

# ***TURLOCK POLICE DEPARTMENT***

## **P.C.N. Application Instructions and Information Sheet City of Turlock Resolution 2008-231**

The information you provide in this application will be used in an investigation to assist in a determination of Public Convenience or Necessity for an alcohol sales license in the City of Turlock.

- All persons interested in applying for a determination of Public Convenience or Necessity (PCN) must request an application from the Turlock Police Department Records Division.
- “Applicant Name” should be the owner/manager or individual responsible for compliance with the regulations or conditions of the permit.
- Applications must be filled out completely, legibly and accurately. If a question does not apply to you, write N/A (not applicable) in the space provided for your answer. If you need more space to respond, use a separate piece of paper and attach it to your application. Deliberate inaccuracies or incomplete information may result in the denial of a license or the revocation of an existing license.
- The applicant must make a “Live Scan” appointment with the Turlock Police Department for fingerprinting. When the fingerprints are submitted, all fees associated with the application are due.
  - There is an application processing fee which is determined by the Turlock City Council in the most current Cost Recovery Fee Schedule.
  - Live Scan fees are determined by the California Department of Justice and the FBI. These are “Pass-through” fees
- With the payment of fees and the submission of the PCN application, the applicant will be required to post a notice (provided by the police department) at the location where the alcohol would be sold for a period of not less than twenty (20) days.
- The Turlock Police Department will wait for a return from both the California Department of Justice and the FBI prior to continuing with the application process. This can take two days to several months depending entirely on the processing time required by the outside agencies.
- Within ten (10) days of receiving the criminal history report (fingerprint returns) from the outside agencies, the City of Turlock PCN committee shall convene.
- The Chief of Police shall give written notice to the applicant of the Committee’s decision approving or denying a determination of public convenience and necessity. The applicant shall have ten (10) days to file a written appeal of an adverse finding with the City Council or the Committee’s decision will be final.
- The applicant may appeal the committee’s decision to the City Council in accordance with the procedures set forth in Chapter 1-4, Appeals, of the Turlock Municipal Code.
- For additional information please contact Turlock Police Professional Standards Sergeant Michael Parmley at (209) 664-7345 or by email at [mparmley@turlock.ca.us](mailto:mparmley@turlock.ca.us).

**CITY OF TURLOCK  
APPLICATION FOR LETTER OF  
PUBLIC CONVENIENCE AND NECESSITY**



<b>OFFICE USE ONLY</b>			
Application Received	_____		
Fees Paid	_____	_____	
	Amount	Date	
Fingerprint Appointment	_____	_____	_____
	Date	Time	
Status of Application	_____		
	Date		
Permit Valid	_____ / _____		
	Date	to	Date

I hereby submit my application for an ABC Letter of Public Convenience and Necessity:

Applicant Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Last First M.I.

Business Name: \_\_\_\_\_ Sex: Male  Female

Business Address: \_\_\_\_\_  
Number Street City Zip Code

Phone: \_\_\_\_\_  
Home Business Cell

Applicant's California Driver's License No./ID Card No.: \_\_\_\_\_

Indicate the type of License requested: **TYPE** \_\_\_\_\_

The following questions will assist the review committee in making a determination of Public Convenience and Necessity. Please answer the questions as completely as possible:

1) Does this application involve an existing business with an ABC license which is being transferred to a new location?  
 Yes  No

If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2) Will the issuance of this ABC license serve a segment of the City's business or residents not presently served?  
 Yes  No

If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3) Is the business located within a 1,000 foot radius of incompatible facilities including but not limited to public or private schools, day care centers, churches, parks, homeless shelters, alcohol rehabilitation centers facilities designed and operated to serve minors, etc?  
Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Does the applicant consider the location of this business in a “high crime area”?  
Yes  No

If yes please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Is this business in a location where three or more of the following crimes have been reported in the last year?  
(Homicide / Rape / Robbery / aggravated assault / burglary / larceny / motor vehicle theft)  
Yes  No

If yes please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6) Will the issuance of this license promote the goals and policies of the City’s General Plan, any applicable specific plan, or any similar policy adopted by the City Council?  
Yes  No

If yes please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) Has this business had a previous ABC license suspended or revoked within the last year?  
Yes  No

If yes please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) Has the applicant ever been convicted of a felony?  
Yes  No

Please provide a descriptive narrative explaining how the issuance of this license would serve Public Convenience and Necessity (Use additional pages if necessary):

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I declare that the information listed in this application is true and correct to the best of my personal knowledge:

Signature of Manager/Owner: \_\_\_\_\_  
Signature Date

I further attest, under penalty of perjury, that the "Notice of Potential Alcohol Sales" form will be posted in prominent location, visible from the street at the listed business during the following dates (no less than twenty days):

Address of posted notice \_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Signature of Manager/Owner: \_\_\_\_\_  
Signature Date



# NOTICE OF INTENT TO SELL ALCOHOL



The following business \_\_\_\_\_ is located in an area that is over-concentrated for alcohol sales, or otherwise requires a letter of public convenience and necessity by local authorities before a license to sell alcohol can be issued by the California Department of Alcoholic Beverage Control. The owner/manager of the listed business has submitted an application to the City of Turlock to make a determination of public convenience and necessity which is required prior to the issuance of any additional licenses within this census tract.

THE CITY OF TURLOCK IS REQUESTING COMMUNITY INPUT IN AN EFFORT TO ASSIST IN THE DETERMINATION OF PUBLIC CONVENIENCE AND NECESSITY. ALL INTERESTED PARTIES ARE ENCOURAGED TO PROVIDE WRITTEN COMMENT ON THIS ISSUE. PLEASE PROVIDE YOUR WRITTEN OPINION SUPPORTED BY FACTUAL INFORMATION CONCERNING THE SUITABILITY OF THIS LOCATION AS A POINT OF SALES OF ALCOHOL NO LATER THAN \_\_\_\_\_, TO:

**Turlock Police Department  
Sergeant Michael Parmley  
244 N Broadway Ave  
Turlock, CA 95380**

Posted: \_\_\_\_\_  
Date