

VILLAGE OF GERMANTOWN
 N112 W17001 Mequon Road, P.O. Box 337
 Germantown, WI 53022-0337
 PHONE: (262) 250-4740 FAX: (262) 253-8255

OUTSIDE PREMISES EXTENSION
APPLICATION FOR AMENDMENT OF "CLASS B"
FERMENTED MALT BEVERAGE & INTOXICATING LIQUOR LICENSE
Processing Fee: \$25.00

See Policy & Procedure

Name of Licensed Premises: _____

Address: _____

City/State/Zip Code: _____

Current Liquor License Number: _____

Person in Charge of Event: _____

Phone Number: _____

E-Mail Address: _____

Purpose for requesting the outside extension:

Dates of Event: _____

Time of Event (Municipal Code regulations are limited to 10:00 p.m.): _____

Describe area of outside extension (INCLUDE A DETAILED DRAWING OF THE AREA with dimensions):

PLEASE NOTE: Additional permits or approvals may be required by other Village Departments (sign permits, temporary use permits, electrical permits, etc.). You are responsible for obtaining those permits prior to your event. Contact the Community Development Department at 262-250-4735 for further information.

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief. I agree in the consideration of the granting of this license to comply with the laws of the State of Wisconsin and with all the provisions of the Municipal Code of Ordinances of the Village of Germantown and have read all legal and policy requirements provided to me with this application.

 Signature of Owner

 Date

VILLAGE OF GERMANTOWN ADMINISTRATIVE USE ONLY:			
Date Clerk's Department mailed out 300' notices (Attach list of property owners that notices were sent to.):			
Police Chief Date Notified: Approved or Denied (Circle One) Date:	Fire Chief Date Notified: Approved or Denied (Circle One) Date:	Public Safety Meeting Date: Approved or Denied (Circle One)	
Village Board Meeting Date: Approved or Denied (Circle One)	License Number	Date Effective	Clerk / Deputy Clerk

OUTSIDE PREMISES EXTENSIONS

POLICY & PROCEDURE

1. Requests for outside premises extensions shall be made in writing to the Village Clerk and shall identify the date, time and description of area to be used. If application is made with the renewal of a "Class B" Fermented Malt Beverage and Intoxicating Liquor License, the outside premises description shall be accurately described and included in the legal description of the licensed premises.
2. A drawing accurately describing the location of the outside premises shall be attached to the application. *Such description shall include the dimensions and access point of the outside premises. **If this is a permanent outside extension, site plan approval is required from the Plan Commission. Contact the Village Planner for an application form and required information.***
3. No alcoholic beverage shall be served or consumed and no amplified sound or outdoor lighting, other than customary safety and security lighting, shall be permitted within an outdoor licensed premises between the hours of 10:00 p.m. and 8:00 a.m.
4. All applications shall be referred to the Police Chief and Fire Chief for review and recommendation.
5. All property owners within 300 feet of the proposed outside premises shall be notified of the pendency of application and the date, time and location, when the request will be considered by the Public Safety Committee. This shall be done by first class mail, approximately 10 days prior to the scheduled meeting *for original applications only (not required for renewal applications). Amended 5-6-2013*
6. The Public Safety Committee shall review the request, consider the recommendations of the Police and Fire Chiefs and make a recommendation to the Village Board regarding issuance.
7. It is preferred, but not required that access to the outside premises shall be from the interior of the licensed premises. There may be a fire exit in the outside premises, but may not allow for access from the outside.
8. Fencing of the outside premises shall be considered on a case by case basis.
9. **A \$25.00 processing fee will be charged for each application to amend an already approved licensed premises. This fee is charged to defray the cost of review, notification of adjacent property owners, and re-issuance of the license. This fee does NOT apply to outside premises extensions requested at the time of annual renewal of the license.**