



City of Lawrence

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785-832-3000
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October 29, 2013

Shots
1008 Massachusetts St.
Lawrence, KS 66044

RE: 2nd Notice - Sidewalk Dining & Hospitality License Renewal

Dear Owner/Manager,

This letter is regarding your Sidewalk Dining and Hospitality Establishment License at 1008 Massachusetts St. All Sidewalk Dining & Hospitality License renewals are due by November 1st of each year. Last year, the City Commission approved a few changes to sidewalk dining regulations, including the following:

- **You no longer need to submit adjacent property owner/tenant permission** with your renewal application. Instead, the city will notify adjacent properties that the sidewalk dining license is up for renewal. If an adjacent property objects to the license renewal, a public hearing will be held before the license renewal can be approved. If no objections are received, no public hearing will be necessary.
- **A 10% late fee will be assessed on payments received after November 15.** License renewals are due November 1, so there is already a built in grace period before the late fee is assessed.

In order to renew your license, please return the following to the City Clerk's Office by November 1, 2013:

- Annual payment of \$693.00, plus 10% late fee if paying after November 15.
- Completed application form (enclosed).
- Current insurance certificate demonstrating coverage of at least \$500,000.
- Copy of valid Food Service Establishment License.
- Copies of sales and liquor tax reports for the previous 12 months.

Please send your renewal materials and payment to: City of Lawrence, City Clerk's Office, P.O. Box 708, Lawrence, KS 66044-0708. If you have any questions, please contact the City Clerk's Office at (785) 832-3302.

Respectfully,

Jonathan Douglass
City Clerk

