



CITY OF ANOKA  
2015 First Avenue, Anoka, MN 55303  
Licensing: 763-576-2710

**ARCADES & POOL HALLS**

Arcade = Building devoting 30% or more of its floor space to amusement activities as described in Chapter 14, Article II of the Anoka City Code.  
Pool Hall = Pool tables/billiard tables in excess of three (3).

Information included in this application is PUBLIC INFORMATION and will be provided to the public upon request

*PLEASE FULLY COMPLETE THE APPLICATION AND PRINT LEGIBLY*

**Required Documentation: Applications cannot be accepted without the following attachments and payment.**

- Copy of Current Photo I.D.
- SP:C1 Tax Clearance Form
- Worker’s Compensation Form
- If Applicable, Supplemental Details Sheet

**CHOOSE APPROPRIATE TYPE OF YOUR APPLICATION**

- New Applicant:
- Renewal Applicant:

- Payment of Investigation Fee \$25.00
- Payment of \$30.00 per machine/table
- Payment of \$30.00 per machine/table

*If you have a license that has lapsed or you are submitting your application past it’s due date, you must pay an additional \$25.00 or 10% of the total licensing fee (whichever is greater).*

*If your license has lapsed and is being submitted over thirty (30) days past it’s expiration date or due date, you must apply as a new license and pay all applicable fees related to a new license.*

**PERSONAL INFORMATION**

Individual Submitting Application (Full First, Middle, Last Name) \_\_\_\_\_

Home Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (including area code) \_\_\_\_\_ Cell Phone (including area code) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License # \_\_\_\_\_

State of Issuance: \_\_\_\_\_

(COMPLETE BOTH SIDES OF THIS FORM)

**BUSINESS LOCATION INFORMATION**

**Business Name**

**Business Street Address**

**City/State**

**Zip**

**Business Phone (including area code)**

**Alternate Phone (including area code)**

**PLEASE ANSWER ALL QUESTIONS TRUTHFULLY AND TO THE BEST OF YOUR KNOWLEDGE**

*(attached additional sheets as necessary)*

- 1. Have you ever been convicted of any misdemeanor or felony violation of local ordinances (with the exception of misdemeanor traffic violations)? Yes  No

If yes, provide details of convictions (date of offense, date of conviction, location, charge):

\_\_\_\_\_

- 2. Have you ever been denied a license to conduct a like or similar activity or had such license suspended, revoked, or canceled, in any City/State?

Yes  No  If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

- 4. List all names, nicknames and aliases by which you have been known:

\_\_\_\_\_

- 5. List two (2) of your previous addresses, immediately prior to your present address:

Street Address City/State Zip

Street Address City/State Zip

(I) do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Anoka, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar the requirements of the City, which is detailed in the pertinent section of the Anoka City Code, which was provided to me with my original application, and of which I may request additional copies of by contacting the office of the City Clerk.

**Signature of applicant:**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*(for office use only)*

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Complete  Incomplete

# SUPPLEMENTAL DETAILS

**LICENSE TYPE:**                      **Arcade/Pool Hall**

**Additional Documentation:**    **Applications cannot be accepted without the following:**

YES       NO

I am the owner of the property premises for which this license will be granted.

*If no, you must attach proof of your authorized use or lease with the owner, providing the name, address and phone number of the property owners.*

**PERCENTAGE OF FLOOR SPACE DEDICATED TO AMUSEMENT DEVICES:** \_\_\_\_\_ %

**PLEASE DESCRIBE THE TYPE AND AMOUNT OF AMUSEMENT DEVICES:**

**Quantity:** \_\_\_\_\_      **Description:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**PLEASE ENTER THE QUANTITY OF POOL/BILLIARD TABLES:** \_\_\_\_\_



CITY OF ANOKA
2015 First Avenue, Anoka, MN 55303
Licensing: 763-576-2710

AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION
FOR CITY OF ANOKA BACKGROUND CHECK
PLEASE ATTACH A COPY OF YOUR DRIVERS LICENSE.

License you are applying for: \_\_\_\_\_

Full Name: \_\_\_\_\_
First Middle Last

Home Address: \_\_\_\_\_
House # Street City State & Zip

Home Phone Number: \_\_\_\_\_
Include Area Code

If applicable, complete the following:

Business Name \_\_\_\_\_

Business Address: \_\_\_\_\_
Building # Street City State & Zip

Business Phone Number: \_\_\_\_\_
Include Area Code

Date of Birth: \_\_\_\_\_

Drivers License Number (copy of DL attached): \_\_\_\_\_

DL/State of Issuance: \_\_\_\_\_

I understand that the above-mentioned information about me may be protected under state and /or federal privacy laws or City policy and may not be disclosed without my prior written consent unless otherwise required by law.

I hereby release the City of Anoka from any and all liability for its receipt and use of information and records received pursuant to this consent. I further acknowledge that I have carefully read this release, fully understand its terms and legal significance, and execute it voluntarily.

