

**CHANGING LOCATION**  
**Location Transfer**

( When moving limited video lottery machines that you own – you will need to move both the current ABCA and limited video lottery licenses to the new location. )

\_\_\_\_\_ Call the ABCA (1-800-642-8208 or 304-558-2481) and update your location on your liquor/beer license. (**Tell them you are doing a ‘Location Transfer’**)

**WV Lottery will need:**

\_\_\_\_\_ \$500 Non-refundable Location Transfer Fee

\_\_\_\_\_ Page 1 – LVL Application

\_\_\_\_\_ Page 2 – Retailer Data Sheet

\_\_\_\_\_ Page 3 – Business Zoning Compliance Form

\_\_\_\_\_ Page 4 – ADA Compliance Form

WV Lottery License Division  
1-800-982-2274 ext. 245  
1-304-558-0500 ext. 245



WEST VIRGINIA LIMITED VIDEO LOTTERY RETAILER  
INITIAL APPLICATION

**PLEASE PRINT OR TYPE. ATTACH ADDITIONAL SHEETS AS REQUESTED**

1. **\$500 Non-refundable Application Fee – Select Method of Payment**

Business/Cashier's/Business Check # \_\_\_\_\_

Money Order # \_\_\_\_\_

Online Payment – Transaction ID # \_\_\_\_\_ (Include copy of receipt with transaction ID#)

2. Business Organization Name: \_\_\_\_\_

Doing Business as Name: \_\_\_\_\_

Location Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Location Address \_\_\_\_\_ City \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

F.E.I.N (No Social Security Numbers, please) \_\_\_\_\_

Worker's Compensation or Exemption Number \_\_\_\_\_

3. List all names as required per type of business defined above and any executive employee or agent having power to significantly exercise influence in business operation. Each individual listed will also be required to complete the Individual Release (page 3).

NAME (Last name, First name, M.I.)

NAME (Last name, First name, M.I.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Type of Business or Organization:

**Sole Proprietorship** – List owner

**Partnership or Joint Venture**– List each general partner, limited partner, or joint venture.

**Corp. or Subsidiary, Association** – List each officer and director (including those of the parent company if subsidiary.) Also list each stockholder, except of publicly owned. If publicly owned, list each stockholder who owns 5% or more stock and percentage of stock owned by each.

**LLC, LLP** – List each member, if member-managed; or Manager, if Manager-managed.

**Fraternal** - See Page 9 for additional information required for fraternal/veteran groups.



### LIMITED VIDEO LOTTERY RETAILER DATA SHEET

DBA: \_\_\_\_\_ ABCA #: \_\_\_\_\_

Business Organization Name: \_\_\_\_\_

Location Address: \_\_\_\_\_ County: \_\_\_\_\_  
(Physical Address)

City/State/Zip: \_\_\_\_\_

Location Phone: (304) \_\_\_\_\_ Location Manager Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Business Owner Email: \_\_\_\_\_

Business Owner Phone: (304) \_\_\_\_\_ Business Owner Cell: (304) \_\_\_\_\_

**Business Hours:**    **MON**    **TUES**    **WED**    **THUR**    **FRI**    **SAT**    **SUN**

OPEN:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

CLOSED:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Operator: \_\_\_\_\_ Operator Phone: (304) \_\_\_\_\_  
(Operator - Company that supplies your video lottery terminals.)

Dear Retailer:

Below is a list of basic requirements that must be met. For more information contact the WV Lottery, 304-558-0500 and ask for Limited Video Lottery Security.

- A. Location must be in excess 150 feet from an existing Limited Video Lottery retailer, perimeter of a public park or place of business that sells petroleum products capable of being used as fuel in an internal combustion engine. Measurement to be determined by LVL Security.
- B. Location must be in excess 300 feet from a church, school or day care center. Measurement to be determined by LVL Security.
- C. ATM machines may not be located within the immediate gaming area. If the video lottery terminals are in the main area, the ATM must be located in a separate room with a door. If video lottery terminals are in a private room, the ATM must be located outside of that area.

For Lottery use only: **Formerly ABCA #:** \_\_\_\_\_

\_\_\_\_\_ Upgrade    \_\_\_\_\_ Downgrade    \_\_\_\_\_ to Private Club    \_\_\_\_\_ to Tavern    \_\_\_\_\_ Other



# BUSINESS ZONING COMPLIANCE

## ZONING COMPLIANCE BY APPLICANT FOR A LIMITED VIDEO LOTTERY RETAILER LICENSE

**YOU ARE REQUIRED TO TAKE THIS FORM TO YOUR LOCAL CITY OR COUNTY ZONING OFFICE FOR COMPLETION. PLEASE RETURN THE COMPLETED FORM WITH YOUR APPLICATION.**

- To:
- The Building Official of the Municipality of \_\_\_\_\_ :
  - The Building Official of the County of \_\_\_\_\_ :
  - The Clerk or Recorder of the Municipality of \_\_\_\_\_ :
  - The County Clerk/Administrator of the County of \_\_\_\_\_ :

**Take Notice:**

- West Virginia Limited Video Lottery Act [W.Va. Code §29-22B-1902(b)] says:

*The provisions of this article preempt all regulations, rules, ordinances and laws of any county or municipality in conflict herewith: Provided That nothing herein shall invalidate any zoning law, or Sunday closing law under article 61-10-1, et seq., of this code.*

- The following individual, business, fraternal organization, or veterans’ organization is applying to the State Lottery Commission for a limited video lottery retailer license within your jurisdiction:

Business Name:	
Street Address:	
County:	
City:	State:
Zip Code:	

- Please confirm there is (yes) \_\_\_\_\_/is not (no) \_\_\_\_\_ a zoning ordinance(s) that specifically would prohibit limited video lottery gaming on the premises, or that the limited video lottery gaming on the premises constitutes an allowed non-conforming use of the property under W.Va. Code Chapter 8A.

If you checked yes, please indicate the law, regulation, rule, ordinance or code prohibiting the use of limited video lottery machines at this location. \_\_\_\_\_.

I, \_\_\_\_\_, do hereby certify this is a true city/county zoning confirmation for this “Business Zoning Compliance Form” for the Applicant applying for a Limited Video Lottery Retailer License which was served on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Authorized signature for jurisdiction



### West Virginia Lottery Limited Video Lottery ADA Compliance

Upon information or belief, WV Lottery games at this location are accessible to customers with disabilities as required by the Americans with Disabilities Act.  Yes  No

Name of Location \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

ABCA Number: \_\_\_\_\_

Signed: \_\_\_\_\_

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