



MAILED NOTICE REQUIREMENTS

Delaware law requires that an applicant for a liquor license, within 3 days of filing of an application for a new license to purchase for resale, or for a substantive change to a license or licensed premise, shall mail a notice by certified mail or first-class mail to the following:

- (1) All property owners within 200 feet from any point on the property boundary line of the premises,
- (2) **OR** 1,000 feet if the premises is located within 1/4 of a mile of a riverfront, beachfront or other open water, or if the applicant intends to include space for outside dining, outside entertainment or the outside service or consumption of alcoholic beverages.
- (3) The governing body of any incorporated areas within 1 mile from any point on the property boundary line of the premises to which the license is to apply.



NOTIFICATION TEMPLATE

Dear Neighbor:

_____ has on _____ applied with the Alcoholic
Name of Applicant Date application was submitted to the OABCC
Beverage Control Commissioner for _____
Type of license, patio if requested, variances if requested
for a premises located at _____ Persons who

Street address of the premises, including city
are against this application should provide written notice of their objections to the
Commissioner. For the Commissioner to be required to hold a hearing to consider
additional input from persons against this application, the Commissioner must receive one
or more documents containing a total of at least 10 signatures of residents or property
owners located within 1 mile of the premises or in any incorporated areas located within 1
mile of the premises. The signatures of residents or property owners must also include the
mailing address for the property and the email address (if one exists) for the resident or
property owner.

Protest(s) must be received by the Commissioner's office on or before
_____. The protests can be emailed to
Date at least 30 days after the application is filed
oabcchearingexhibits@delaware.gov, or delivered or mailed to: OABCC, Carvel State
Office Building, 820 North French Street, 3rd Floor, Wilmington, DE 19801. Failure to
file such a protest may result in the Commissioner considering the application without
further notice, input, or hearing. If you have questions regarding this matter, please contact
the Commissioner's Office.
