

DIAGRAM AND SAFETY PLAN STANDARDS

Submitting quality diagrams and safety plans as required with an application is essential as it communicates vast amounts of information regarding a location's business plan. Quality includes: 1) detail and 2) clarity. It is recommended to use additional pages, layers, and breakouts for special portions of the diagram that require further explanation.

There are two elements to an effective diagram: premises and security. Knowing the legal requirements of the specific license or privilege you are requesting will help as a guide. Statute references are typically found on the application itself, or by visiting the department's website and reviewing material in key areas such as [Application Kits & Forms](#) and [Liquor Laws](#). Combined, elements of premises and security should:

- Provide for the safety of patrons;
- Ensure anyone under legal drinking age does not purchase, possess, or consume alcohol;
- Prevent unauthorized removal of alcohol from the premises;
- Prevent unauthorized carrying of alcohol onto the premises; and
- Prevent other miscellaneous violations of Title IV and administrative regulations.

Add the use of photographs and floor plan enhancements in key areas to enrich and more effectively convey information and ideas in pictures.

Not all elements below have to be in a diagram, but incomplete, unclear, or diagrams lacking detail will be returned for correction.

Header

Each submission should have a title page or header that communicates the:

- Job number, License number, or both if known,
- License type (license series number and name, or application type),
- Business name, and
- Business address (complete as provided on the application).

Map Types

Each diagram should include both a:

- Satellite view of the location being considered for licensure for context, and
- Detailed floor plan with plan elements made clear as to premises and security.

Diagrams should clearly show by mark, highlight, or another pronounced method, the location of the premise to be considered for licensure.

A satellite view of your location can generally be found on web-based mapping applications, or by simply typing in "satellite map for [insert your address here]" on the internet. Be sure to zoom in close enough to communicate sufficient detail of the proposed location.

Regarding the location itself, be specific in the map details (satellite and floor plan views) to include both enclosed structures and external patios, courtyards, etc. If it is to be considered for licensure, it needs to be made clear by calling out or outlining in bold, highlight, or by other means.

Equally important, cross out or make clear any space(s) that are to be excluded from the proposed licensed location.

Show the appropriate north, south, east, or west directional indicator on all diagrams.

DIAGRAM STANDARDS, *continued*

Premises	Security
Elements to enhance a diagram include:	Elements to enhance a security diagram include:
<ul style="list-style-type: none"> ● Outline area(s) to be licensed (permanent or temporary) - structures and external spaces, ● Dimensions for structures, designated spaces, external and open spaces, or other areas as required by law, ● Internal floor plan, such as: <ul style="list-style-type: none"> ○ Interior walls, ○ Bar areas, ○ Dining areas, ○ Dance floor, ○ Stage, ○ Game room, ○ Other activity spaces (designate and make clear the type of activity), ○ Kitchen, ○ Restrooms, and ○ Storage (liquor, food, supplies, other). ● Labels detailing use plans for designated spaces, such as locations where liquor is: <ul style="list-style-type: none"> ○ Produced, ○ Sold, ○ Served, ○ Consumed, ○ Dispensed, ○ Possessed, or ○ Stored. ● Any breaks in property separating structures from external and open spaces, ● Entry and exits - public, staff, delivery, etc., ● Walk-up windows, ● Drive-through windows, ● Other distinguishing features, and ● Occupancy limits (to include certificate if space is authenticated). ● <i>Restaurants and Hotels/Motels with Restaurants have additional detail requirements for showing:</i> <ul style="list-style-type: none"> ○ <i>Dining areas with furniture,</i> ○ <i>Kitchen areas with equipment,</i> ○ <i>Location, type, and # of games, TVs, etc.</i> 	<ul style="list-style-type: none"> ● Dimensions, <ul style="list-style-type: none"> ○ Space, ○ Height and width of permanent and temporary barriers, ○ Signage, ● Entry and exits, ● Serving areas, ● Physical barriers (contiguous or intermittent), ● Environmental barriers (ex. waterways, mountains, vegetation (cacti, hedges, potable plants, etc.)), ● Fixed structures, ● Fencing, ● Barricades, ● Cordons, ● Signage (to include language), ● Security personnel (number, type, and positions), <ul style="list-style-type: none"> ○ Type - sworn peace officer, ○ Type - uniformed security guard (armed or unarmed), and/or ○ Type - existing security staff, ● Electronic surveillance and/or alarms, ● Other control measures, and ● Any areas left unprotected are to include mitigation measures to enhance security. ● Distance to nearest school, except for these exempt license series: <ul style="list-style-type: none"> ○ Government (5) ○ Hotel/Motel with Restaurant (11) ○ Restaurant (12) ○ Special Event (15) ○ Fenced playing areas of a golf course. <p><i>*Notes:</i></p> <p>Storage areas present for additional security controls and are to be further defined based on on-site or off-site.</p> <p>Parking lots, non-contiguous spaces, uncontrolled spaces, living quarters, and joint premises are not allowable unless specified by law.</p>