

## REVITALIZATION DISTRICT (RD)

### How to Apply for a D5L Liquor Permit:

1. First check with your local Legislative Authority (City or Township), to determine if a Revitalization District (RD) has already been established under Ohio Revised Code 4301.81 that encompasses the boundaries of where your business is or will be located.
2. If a RD has already been established, and your address is located within the boundaries, complete the Division of Liquor Control New D5L Application DLC 4113 [https://www.com.ohio.gov/documents/liqr\\_4113.pdf](https://www.com.ohio.gov/documents/liqr_4113.pdf), from our website. The statute defining the D-5L class permit is 4303.181(L) and can be found at <http://codes.ohio.gov/orc/Search/4303.181>.
3. If a RD has not been established, please contact your local Legislative Authority to begin the process outlined in [Ohio Revised Code 4301.81](#). Below is a summary of the process:

### Application Process to Legislative Authority Creating RD

- A. Applicants who want to designate property as a Revitalization district and hold a D5L liquor permit must file an application or documentation with the mayor of the municipal corporation or township where that property is located. **Note: The application referenced above is not a Division of Liquor Control Application, and you must contact your municipal corporation or township office to determine their specific guidelines for filing this document.** Ohio Revised Code 4301.81 does state that the application must include the following:
  - (1) The applicant's name and address;
  - (2) A map or survey of the proposed Revitalization district in sufficient detail to identify the boundaries of the district and the property owned by the applicant;
  - (3) A general statement of the nature and types of establishments that are or will be located within the proposed Revitalization district and any other establishments located in the proposed Revitalization district;
  - (4) If some or all of the establishments within the proposed Revitalization district have not yet been developed, the proposed time frame for completing the development of those establishments;
  - (5) Evidence that the uses of land within the proposed Revitalization district are in accord with the municipal corporation's or township's master zoning plan or map; and

## REVITALIZATION DISTRICT (RD)

(6) A handling and processing fee to accompany the application, payable to the applicable municipal corporation or township, in an amount determined by that municipal corporation or township.

- B. The municipal corporation or township will follow the process and timelines outlined under Section C and D of Ohio Revised Code 4301.81 for processing the application and creating the RD.

### What Does the Legislative Authority Submit to the Division of Liquor Control?

Once the municipal corporation or township has created the RD the Division of Liquor Control (Division) will require the municipal corporation or township to file the following to set-up the Revitalization District in the Division's computer system and begin accepting D5L Liquor Permit Applications:

1. A copy of the signed Ordinance or Resolution.
2. Either a one-page document summarizing the following, or a copy of the application submitted to the municipal corporation or township that has the following information
  - a. Map or survey of the proposed RD.
  - b. Documentation of the number of acres in the RD, **certified by a surveyor or engineer licensed under Chapter 4733**. This document must contain the name of surveyor or engineer and is used to determine how many D-5L liquor permits can be issued within the RD. Acreage requirements under 4303.181(L)(4) are outlined below:
    - i. Not more than one D-5l permit shall be issued within each revitalization district for each five acres of land located within the district. Not more than fifteen D-5l permits may be issued within a single revitalization district. Except as otherwise provided in division (L)(4) of this section, no quota restrictions shall be placed upon the number of D-5l permits that may be issued.
  - c. General statement of the nature and types of establishments located in the RD that meet the criteria of the statute.
  - d. Evidence that the land uses within the proposed RD are in accord with the municipal or township master zoning plan or map.
  - e. A list of the street boundaries that encompass the proposed RD. This list helps the Division process D5L applications efficiently to determine if the address is in the approved boundaries of the RD established by the Ordinance or Resolution. **See Appendix A for a sample of how the Division requires the street boundary listing to be submitted.**

## REVITALIZATION DISTRICT (RD)

- f. A statement indicating which population requirement is met for the RD. Population requirements are outlined below and under 4303.181(L).

### POPULATION REQUIREMENTS:

The Legislative Authority must provide the Division with a statement indicating which one of the population requirements outlined below in part under 4303.181(L)(d)(i-vi) are met for the RD being created.

- (i) It is located in a county with a population of one hundred twenty-five thousand or less according to the population estimates certified by the development services agency for calendar year 2006.
- (ii) It is located in the municipal corporation that has the largest population in a county when the county has a population between two hundred fifteen thousand and two hundred twenty-five thousand according to the population estimates certified by the development services agency for calendar year 2006. This section applies only to a municipal corporation that is wholly located in a county.
- (iii) It is located in the municipal corporation that has the largest population in a county when the county has a population between one hundred forty thousand and one hundred forty-one thousand according to the population estimates certified by the development services agency for calendar year 2006. This section applies only to a municipal corporation that is wholly located in a county.
- (iv) It is located in a township with a population density of less than four hundred fifty people per square mile. For purposes of Division (L)(2)(d)(iv) of this section, the population of a township is considered to be the population shown by the most recent regular federal decennial census.
- (v) It is located in a municipal corporation that is wholly located within the geographic boundaries of a township, provided that the municipal corporation and the unincorporated portion of the township have a combined population density of less than four hundred fifty people per square mile. For purposes of this section, the population of a municipal corporation and unincorporated portion of a township is the population shown by the most recent federal decennial census.
- (vi) It is located in a county with a population of not less than one hundred seventy-two thousand and not more than one hundred ninety-five thousand. For purposes of this section, the population of a county is the population shown by the most recent decennial census.

