



CERTIFICATE OF PUBLIC CONVENIENCE & NECESSITY (PCN) APPLICATION FORM

Name of Applicant: _____

Name of Business: _____

Address of Proposed Business: _____

Type of Business (retail, restaurant, etc.): _____

Type of Liquor License (please describe): _____

Name of ABC Investigator assigned to your application*: _____

ABC Investigator's Phone Number*: _____

ABC Investigator's Email*: _____

*This information must be provided for Planning staff to process your application.

1. Please list all similar liquor-related businesses in the area (use additional pages if needed): _____

2. Distance from proposed site to closest schools: _____

3. Distance from proposed site to closest parks: _____

4. Distance from proposed site to residences: _____

5. Describe the history of the proposed business with respect to crime or public nuisances (use additional pages if needed):

6. Describe the history of the proposed site with respect to crime or public nuisances (use additional pages if needed):

7. What types of products other than alcohol will be sold on site? _____

8. Percentage of total floor area dedicated to liquor sales: _____

Applicant's Signature: _____

Date: _____



CERTIFICATE OF PUBLIC CONVENIENCE & NECESSITY (PCN) APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

- **Property ownership:** Verification of property ownership in the form of either a grant deed with a detailed legal description of the property and detailed information about all easements on the property OR a preliminary title report that is no more than a year old, showing the current owners of the property.
- **Plans:** Floor plan showing area dedicated to liquor sale.
- **Written Description:** Written description of the proposed project and business, which may be included on the cover sheet of the plan set.
- **Photos of the property and buildings:** Please provide digital photos of the project site.
- **Payment:** of the Processing Deposit and Fees for all applicable application type(s).

Required Completed Forms & Checklists

- ☐ Planning Application Form – signed by all property owner(s)
- ☐ Certificate of Public Convenience & Necessity (PCN) Application Form
- ☐ Property Owner Authorization Form
- ☐ Planning Application Deposits and Processing Costs Form

Additional items may be determined necessary by staff during the Planning Application review.

For more information, please see San Mateo Municipal Code [10.38](#).

*Please visit the Department of Alcoholic Beverage Control's website
at www.abc.ca.gov for additional resources.*