

# Alcohol License Premises Amendment Request Form



*NOTE: Please allow approximately 4 weeks for application processing*

**FEES ARE NON-REFUNDABLE**

**CASH OR CHECK ONLY!**

License Fee - \$10.00

Date Recv'd \_\_\_\_/\_\_\_\_/\_\_\_\_

Total \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

## SECTION 1 – ESTABLISHMENT INFORMATION

Establishment Name	Establishment Phone Number
Establishment Address	
Agent Name	Agent Phone Number <i>(Required)</i>

## SECTION 2 – PREMISES AMENDMENT *\*A drawing/diagram of the proposed area must be submitted with this application\**

Is this Premises Amendment permanent or temporary?     PERMANENT     TEMPORARY

Please describe the change in premises: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**If temporary**, please specify the event or reason for the amendment: \_\_\_\_\_  
 \_\_\_\_\_

**If temporary**, please list the **date(s)** and **time(s)** that this premises amendment will be utilized: \_\_\_\_\_  
 \_\_\_\_\_

## SECTION 3 – PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.  
 Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason	
Police					
Fire					
Health					
Community Development					
Inspections					
Finance					
Public Works					
Safety and Licensing Date:			Recommendation:	Common Council Date:	Recommendation:
Date sent for Review ____/____/____	Date Approved ____/____/____		Date Issued ____/____/____	Expiration Date ____/____/____	License Number

## **ALCOHOL LICENES PREMISES AMENDMENT INFORMATION**

- A Premises Amendment is required by Wis. Stat. 125 to amend where alcohol is served, sold, and consumed at a licensed establishment. See City of Appleton Municipal Code Sec. 9-51 to 9-82 for more information and definitions.
- There are two types of Premises Amendments:
  - A temporary premises amendment is an amendment occurring on a specific date(s) or event for a specified time, or on consecutive intervals of a limited duration.
  - A permanent premises amendment is an amendment intended to apply in perpetuity.
- To apply for an Alcohol License Premises Amendment, file your completed, signed application form with the City Clerk's office.
  - Applicant **must** submit a drawing/diagram of the proposed area along with their application.
  - If temporary, applicant must list all dates/times the proposed premises amendment will be utilized.
- Once a completed Alcohol License Premises Amendment application is returned to the Office of the City Clerk, it is reviewed by several City Departments, the Safety and Licensing Committee and the Common Council for approval. Wis. Stat. 125 requires that applications are on file with the City Clerk's Office for a minimum of 15 days before proceeding to Common Council. This process takes approximately 4 weeks, so please plan accordingly.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:
  - Premises Amendment application fee - \$10.00 per application/event

### **Additional Questions?**

Please contact the Office of the City Clerk at (920) - 832 - 6443.