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DATE: February 28, 2012

TO: Local Units of Government, Local Law Enforcement Agencies,
and Applicants for MLCC Licenses.

FROM: Michigan Liquor Control Commission

SUBJECT: Local Approvals for Licensing Application Process

This is an important notice about local approvals as part of the application process for the Michigan Liquor Control Commission ("Commission"). Effective April 1, 2012 the Commission is changing the procedure for obtaining approvals set forth in the Michigan Liquor Control Code and Administrative Rules. As of April 1, 2012, the Commission is requiring all applicants for licenses to submit required approvals from the local unit of government or the local law enforcement agency to the Commission.

The Commission is requiring the applicant to directly submit requests for these local approvals to the local unit of government or local law enforcement agency; these forms will not be transmitted directly from the Commission after April 1, 2012. The Commission's website has forms available for use at:
www.michigan.gov/lcc.

The Commission cannot review or consider an application until that application is "complete," as defined in MCL 436.1525(6). A completed application must include any information, records, approval or similar item required by law or rule from a law enforcement agency or local unit of government.

Also, the Commission will continue to provide the applicant's names, home and business addresses, and home and business phone numbers to the local unit of government and to the local chief of police when required to do so under MCL 436.1501(2).

Please contact the Commission's Licensing Division at (866) 813-0011 if you have any questions.