



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.

Use the attached template to prepare a compliant notice of application. Upon request, OABCC staff will review draft notices for compliance prior to mailing or publication.

NOTE: Applicants subject to the requirements above must submit proof that notices were mailed to each required address. Acceptable proof of mailing consists of a completed and postmarked USPS "Certificate of Mailing" form as attached below. **Other materials, such as receipts for the purchase of stamps and postage or order forms from third-party mailing companies, may not be sufficient proof of mailing.**



NOTIFICATON 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 mailed to: OABCC, Carvel State Office Building, 10th floor, 820 North French Street, 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.



Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here Postmark with Date of Receipt.			
Postmaster, per (name of receiving employee)			Postage	Fee	Special Handling	Parcel Airlift
USPS® Tracking Number Firm-specific Identifier			Address (Name, Street, City, State, and ZIP Code™)			
1.						
2.						
3.						
4.						
5.						
6.						

Instructions for Certificate of Mailing — Firm

This service provides evidence that the mailer has presented individual items to the Postal Service™ for mailing, and is available for the following products:

- Domestic services: First-Class Mail®, First-Class Package Service®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter, Merchandise Return Service, Parcel Return Service, and USPS Retail Ground™.
- International services: First-Class Mail International® (unregistered items), First-Class Package International Service® (unregistered items), Free Matter for the Blind, and Airmail M-bags®.

The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing — Firm* (including USPS-approved facsimiles):

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the applicable postage and fees.
6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
8. Enter the total number of articles in the proper space at the top of the form.
9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).

11. Present PS Form 3665 and the mailing as follows:

- When the mailing has fewer than 50 mailpieces *and* less than 50 pounds, present the form and mailing at a retail Post Office™ location.
- When the mailing has at least 50 mailpieces *or* at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).

Privately Printed Forms: The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DMM 503 for details on the approval process.

The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately printed form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal service does not retain a copy).