

Letter of Public Convenience and/or Necessity (PCN)

Form ID: PER-006

The [California State Department of Alcoholic Beverage Control](#) (ABC) is required by state law¹ to deny any off-sale liquor license (typically Type 20 beer & wine, or 21 beer, wine, & spirits) within a census tract that is over-concentrated with licenses and/or located within a high crime area. This is known as “undue concentration” for alcohol licenses. State law defines “undue concentration” in an area if either of the following conditions exists:

- 1) *High Crime*. The proposed site is in a district where there is a 20 percent greater number of reported crimes than the average number of reported crimes as determined from all crime reporting districts within the jurisdiction of the local law enforcement agency; or
- 2) *Over-Concentration*. The ratio of off-sale/on-sale retail licenses to population in the census tract or census division in which the applicant’s premises is located exceeds the ratio of off-sale/on-sale to population in the county.

State law prohibits ABC from [issuing or transferring](#) alcohol licenses in areas that have an “undue concentration” unless the local jurisdiction formally determines that there is substantial evidence that public convenience or necessity² will be served by the issuance of a denied license. An applicant may apply to the local jurisdiction for consideration of an ABC denied liquor license for the reasons above. In Sacramento County, this application process is known as a Request for a **Letter of Public Convenience and Necessity (PCN)**.

[Sacramento County Code, Chapter 4.60](#) governs the PCN process. A PCN is neither an entitlement nor a permit; it is a discretionary action by the Sacramento County Board of Supervisors (Board) that is reported to the ABC.

The applicant must explain to the Board how the issuance of this liquor license would benefit the public by the presence of an additional alcohol sales outlet. Essentially, the applicant has the burden of proof to make a case that there are discernible benefits to alcohol sales at the proposed location. If there are benefits, then the Board’s analysis should weigh any risks and focus on whether the business is designed to minimize those

¹ [Business and Professions Code \[BPC\] § 23958](#)

² The Business and Professions Code does not define public convenience or necessity; however, case-law indicates that the Board of Supervisors has full discretion to determine the relevant factors on a case-by-case basis.

risks to the community. If no tangible benefits can be discerned, the decision-making body should deny the PCN request.

How is the application processed?

The process is conducted in two phases, which are outlined below:

Phase One³

As of April 2026: \$1,316.34 (non-refundable and deposited at the time of application submittal)

To begin the PCN process, please submit the following, with each listed item as a separate PDF document, by email to planning-applications@sacounty.gov:

ALL ITEMS ARE REQUIRED FOR ALL SUBMITTALS!

- ✓ Completed and signed PCN Application Form.
- ✓ Letter of Authorization from the property owner authorizing applicant and/or agent to obtain the ABC license and/or PCN letter.
- ✓ Completed ABC-245 "Information and Instructions – Section 23958.4 B&P" Form
- ✓ Basic Site Plan
 - Show the boundaries of the parcel where the business is located.
 - Show the buildings on the parcel.
 - Identify the suite of the business in a **red outline**.
 - *Airport Submittal*: Show where in the business is located in the terminal.
- ✓ Floor Plan
 - Label the use and square footage of each room within the business.
 - Identify the location of alcohol for sale in a **red outline**.
 - Identify security camera locations (this may be a separate exhibit if desired)
- ✓ Statement of Operations (must be typed)
 - Include as a header at the top of the page, "Statement of Operations (*Name of Business, Business Address*)".
 - Include the current date.
 - Write a detailed description of the proposed operations, including:
 - Hours and days of operation
 - Number of employees

³ The listed fees are current as of April 2026. For up to date fees, please visit our current fee schedule at <https://landuse.sacounty.gov/fees/schedule/>. The fee code for phase two is "PCN1."