Signature of Individual Authorizing Release

Date

**Pursuant to Minnesota Statute 270C.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business Tax Identification Number and the Social Security Number of each license applicant.**

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

Licensing Authority: City of Anoka  
License Year Applying for: \_\_\_\_\_

**PERSONAL INFORMATION:**

Applicant name: \_\_\_\_\_  
Applicant address: \_\_\_\_\_  
Social Security No: \_\_\_\_\_

**BUSINESS INFORMATION:**

Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_

Minnesota Tax Identification No.: \_\_\_\_\_  
Federal Tax Identification No.: \_\_\_\_\_

**If a Minnesota Tax Identification Number is not required, you must explain on the reverse side.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE AND TITLE (if any)

**-CERTIFICATE OF COMPLIANCE-  
MINNESOTA WORKERS' COMPENSATION LAW**

**Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business OR engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181 Subdivision 2. The information required is: the name of the insurance company, the policy number, the dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in their company file. It will be furnished, upon request, to the Department of Labor and Industry to check for compliance with Minnesota Statute Section 176.181, Subdivision 2.**

**This information is required by law.** Licenses and permits to operate a business or engage in an activity may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely reported, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner or the Department of Labor and Industry payable to the Special Compensation Fund.

Provide the information specified above in the spaces provided, or certify the precise reason your business is excluded from compliance with the insurance coverage requirement for workers' compensation.

Insurance Company Name: \_\_\_\_\_  
(NOT the Insurance Agent)

Policy Number or Self-Insurance Permit Number: \_\_\_\_\_

Dates of Coverage: \_\_\_\_\_ to \_\_\_\_\_

**\*\*\*\*\* (OR) \*\*\*\*\***

I am not required to have workers' compensation liability coverage because:

- I have no employees.
- I am self-insured (you must include the permit to self-insure)
- I have no employees who are covered by the workers' compensation law  
(these include: Spouse, Parents, Children, and certain farm employees)
- Other (must specify): \_\_\_\_\_

**APPLICANTS MUST COMPLETE AND SIGN BELOW:**

I HAVE READ AND UNDERSTAND MY RIGHTS AND OBLIGATIONS WITH REGARD TO BUSINESS LICENSES, PERMITS AND WORKER'S COMPENSATION COVERAGE. I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS ACCURATE AND COMPLETE AND THAT A VALID WORKERS' COMPENSATION POLICY WILL BE KEPT IN EFFECT AT ALL TIMES AS REQUIRED BY LAW.

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Doing Business As: \_\_\_\_\_  
(If applicable) (Business Name if different than your name)

Business/Home Address: \_\_\_\_\_

Business/Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHAPTER 14. LICENSING; AMUSEMENTS AND ENTERTAINMENT

### **ARTICLE II. Arcades and Pool Halls**

#### **Section 14-31. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Arcade.* Means any business establishment, building, structure or tract of land which devotes 30 percent or more of its floor space to the public used of the following amusement or any combination of any of the following amusements:

- (a) Foosball, air hockey or pigeon hole tables;
- (b) Pinball machines;
- (c) Shooting gallery machines;
- (d) Any electric or electronic device or game patterned after table tennis, hockey, and similar games, including electric rifle or gun ranges;
- (e) Any mechanical or electrical device which is designed to be played by a contestant or contestants and upon which the contestants receive a score or rating based upon their performance.

The calculation of floor space shall include the area occupied by or reserved for persons who use or are waiting to use the amusements.

#### **Section 14-32 thru 14-50. Reserved.**

#### **Sec. 14-51. License Required.**

No person shall operate an arcade or pool hall without first paying a license fee and obtaining and having a current license as herein provided. The license required under this section shall be in addition to any license or licenses required to be obtained under any other provision of this Code.

#### **Sec. 14-52. Application.**

Any person desiring to operate an arcade or pool hall or to renew his license to conduct such activity shall file with the City Clerk an application on forms provided by the City Clerk for that purpose. The application form shall contain the following, together with any other information which the City Manager may require:

- (a) Full legal name, date of birth and address of applicant;
- (b) Address of the proposed arcade or pool hall, and a diagram of the proposed floor plan of the premises;
- (c) The full legal name, date of birth, and address of all persons owning or having an interest in the licensed premises and in the proposed business. In the case of a corporation, this shall include the full legal names, dates of birth, and addresses of the officers and directors of the corporation and all shareholders who own alone or in conjunction with their spouse or children more than ten percent of the issued share of the corporate stock;
- (d) If the licensed business is owned by a corporation, a copy of the certificate of incorporation, articles of incorporation and bylaws of the corporation;
- (e) The full legal name, date of birth and address of the manager or managers who will supervise the licensed activity;

- (f) Whether any of the persons listed in subsections (1), (3) or (5) of this section have been engaged in the business of operating an arcade or pool hall in the last five years;
- (g) Whether any of the persons listed in subsections (1), (3) or (5) of this section have been convicted of a crime or have had an application for an arcade or pool hall license denied, revoked or suspended within the last five years;
- (h) The applicant's plan of security for the licensed premises.

