



N112 W17001 Mequon Road
 Germantown, WI 53022

OUTSIDE PREMISE EXTENSION APPLICATION

Application for Class “B” Beer & “Class B” Liquor License

Outside Premise Extension

- Additional permits or approvals may be required by other Departments (sign permits, temporary use permits, building permits, electrical permits, etc.). You are responsible for obtaining those permits prior to approval of this application. Contact Community Development at 250-4735 for further information.

- Approved licenses are valid upon issuance and expire June 30 the following year, unless otherwise noted for One Time/Special Events. If there are any changes to the previously approved application, site plan approval and Plan Commission review will be needed.

<input type="radio"/>	Annual Extension Request	\$25
<input type="radio"/>	One Time/Special Event Extension Request	\$25
Total:		

IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.

Applicant Name	Phone Number	Email	
Name of Licensed Premise			
Street Address of Licensed Premise	City	State	Zip
Describe the area of outside extension. You MUST include a detailed drawing of the area with dimensions and access points			
One Time/Special Events - List Dates and Times of Event (Municipal Code limits time to 10:00pm unless otherwise authorized by Village Board) Annual Extensions - List Times In Use			

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for an Extension of Premise in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with all laws, resolutions, ordinances, and regulations, affecting said activity, if a license be granted to me.

Applicant Signature

Date

For Office Use Only: Date: _____ Initials: _____ Amount Paid: _____ Receipt # _____

Community Development Reviewed: _____ Plan Commission Date(New/Changes Only): _____ Date 300'Noticed Mailed: _____

Police Chief Date Notified _____ Police Dept: _____ Approve or _____ Deny (Attach basis for denial). Police Chief or Designee : _____ Date: _____

Fire Chief Date Notified _____ Fire Dept: _____ Approve or Deny (Attach basis for denial). Fire Chief or Designee Approval: _____ Date: _____

Public Safety Meeting Date _____ Approved/Denied (Circle One) Village Board Meeting Date _____ Approved/Denied (Circle One)

License Number: _____ Village Clerk Approval: _____

OUTSIDE PREMISE EXTENSION

POLICY & PROCEDURE

1. Requests for outside premise extension shall be made in writing to the Village Clerk and shall identify the date(s), time(s) and description of area to be used.
 - a. If application is made with the renewal of a Class "B" Beer or "Class B" Liquor License, the outside premise description shall also be accurately described and included in the legal description of the licensed premises.
2. A drawing accurately describing the location of the outside premise shall be attached to the application. Such description shall include the dimensions and access points of the outside premise.
 - a. If this is a new or a change to a permanent outside extension, site plan approval is required from the Plan Commission. Contact the Village Community Development Department for an application form and required information.
3. NO ALCOHOL BEVERAGES 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 premise between the hours of 10:00 p.m. and 8:00 a.m. unless as otherwise authorized by the Village Board at the time of license issuance subject to such conditions found to be necessary to minimize the impact of such use upon surrounding properties including limiting the dates and times of operation and requiring technological reasonable steps to minimize noise and other impacts.
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 premise shall be notified of the pendency of application and the date(s), time(s) 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
 - a. This is not required for renewal applications.
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 premise shall be from the interior of the licensed premises. There may be a fire exit in the outside premise but may not allow for access from the outside.
8. Fencing of the outside premise shall be considered on a case by case basis.