- Estimated number of customers
 - Indicate if food will be served
 - Indicate if live entertainment will be provided
 - Indicate what type of alcohol planned to serve and how that matches the type of ABC license being applied for
- ✓ Statement of Justification (must be typed)
- Include, as a header at the top of the page, "Letter of Justification (*Name of Business, Business Address*)".
 - Include the current date.
- ✓ Your justification statement must provide a **thorough** response providing justification to the Board as to why they should make an exception for your business and consider your establishment's ability to sell alcohol a "public convenience and necessity." You should answer all the questions listed below that are relevant to your business, your experiences, and your community.
1. Does the proposed establishment have any unique features, which are not found in other similar uses in the community (i.e. types of games, types of food, and other special services)?
 2. Does the proposed establishment cater to an underserved population?
 3. Are there any geographical boundaries (i.e. rivers, hillsides) or traffic barriers (i.e. freeways, major roads, major intersections) separating the proposed establishment from other establishments that sell alcohol?
 4. Is the ABC license necessary for your business to operate profitably? If yes, how?
 5. How have you worked with the community to seek their input and learn about their concerns?
 6. Do you currently operate or have previously operated any other businesses with alcohol licenses? Provide information on your experience with running a business that sells off-sale alcohol.
 7. Are there any sensitive uses (i.e., religious institutions, educational institutions, day care centers, or parks) in close proximity (600 feet) to the proposed establishment? If so, to the best of your knowledge, please list all of these establishments' name and address. Would the proposed establishment interfere with these sensitive uses?
 8. Would the proposed establishment interfere with the quiet enjoyment of their property by the residents of the area?

9. Is the proposed establishment located in an area where there is a significant influx of population during certain seasonal periods?
10. Would the proposed mode of operation of the proposed establishment (i.e. sales in conjunction with gasoline sales, tours, etc.) be unique or differ from that of other establishments in the area?

The application and submitted forms will be reviewed by PER, the Department of Finance (Business Licensing), Code Enforcement, the Environmental Management Department, and the Sheriff's Department.

The Sheriff's Department review includes evaluation of the site, crime statistics, recent history of community issues, and if necessary, may include a meeting with the applicant to explore mitigating options. Reviewers of the Sheriff's Department will make recommendations/conditions.

Please note the following two conditions that are applied on business licenses for establishments requiring a PCN:

- ✓ "All cashiers and managers shall be trained to sell alcohol in compliance with California law and all staff selling alcohol will be over 21 years of age."
- ✓ "Security cameras shall be strategically placed on the alcohol displays and throughout the interior and exterior of the store. All surveillance footage will be saved for a minimum of 30 days and made available to the Sheriff upon request."

In addition to feedback from County departments, a PCN application will be heard at a meeting of the project site's local Community Planning Advisory Council (CPAC). CPACs are advisory bodies composed of volunteers appointed by the Board.

Prior to the meeting, neighbors will be mailed notice of your PCN application's review at the CPAC meeting. At the meeting, the CPAC will review your application, deliberate its merits, hear public comments, provide feedback, and if there is a quorum, provide a formal recommendation to the Board. **You, as the applicant, are expected to be present at the CPAC meeting ready to present your request, provide comments, and answer questions from the CPAC.**

If the recommendations and conditions received across County Departments are not agreeable to the you and/or negative feedback is received from the CPAC, you can choose to withdraw the PCN application and not move on to phase two.

Phase Two⁴

As of April 2026: \$4,332.42 (non-refundable)

If the applicant/licensee wishes to continue, upon notice to the project planner, a second invoice will be issued for Phase Two of the PCN application.

PER staff will review all agency feedback, CPAC comments, public input, and the applicant's argument of public convenience and necessity to prepare a staff report that includes a recommendation to the Board for approval or denial of the PCN request.

Staff will schedule the item for a Board hearing once a draft staff report is complete. This is a publicly noticed meeting, open to everyone, and postal mailers are sent to nearby residents and property owners alerting them of the upcoming meeting. **At the Board hearing, the applicant must again provide a public presentation on their PCN request.**

The applicant/licensee is required to demonstrate, by substantial evidence that the public convenience will be served by the issuance of a license. The applicant/licensee is also required to demonstrate that the proposed sale of alcohol will be accomplished in a manner to eliminate any objections that were received. The Board will vote to support or deny public convenience and/or necessity. If the Board votes to support, the Letter of Public Convenience and Necessity will be provided to ABC, and the applicant/licensee may continue their licensing process. If the Board votes to deny, the applicant/licensee may not continue their licensing process. There is no appeal available for Board decisions.

Questions

For any questions regarding the PCN process, please contact SacPlan@sacounty.gov or call (916) 874-6141.



⁴ The listed fees are current as of April 2026. For up to date fees, please visit our current fee schedule at <https://landuse.sacounty.gov/fees/schedule/>. The fee code for phase two is "PCN2."