**Section 14-53. License fee.**

The license fee shall be for the calendar year and must accompany the license application. The license fee shall be set by the Council which may set a higher fee for the first year than for license renewals.

**Section 14-54. Bond.**

- (a) At the time of filing an application for an arcade license under this section, the applicant shall file a bond with a corporate surety with the City Clerk in the amount of \$5,000.00. Alternatively, the applicant may file a cash bond in the same amount. All such bonds shall be kept in full force and effect throughout the license period and shall be conditioned as follows:
  - (1) The licensee shall obey the laws relating to the licensed business;
  - (2) The licensee shall pay to the city when due all taxes, license fees, penalties and other charges provided by law;
  - (3) In the event of violation of any law relating to the business for which the license has been granted, the bond shall be forfeited to the city.

**Section 14-55. Investigation and recommendation.**

- (a) All applications for licenses shall be referred to the Chief of Police and to such other persons on the city staff as the City Manager shall deem necessary for investigation and recommendation. The persons to whom an application has been referred shall make their report and recommendations in writing.
- (b) Upon receipt of the written reports and recommendations, the City Manager shall cause to be published in the official newspaper, at least ten days in advance, a notice of public hearing to be held by the City Council setting forth the day, time and place when the hearing will be held, the name of the applicant and the location where the business is to be conducted.
- (c) The application, together with the City Manager's recommendation, shall be submitted to the City Council at the hearing. After the hearing, the Council may grant or deny the license. In granting the license, the Council may impose special conditions as it deems such conditions to be necessary because of particular circumstances related to the application.

**Section 14-56. Ineligibility.**

- (a) Existence of any of the following conditions shall render the applicant ineligible for a license:
  - (1) If the applicant or manager of the licensed business is:
    - a. Under 18 years of age;
    - b. An alien, a non-U.S. Citizen;
    - c. A foreign corporation.
  - (2) If the applicant, manager or persons owning the licensed activity:
    - a. Is not a person of good moral character and repute; and/or



- b. Has been convicted of an offense which relates to the conduct of the licensed business.
- (3) If the applicant has operated a similar business elsewhere which operation did not substantially comply with the provisions of this section relating to the manner in which the business is conducted;
- (4) If the applicant has been denied a license to conduct a like or similar activity or has had such license suspended, revoked or canceled.

**Section 14-57. Conditions of License.**

- (a) Issuance and retention of licenses shall be subject to each of the following conditions:
  - (1) Only premises which are located in a zoning district where the licensed business is authorized in the City may be licensed;
  - (2) No premises may be licensed unless sufficient visibility exists from outside the entrance to the premises for a person of average stature to visually survey the entire premises and all possible locations of patrons therein;
  - (3) Arcades shall prohibit the consumption of alcoholic beverages, whether classified as intoxicating or non-intoxicating, or the use of any controlled substance upon any part of the licenses premises;
  - (4) Arcades shall not be open for business prior to 10:00 a.m. or after 9:00 p.m. Pool halls shall not be open for business between the hours of 1:00 a.m. and 9:00 a.m.;
  - (5) No person under the age of 14 years shall be permitted to enter or remain upon any part of the licensed premises unless accompanied by his parent or legal guardian;
  - (6) Adequate off-street parking for automobiles must be provided in compliance with the current Code requirements;
  - (7) The licensed premises shall fully comply with all applicable state and local regulations dealing with health, zoning and building requirements;
  - (8) The licensee shall be responsible for maintaining order on all parts of the licensed premises;
  - (9) Only amusements with a current valid city license sticker attached may be offered for use or kept on the licensed premises;
  - (10) No wagering or betting for a consideration or any other gambling shall be permitted on the licenses premises;
  - (11) The licensed activity shall be conducted in such a manner and located in such a place so as not to be likely to result in injury or damage to persons or property in the neighborhood or injurious, annoying or disruptive to patrons of other businesses located in the area;
  - (12) The applicant or manager or assistant manager designated in the license application shall be present on the premises during all times the premises are open;
  - (13) A uniformed security officer shall be present on arcade premises during all times that the premises are open;

- (14) No more than ten amusement devices shall be allowed on any one premises licensed as an arcade.

**Section 14-58. Suspension or revocation of license.**

- (a) The license may be revoked or suspended in accordance with this article whenever the licensee, its owner, manager, or any of its employees or agents have engaged in any of the following conduct:
  - (1) Fraud, deception or misrepresentation in connection with the securing of a license;
  - (2) Conduct inimical to the interests of public health, safety and welfare;
  - (3) Conduct involving moral turpitude;
  - (4) Conviction of an offense involving moral turpitude by any court of competent jurisdiction;
  - (5) Failure to comply with any of the provisions of this section or engaging in conduct which would be grounds for denial of an initial application for licensure.

**Section 14-59 thru 14-80. Reserved.**