



Application for Adult Entertainment
Establishment License*

Application Fee -- Non-Refundable

Fee/\$720 (Annual) + Background Check Fee (OHPD Fee Schedule)

***Must have a licensed Adult Entertainment Manager on duty during hours of operation (OHMC 5.20.280)**

Section 1.a: Applicant Information: (OHMC 5.20.060-070)

Business Name:

Business Address:

*(Location of
Nightclub)*

Business Number:

Owner Name:

Owner Address:

Owner's Phone
Number:

Date of Birth:

Social Security No.:

Additional Information required for any Partners, Members, Corporate Officers and Directors:
(attach additional pages if needed)

Name:

Residence Address

Residence Phone
Number:

Social Security No.:

Date of Birth:

Section 1.b: Applicant Information: Questionnaire (OHMC 5.20.060-070)

1. **Provide two (2) two-inch by two-inch color passport-quality photographs of the applicant:** *(provide copies with submittal of the application)*
- Must be taken within six (6) months of the application submission *(Must show date taken on image)*
 - Full face shown only

2. **Provide all physical addresses for five (5) years immediately prior to date of application:**
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3. **Have you ever had an Adult Entertainment License issued from the City of Oak Harbor or from another jurisdiction denied, suspended, or revoked in the last five (5) years?**
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4. **If you answered Yes to Question 3, provide the following information which pertains to the adult entertainment business license that was denied, suspended or revoked:**

Name and location:

Date of action:

Jurisdiction:

Reason for the action:

Status of any appeal of such action:

5. **Please provide a description of your business, occupation or employment within the last five (5) years:**
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6. **Provide the name(s) and address(es) (*address must be in Washington State*) which shall appear on the license and for all official notification purposes:**
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7. **Have you ever been the subject of a bail forfeiture, adverse finding of conviction with local, state or federal criminal law, (other than parking or traffic infractions) within the last five (5) years? If so, please explain:**

Nature of the Crime:

Date of crime:

Location and nature of judicial action taken:

Section 2: Issuance Prohibitions (OHMC 5.20.070) *(attach additional pages if needed)*

1. **Are you at least eighteen (18) years of age?** _____
OHMC 5.20.060 (1):
No license authorized under this chapter shall be issued to a natural person who has not attained the age of 18 years;

2. **Are you the owner _____ manager _____ or agent _____ of this business?** _____

3. **If you are an agent for the owner, please provide documentation verifying that you have actual authority to enter into this License. Please attach to this application.**

4. **Are you a co-partner of this business?** _____
OHMC 5.20.060 (2):
No license authorized under this chapter shall be issued to a partnership, unless all of the members thereof are individually qualified to obtain a license as provided by this chapter. Such license shall be issued to the manager of the partnership;

5. **Is this business a corporation, limited liability company, trust, association, marital community or joint venture, or other entity or group?** _____
OHMC 5.20.060 (3):
No license authorized under this chapter shall be issued to a corporation, limited liability company, trust, incorporated or unincorporated association, marital community, joint venture, or other entity or group of persons however organized unless all of the officers and directors thereof are individually qualified to obtain a license as provided by this chapter.

6. **In addition to the requirements set forth in this application, applicants and licensees alike must abide by duties to supplement, rules of operation and/or continuing obligations.**

Please read carefully all provisions of OHMC Chapter 5.20 “Adult Entertainment.”

Under penalty of perjury of the laws of the State of Washington, I do solemnly swear that I have read the Oak Harbor Municipal Code (OHMC) 5.20 regulating adult entertainment establishment licensing and that I will abide by the rules set forth therein and I furthermore swear that the facts I have stated in this application are true.

Signature

Date

Section 3.a: Temporary License Issuance (OHMC 5.20.090, 5.20.130)

Upon filing the application and paying associated fees, the city clerk shall issue or deny the adult entertainment establishment license within thirty (30) days of receipt of the completed application. If the temporary license is permitted, then after investigation by City officials, you will be notified of their report and the date upon which the City Council will conduct a hearing for issuance of a regular license. OHMC 5.20.090 and 5.20.130 sets forth these procedures.

For more details regarding denial and appeal, please see OHMC 5.20.090 and 130.

Failure to provide information required by OHMC 5.20.070 will constitute an incomplete application, which will not be processed.

Section 3.b: Application Investigation – Police Chief (OHMC 5.20.070 - .080, 5.20.140)

Oak Harbor Police Department

Date Received Application: _____

- Conducted WATCH Criminal Background Check _____ (attach results)
- Conducted Fingerprint-based State & National Background Check _____ (attach results)
- Attach Investigative Report and Recommendations and any reports requested of other City departments.

Section 4: License Conditions – Public Hearing (OHMC 5.20.140(4))

CITY COUNCIL ACTION

Public Hearing Date: _____

Decision/Findings: (show below or attach report)

License Conditions: (show below or attach report)

Review Date: (if any scheduled)
