



Date Paid:	_____
Amount Received:	_____
Receipt Number:	_____

**DEPARTMENT OF REGULATION AND LICENSING  
ALCOHOL BEVERAGE LICENSE APPLICATION**

All questions on this application must be answered completely and accurately before it can be processed. Failure to do so, could result in a delay or even rejection of the application.

\_\_\_\_\_  
Date of Application

New \$30.00: \_\_\_\_\_

60-Day Provisional \$15.00: \_\_\_\_\_

Renewal \$30.00: \_\_\_\_\_

Temporary \$10.00 \_\_\_\_\_ Date of Event \_\_\_\_\_

**PLEASE PRINT**

NAME: \_\_\_\_\_ RACE: \_\_\_\_\_ SEX: \_\_\_\_\_  
LAST FIRST MIDDLE

SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
NUMBER STREET APT. # CITY/STATE ZIP

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

DO YOU HAVE A VALID DRIVER'S LICENSE? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
(Occupational, revoked or suspended license are not considered valid driver's licenses)

LICENSE NUMBER: \_\_\_\_\_ STATE OF ISSUE: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

IF NO, EXPLAIN: \_\_\_\_\_

**PREVIOUS NAMES USED:**

\_\_\_\_\_  
LAST FIRST MIDDLE

\_\_\_\_\_  
LAST FIRST MIDDLE

**LIST ALL PREVIOUS RESIDENCES:**

\_\_\_\_\_  
NUMBER STREET APT. # CITY/STATE ZIP

\_\_\_\_\_  
NUMBER STREET APT. # CITY/STATE ZIP

\_\_\_\_\_  
NUMBER STREET APT. # CITY/STATE ZIP

ANSWER EACH OF THE QUESTIONS BELOW:

- 1. Have you as a juvenile or adult been convicted of:
  - A. Illegal purchase, sale or providing intoxicating liquor or beer within the last 12 months? \_\_\_\_\_  
Yes / No
  - B. Violation of closing hours at a licensed premises within the last 12 months? \_\_\_\_\_  
Yes / No
  - C. Disorderly Conduct or Criminal Damage to Property that Occurred at a licensed establishment within the last 12 months? \_\_\_\_\_  
Yes / No
  - D. Obstructing a police officer while on the licensed premises for the sale of alcohol beverages within the last 12 months? \_\_\_\_\_  
Yes / No
  - E. Operating a Motor Vehicle While Under the Influence of Alcohol or Controlled Substance or with a Prohibited Alcohol Concentration (Statute 346.63) within the last 12 months? \_\_\_\_\_  
Yes / No
  - F. Operating a Motor Vehicle in violation of Absolute Sobriety? (for persons under age 21) (Statute 346.63(2m) within the last 12 months? \_\_\_\_\_  
Yes / No
  - G. Having alcohol beverage in your possession in a motor vehicle as a driver or passenger within the last 12 months (Statutes 346.935) \_\_\_\_\_  
Yes / No
  - H. Any other violation of laws pertaining to alcohol beverages not listed above, in the last 12 months? \_\_\_\_\_  
Yes / No
- 2. Have you ever been convicted of a felony within the last 5 years? \_\_\_\_\_  
Yes / No
- 3. Do you presently have any overdue or outstanding forfeitures resulting from a violation of an ordinance in the City of Edgerton? \_\_\_\_\_  
Yes / No

If you answered yes to ANY or the above questions, list the charge, the exact location of the arresting agency, date of conviction and penalty:

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List the Name and Address of the Licensed Alcohol Beverage premises that will employ you:

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Any additional Comments: \_\_\_\_\_

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**APPLICANT HAS RECEIVED A COPY OF CHAPTER 167 OF THE CODE OF GENERAL ORDINANCES FOR THE CITY OF EDGERTON:**

- 1. Did you receive a copy of Chapter 167 of the code of general ordinances of the City of Edgerton which pertain to Alcohol Beverage Licensing \_\_\_\_\_  
Yes / No
- 2. Did you read and understand Chapter 167? \_\_\_\_\_  
Yes / No
- 3. Do you understand your responsibilities as a holder of a license for alcohol beverages? \_\_\_\_\_  
Yes / No

I hereby certify that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of my alcohol beverage license. I further understand that falsification of any information shall be grounds for the denial or revocation of this license. I am aware of the laws governing the sale of alcohol beverages and agree to abide by those laws. I understand that the Police Department will do a background check based on my application. I hereby authorize the release of any and all records requested by the Police Department in its investigation and the Police Department will provide that information to the finance committee.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Police Department record check completed by: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Basis for a recommended denial of license application: \_\_\_\_\_  
\_\_\_\_\_

Edgerton Municipal Court record check completed by: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Basis for a recommended denial of license application: \_\_\_\_\_  
\_\_\_\_\_

Utility Department check completed by: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Basis for a recommended denial of license application: \_\_\_\_\_  
\_\_\_\_\_

**FINANCE/LICENSE COMMITTEE:**

Recommendation of Finance/License Committee: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reasons for recommending denial: \_\_\_\_\_  
\_\_\_\_\_