## REVITALIZATION DISTRICT (RD)

### APPENDIX A -Street Boundary Information:

The Division processes the creation/establishment of Revitalization Districts and the expansion of an existing RD. The Division verifies whether an address of a liquor permit applicant falls within the existing boundaries of a RD using the **street boundary list** submitted by each Legislative Authority. The Division realizes that a Legislative Authority may need to document the boundaries in the format of plots of land or exact addresses of businesses, however **street boundaries must be submitted to the Division in block ranges (e.g., 100 – 500 Main Street)**. To ensure the Division has a consistent method for processing street listings with all Legislative Authorities throughout the State of Ohio, the Division requests that Legislative Authorities utilize the Street Boundary format on Appendix A and reference the below information when advising constituents and/or submitting current or updated street boundary listings to the Division.

- The Division verifies the location of every D-5L (RD) liquor permit application filed, utilizing the street listing provided by the Legislative Authority, to determine if the applicant is within the boundaries of the RD.
- If the street address of a D-5L (RD) applicant is outside the boundaries, the Legislative Authority will be required to pass another Ordinance or Resolution expanding the area, providing the acreage requirement has not been met.
- Any revised street boundary list must be in the format referenced above.
- If the acreage requirement has been met, then the original RD cannot be expanded, and a brand-new Ordinance or Resolution will need to be passed creating a new Revitalization District.
- After an Ordinance or Resolution is filed, should the land be further developed within the boundaries of an existing RD, the Legislative Authority is required to update the original street boundary list with the Division. This updated list must be submitted in the format referenced above, adding the new streets and the effective date of these new streets. This method helps both the Division and the Legislative Authority keep track of the history of streets within the boundaries of that RD.

## REVITALIZATION DISTRICT (RD)

### Appendix A continued: Street Boundary Format to be Submitted

(Type NAME OF COUNTY)  
 (Type NAME OF CITY/VILLAGE/TOWNSHIP)  
 (Type NAME OF DORA/CED/Revitalization District)  
 (Type Date)

#### Street Boundary Listing

| NOTE: Please sort to group all streets together  |                           |            |
|--|---------------------------|------------|
| Street Name  | Range                     | Even/Odd   |
| 1st Ave  | 790-912                   | Even & Odd |
| 1st Ave  | 1001-1199                 | Odd        |
| 2nd Ave  | 800-820                   | Even & Odd |
| 4th Ave  | 791                       | Help       |
| Central Ave  | 500-900                   | Even       |
| Central Ave  | 901-1372                  | Even & Odd |
| Central Ave  | 1373-1391                 | Odd        |
| Clark St   | 1-98                      | Even       |
| Manchester Ave   | 1000-1199                 | Even & Odd |
| Manchester Ave   | 1200-1398                 | Even       |
| N Broad St   | 1-299                     | Even & Odd |
| N Canal St   | 1-99                      | Even & Odd |
| N Clinton St   | 1-99                      | Even & Odd |
| N Main St  | 1-24                      | Even & Odd |
| N Main St  | 25-299                    | Odd        |
|  |                           |            |
|  |                           |            |
|  |                           |            |
| LIST STREETS LATER DEVELOPED AND ADDED, OR ANY CORRECTIONS TO THE ORIGINAL STREET LISTING, WITHIN THE BOUNDARIES OF THE CED. |                           |            |
| Streets Developed and Added  | (Type Date streets added) | Even & Odd |
| Jon Doe St   | 200-300                   | Even & Odd |
| Maple Ave  | 20-100                    | Even & Odd |
|  |                           |            |
|  |                           |            |

## REVITALIZATION DISTRICT (RD)

### Division of Liquor Control Process:

1. The Division will review the documents submitted by the municipal corporation or township, prepare a report and summary of the information received, and have the RD created in our system with all street boundaries. This process takes approximately 7-14 days.
2. The Division will notify the municipal corporation or township (via email or US Mail) when the RD is created in the Division's system and it can begin accepting D5L liquor permit applications.
3. D5L liquor permit applicants must ensure they meet the requirements under <http://codes.ohio.gov/orc/4303.181>. An applicant must complete a New D5L Application DLC 4113 [https://www.com.ohio.gov/documents/liqr\\_4113.pdf](https://www.com.ohio.gov/documents/liqr_4113.pdf), from our website ([www.com.ohio.gov/liqr](http://www.com.ohio.gov/liqr)).
4. Applicants must include the **correct** Revitalization District Name as passed under the Ordinance or Resolution on the D-5L liquor permit application. If in doubt, please check with your local Legislative Authority.
5. Before processing any D-5L application the Division will ensure the street address listed on the application falls within the boundaries of the Revitalization District listed, and that it meets all requirements under Revised Code 4303.181(L).
6. The Division must check the current quota for D-5 permits as 4303.181(L)(2)(c) states that the premises where the D-5L permit will be located, the number of D-5 permits issued equals or exceeds the number of those permits that may be issued in that city or township under section 4303.29.
7. The D-5L application process takes 10-12 weeks.