



Alcohol Sales

First, contact the Department of Alcoholic Beverage Control (ABC). (Information is available online at <http://www.abc.ca.gov>.) The ABC may require a Letter of Public Convenience and Necessity (PCN) from the City. Currently, Type 20 and 21 licenses are considered overly concentrated within the City of Dixon and will require obtaining a Conditional Use Permit.

To obtain a PCN, make an application to the City of Dixon Planning Department. A complete master application for a Conditional Use Permit ([Section 18.25](#)) includes the following:

- Completed application form, including property owner signatures.
- 300 ft radius map and owners list labels with notarized Letter of Certification
- A detailed project description, including hours of operation and the nature of proposed sales.
- Where alcohol sales are only part of a business, provide a floor plan of the business indicating where alcohol will be kept and sold.
- A letter describing the need for a Public Convenience and Necessity.
- The fee for a Conditional Use Permit.

The complete application will be routed to all departments, including the Police Department. Comments will be gathered and presented at a public hearing before the Planning Commission. If other entitlements are being sought, for example Commercial Design Review, the PCN and the other entitlement(s) may be heard concurrently at a single public hearing. The PCN is a discretionary approval, which means the Planning Commission may recommend approval or denial to the state, based on the project's merits, input received from the reviewing agencies, and public testimony received during the public hearing.

For additional information, please contact the Planning Department at (707) 678-7000.