submission for Downtown Alcoholic Beverage License**
3. Pages 2-3 (Guiding Factors) and the last two pages of the *Amended Criteria for License Allocation and Applicant Compliance Requirements* provide an outline of what the Committee expects to be included in an Application. **This represents the minimum requirements and Applicants are encouraged to provide any additional relevant information that will help the Committee in its evaluation.** In addition to providing the information requested in the *Valparaiso Downtown Alcoholic Beverage License Application*, the Applicant must complete an Application for New or Transfer Permit form. **THIS SHOULD NOT BE FILED WITH THE STATE OF INDIANA UNTIL SUCH TIME AS THE CITY APPROVES THE ISSUANCE OF THE LIQUOR LICENSE.**
4. Any questions about the Application shall be submitted by e-mail to **Patrick Lyp** (plyp@valpo.us) and **Samantha Camp** (scamp@valpo.us). To the extent that an answer to a question might be applicable to other potential Applicants, a copy of the e-mail question and response will be posted on the City’s webpage.

5. Although any restaurant concept will be considered, the Committee is interested in concepts that are not currently available in Valparaiso and would add to the overall diversity of food offerings in the downtown.
6. After the Committee and City Staff review all Applications, an interview process will be established.