Business Information

Business Name: _____

Business Type (i.e. Convenience Store, Liquor Store, etc.): _____

Business Address (Street number, street name, city, and ZIP code):

Business Phone: _____

Business Hours of Operation: _____

Business Assessor Parcel Number(s): _____

Assessor Parcel Number (APN). To find the APN for your property, visit the Assessor’s Parcel Viewer at assessorparcelviewer.sacounty.gov.

Business Census Tract Number: _____

Find Your Census Tract. Enter your business address at geomap.ffiec.gov/ffiecgeomap/.

Applicant Information

The name of the applicant should match the applicant named on the ABC license.

Applicant Name (first and last name): _____

Applicant Company (if applicable): _____

Applicant Mailing Address (Street number, street name, city, and ZIP code):

Applicant Phone Number: _____

Applicant Email Address: _____

Agent Information

Complete this section if this application is being submitted by someone other than the applicant.

Agent’s Name (first and last name): _____

Agent’s Company (if applicable): _____

Agent’s Address (Street number, street name, city, and ZIP code):

Agent’s Phone Number: _____

Agent’s Email Address: _____

Operational Information

1. Is the business operating now?
 Yes, the business is operating now.
 No, the business is not yet in operation.

If it is operating now, how long has it been operating? _____

If it is not yet in operation, what is the anticipated date of opening? _____

2. Do you have an existing ABC license at the subject property?
 Yes, I have an existing ABC license at the subject property.
 No, I do not have an ABC license at the subject property.

If there is an existing ABC license at the subject property, please answer the following:

Type of Current ABC License: ____ (two digits) | Existing ABC License #: _____

How are you disposing of your existing ABC license?

- The existing ABC License will be **Surrendered**.
 The existing ABC License will go through a **Cancellation**.

See Form [ABC-231](#). If you cancel your ABC license, you will typically not need a PCN. Please double check with your ABC representative to verify if you need a PCN.

3. Has an application been submitted to ABC?
 Yes, an application has been submitted to ABC.
 No, an application has not been submitted to ABC.

4. New ABC License #: _____

5. ABC Representative Information:

ABC Representative Name: _____

ABC Representative Email: _____@abc.ca.gov

ABC Representative Phone Number: _____

6. Type of Requested ABC License (two digits): _____

Date of Posting: _____

7. Reason for PCN (select one or both):
 The proposed location has an **overconcentration** as identified by ABC.
 The proposed location is in a **high-crime** area.

8. Is this PCN being processed concurrently with a use permit?
 Yes, it is being processed concurrently with a use permit.
 No, it is being processed independently from a use permit.

If yes, please provide the County Control Number: **PLNP** _____

Please note that if you are applying for a use permit at the same time as this PCN, the PCN will be reviewed by the Board on the same timeline time as the use permit.

PCN Requests Inside Sacramento International Airport (SMF) Only

I have contacted the Airport Concessions Division and notified them that a PCN application is being filed.

Airport Staff Contacted: _____

Location in Airport:

Terminal A Landside (pre-security) Terminal A Airside (post-security)

Terminal B Landside (pre-security) Terminal B Airside (post-security)

Space Identifier: _____ (i.e. A101, B102)

Before submitting, please review the checklist under "Phase One" of the instructions to ensure you have all required additional documentation. This application will not be accepted until all of the information and accompanying documents are complete and fees are paid.

Authorizations

By signing this application, the applicant shall defend, indemnify and hold harmless the County and its agents, including consultants, officers and employees from any claim, action or proceeding against the County or its agents, including consultants, officers or employees to attack, set aside, void, or annul the approval of this application or adoption of any environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, including any claim for private attorney general fees claimed by or awarded to any party against the County, and shall also include the County's costs incurred in preparing the administrative record which are not paid by the petitioner. The County shall promptly notify the applicant of any claim, action or proceeding. Notwithstanding the foregoing, the County shall control the defense of any such claim, action or proceeding unless the settlement is approved by the applicant and that the applicant may act in its own stead as the real party in interest in any such claim, action or proceeding.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Agent's Name (if applicable): _____

Agent's Signature: _____ Date: _____

Please continue to next page for Owner's Signature.

Applications will **not be accepted** without signature(s) of legal property ownership or official agent / authority to file.

For a signature by an owner's agent, an attached Letter of Authorization, Power of Attorney, or Contract to Purchase is required to be attached to this application. Signatures must either be electronic certified signatures (i.e. Adobe and DocuSign) or scanned wet signatures. Signatures using a cursive typeface are not acceptable.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____