



## PUBLIC CONVENIENCE & NECESSITY (PCN) LETTER

### WHAT IS THE PURPOSE OF A PUBLIC CONVIENCE & NECESSITY (PCN) LETTER?

The State of California's Department of Alcoholic Beverage Control (ABC) has the exclusive power to license and regulate the manufacture, importation and sale of alcoholic beverages in this the State of California. It also has the power for good cause to deny, suspend or revoke any specific alcoholic beverage license. Common concerns are that the license: (a) Would create a public nuisance, (b) Would cause or add to crime in the area, (c) Would be contrary to a zoning law, or (d) Is in a high-crime area or an area that has too many licenses and would not serve public convenience or necessity.

A PCN letter is prepared by the City of Redwood City, addressed to the Department of Alcoholic Beverage Control, to indicate whether the City has additional rational or justification as to encourage the location, concentration, or issuance of a particular licenses.

### HOW DO I APPLY FOR A PUBLIC CONVENIENCE & NECESSITY LETTER?

#### 1. Project Consideration

When you submit your application to Planning Services along with the required materials, it is first reviewed to make sure your application is complete (please see section entitled 'Application Requirements'). As part of your PCN Letter Application, you must also prepare a written description of your request and submit any subsequent materials for consideration. Where applicable please provide a copy of conditions of approval for an associated Use Permit.

#### 2. Permit and Zoning Research

Upon receiving a complete application, Planning Services will research the permit history, code enforcement violations and the current zoning requirements for the subject property.

#### 3. Zoning Administrator

Upon completing the property/use research the project is reviewed by the Zoning Administrator for a final determination.

### APPLICATION REQUIREMENTS

1. Completed application form.
2. **Description of request** including type of use, hours of operation, number of employees, and other relevant information. *In some instances where more or less detailed information is needed, the Planning staff shall use their discretion to determine what items will be required with the application.*
3. Signed application by the owner or authorized agent.
4. Fee: **\$270.00 per parcel.**

### HOW LONG DOES THIS TAKE?

The length of time involved in processing a Public Convenience & Necessity letter varies according to the complexity of your project and the amount of research that must be conducted. **The normal processing time for a Public Convenience & Necessity Letter is between 2 to 4 weeks.** Furthermore, larger projects that require coordination with the Building and Inspections Division and/or the City Attorney's office can take considerably longer.

**Incomplete applications will not be accepted.**