

RECENT SDL QUESTIONS BY CLERKS:

I've heard something about changes to the application process, can you explain?

There are no major changes to the process by the local governing body. The major change is that we no longer accept minutes or letters of approval. We would only need a signature and a date at the bottom of Form #200 after this application has been approved by your office. I would recommend Form #200 and any attachments are faxed or emailed to the applicant. This will help your office to have record of the date and time that this approval was sent to the applicant. It will also help the applicant to be able to upload the form to the portal application. This file should be sent as a PDF or JPEG file and no larger than 30 megabytes.

Can I as a Clerk approve the SDL Application without having a board meeting?

Yes, however your office or board allows this application to be approved is sufficient. No board meeting is necessary unless your office requires this to approve a Special Designated License.

How long does it take to apply and get a Special Designated License?

The applicant must have the SDL entered into the portal by the due date on the SDL calendar. This application must be submitted a minimum of 10-working days prior to the event. This count does not include weekends, holidays or the date of the event. There are no exemptions to a late SDL. Applications are processed in date order.