



**CHECK LIST FOR TEMPORARY
CHANGE/EXPANSION OF OUTDOOR PATIO
BUSINESS PREMISES DUE TO COVID-19**

Temporary permits shall expire by October 31, 2020
unless otherwise authorized by the Mayor and Board of Trustees.

Required as part of the application for approval:

- Payment of \$50 review fee
- A copy of your existing Approved Floor Plan.
- A Proposed Detailed Floor Plan, on an 8 ½ x 11” sheet, that includes the existing approved premises and any proposed temporary change/expansion – Label all areas and include all entrances, exits, walls or enclosures as well as dimensions for any expansion (for ADA requirements, entrance must be at least 3 ft wide), include number of tables with 6 ft spacing requirements, numbers of patrons to be served in the area, number of wait staff to be assigned to the area, location of fire extinguishers;
- Proof of Tenancy/ownership of area of expansion or a letter from the owner allowing the temporary use of additional area with an expiration date.
- Photos of expansion area (before).

Additional items needed for expansions with Liquor/Alcohol Licensing:

- Completed Application for “Temporary Change/Expansion of liquor licensed premises due to COVID-19 from Alcoholic Beverage Control” (ABC) for Mayor’s signature.
- I understand that alcohol ***may not*** be served in the expanded area until approval from ABC has been received by the Town of Mesilla.

Inspections required:

- I understand that I am required to have an inspection by the Mesilla Fire Department (after temporary area is built).



Date: _____

2231 Avenida de Mesilla
P.O. Box 10, Mesilla, NM 88046
Phone: (575) 524-3262 Fax: (575) 541-6327

Permit No.: _____

**APPLICATION FOR TEMPORARY CHANGE/EXPANSION OF PATRON SERVING AREA
DUE TO COVID-19**

Business Name/Owner Name: _____

Business Address: _____ **Mailing Address:** _____

e-Mail Address: _____ **Business Phone #:** _____

Type of business (Please describe product(s) and/or service(s) to include hours of operation, number of people, if alcohol will be served, type of tent or canopy structure for the expanded area (if enclosed, can only have one side closed, all others must remain open):

Total Area of Business (current): _____

Proposed Expansion Area: _____ (Gross square feet)

Total Existing Parking: _____

Existing Serving Area: _____

Total Proposed Area: _____

No. of Spaces Used in Serving Area: _____

**APPLICANT HEREBY STATES UNDER OATH THAT ALL STATEMENTS AND REPRESENTATIONS
MADE IN THIS APPLICATION ARE TRUE AND VALID.**

Signature of Applicant/Title

Date

Approved by: _____

**Nora L. Barraza
Mayor, Town of Mesilla**

Date

Received by: _____

Town of Mesilla

Date:



New Mexico Regulation and Licensing Department

ALCOHOLIC BEVERAGE CONTROL DIVISION

PO Box 25101 ▪ Santa Fe, NM 87504-5101 (505) 476-4875 ▪ Fax (505) 476-4595

APPLICATION FOR TEMPORARY CHANGE/EXPANSION OF LIQUOR LICENSED PREMISES DUE TO COVID-19

This temporary change/expansion of Licensed Premises SHALL expire October 31, 2020.

On November 1, 2020, the licensed premises reverts to the previously ABC Approved Floor Plan.

A Licensee may not change/expand the licensed premises without prior written approval of the ABC. The Licensee cannot make any changes or expand the premises until approval has been granted for this request. A before and after site inspection may be scheduled as the temporary change/expansion must be connected and contiguous and be enclosed by a barrier of at least three (3) feet in height.

Application to Temporarily Change/Expand the licensed premises shall be submitted with the following Required Documentation:

- 1) a copy of your existing Approved Floor Plan;
2) a Proposed Detailed Floor Plan, on an 8 1/2 x 11" sheet, that includes the existing approved premises and any proposed temporary change/expansion - Label all areas and include all entrances, exits, walls or enclosures as well as dimensions for any expansion;
3) Proof of Tenancy - this may be established by written documentation that the owner of the property approves of occupancy of the additional area (if this additional space is part of the existing lease or deed submitted to ABC, check the box []); and
4) photos of expansion.

*The submission of any false information may result in the immediate revocation of ABC approval.

Liquor License No.: Phone No.: Fax No.:

Business Name (DBA) Owner Name:

License Location:

Mailing Address:

Licensee Email:

Square Footage: Current Adding/Changing: Total: (add both)
(Note: if additional footage is greater than 25% of the existing floorplan, additional documentation may be required.)

Will the Proposed Expansion bring the licensed premises within 300 feet of a church or school?

Has there been any change in the Ownership or Operation of the Licensee?

If so, explain:

I (print name), Licensee for Liquor License No. hereby attest that the requested change meets the definition of "licensed premises" in NMSA 1978 §60-3A-3 (O), which states in part "licensed premises" means the contiguous areas or areas connected by indoor passageways of a structure and the outside dining, recreation and lounge areas of the structure... that are under the direct control of the licensee..."

Submitted by: (print name)

Signature: Title: Date:

LOCAL OPTION DISTRICT REVIEW

Local Governing Body of: Village, County, City Check one: [] Approved [] Disapproved

Signature and Title of Village/County/City Official:

ABC USE ONLY: Received on: Receipt No.

Processed by: [] Approved [] Disapproved,

Decision by Director, if required: [] Approved [] Disapproved,

Signed by Director: Date: