



**PLANNING DEPARTMENT**  
2729 Prospect Park Drive | Rancho Cordova, CA 95670  
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## 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.

To obtain a PCN, make an application to the City of Rancho Cordova Planning Department.

### Materials required for a Letter of Public Convenience and Necessity

- Completed Administrative Entitlement Application form
- 500 ft radius map and owners and occupants 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.
- Fee: \$1,830 made payable to the City of Rancho Cordova.

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 City Council. 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 City Council 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 (916) 851-8750.