**ACTION OF CITY COUNCIL:** Approved \_\_\_\_\_ Denied \_\_\_\_\_

CHAPTER 167  
OPERATOR'S LICENSE OF THE CODE OF GENERAL ORDINANCES  
OF THE CITY OF EDGERTON, WISCONSIN

- D. Operator's license. [Amended 9-8-2020 by Ord. No. 20-08]
- (1) When required. No premises operated under a Class "A", Class "B", "Class A", "Class B", or "Class C" license may be open for business unless there is upon the premises the licensee, the agent named in the license if the licensee is a corporation, or some person who has an operator's license and who is responsible for all persons serving any fermented malt beverages, intoxicating liquor or wine to customers. For the purposes of this subsection, any member of the licensee's immediate family who is at least 18 years of age, who is related to and resides in the common household of the licensee, shall be considered the holder of an operator's license. No person, including an underage member of the licensee's immediate family, other than the licensee or agent, may serve or sell fermented malt beverages, alcohol beverages or wine in any place operating under the licenses listed herein unless he or she has an operator's license or is at least 18 years of age and is under the immediate supervision of the licensee or agent or a person holding an operator's license, who was on the premises at the time of the service.
  - (2) Types of operator's licenses.
    - (a) Regular operator's license: new and renewal. A regular operator's license is one that is issued for a twelve-month period or a fraction thereof for the first year. A regular operator's license may be renewed on an annual basis if the applicant meets the standards listed below or is approved by the City Council.
    - (b) Provisional operator's license. The City Clerk shall issue a provisional operator's license to any person who:
      - [1] Has filed a lawful application for a regular operator's license with the City Clerk in the manner required by this chapter and has paid the fee required therefor; and
      - [2] At the time of such regular operator's license application, also applied for a provisional operator's license and paid the required fees; and
      - [3] Indicates on the application form that he or she has never held a regular operator's license in the City of Edgerton; and
      - [4] Indicates on the application that a provisional operator's license has not been denied or revoked by the City; and
      - [5] Shall be enrolled in a responsible beverage server training course which is completed during the term of the provisional operator's license unless any of the exceptions under Subsection **D(1)** above apply; and
      - [6] Provisional operator's license shall be issued in the same manner as all other operator's licenses; and
      - [7] A provisional operator's license is valid for a period not to exceed 60 days from the date of issuance by the City Clerk or until a regular operator's license is issued to the applicant.
    - (c) Temporary operator's license. The City Clerk and/or City Council may grant a temporary operator's license under the terms and conditions as all other operator's license except that:
      - [1] This license may be issued only to operators employed by, or donating their services to, nonprofit corporations.

- [2] No person may hold more than two licenses of this kind per year. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- [3] The license is valid for any period from one to 14 days, and the period for which it is valid shall be stated on the license.
- (3) Application.
- (a) An operator's license may be issued by the City Clerk upon completion of a written application; upon payment of the proper initial fee or any renewal fee; and with a positive recommendation from the Chief of Police or the Chief's designee using the standards outlined in § **167-4D(4)**. Applications which are not recommended for approval by the Police Department, or which the City Clerk determines merit review by the City Council (review determination), shall be forwarded to the Finance Committee for a recommendation of approval or denial to the City Council. Applications for operator's licenses may be denied only by action of the City Council. The City Clerk shall provide a copy of the review determination to the applicant within 10 days of the determination.
- (b) Applications submitted to the Finance Committee shall include a written notice to the applicant stating that the applicant has the right to appear at the Finance Committee meeting or provide a written statement responding to the issues raised in the review determination before the Finance Committee meeting for individual review of the application. The notification to the applicant shall state that failure to appear or provide a written statement before the Committee meeting may result in denial of the application. The review of any such application may be held in suspension for up to 60 days after the review determination to allow for the applicant to appear or respond.
- (c) Incomplete applications or those which contain false or misleading information shall be given a negative recommendation by the Police Chief. Unless the Committee finds strong mitigating circumstance, they will make a negative recommendation to the Council. If an applicant is denied by the Council because of providing false or misleading information on the application, such applicant must wait at least six months before submitting another application unless the City Council overrides the denial and grants the operator's license to the applicant.
- (4) Standards for evaluating operator's license applications. The following standards shall govern the City Clerk and Police Chief in considering applications for operator's licenses including regular, renewal, provisional and temporary operator's licenses. If an applicant's review determination finds any of the standards apply, the applicant will be given the right to appear in person or respond in writing at the next Finance Committee meeting. In addition, the Finance Committee and/or Council may use these guidelines in making their determination.
- (a) Any alcohol-related conviction within the last 12 months.
- (b) More than one alcohol-related convictions as long as the most current conviction is within the last 24 months.
- (c) Any drug related convictions within the last 12 months.
- (d) Any conviction within the last 12 months which involve resisting arrest, battery to a police officer or obstructing justice.
- (e) At least two convictions in the last 24 months for disorderly behavior type offenses if they occurred in conjunction with activity at a licensed alcohol establishment.
- (f) Any felony conviction within five years that substantially relate to the purpose of the license.

- (g) Any pending criminal charges which relate to an alcohol matter or an exempt offense under Wis. Stats., § 111.335(1m)(b), that involve a violent crime against a child.
- (h) Any incomplete, misleading or falsified application when the incomplete, misleading or falsified information provided by the applicant pertains to either the identification of the applicant or to any matter prior to the date of application.
- (i) Any outstanding fines, forfeitures, penalties, assessments and/or user fees owed to the City unless the applicant is appealing said fines, forfeitures, penalties, assessments or fees.
- (5) If the Council denies, suspends or nonrenews a license due to a conviction record other than for an exempt offense, the Council shall allow the applicant an opportunity to demonstrate evidence of rehabilitation and fitness as provided by § 111.335(4)(d), Wis. Stats.
- (6) Renewal application. All renewal applications shall be submitted on or before May 1 of the year the license is sought to be renewed to be considered without a lapse of coverage.
- (7) Operator training. No operator's license shall be issued unless the applicant has successfully completed a responsible beverage server training course approved by the State of Wisconsin Department of Revenue or unless the applicant fulfills one of the following requirements:
  - (a) The person is renewing an operator's license;
  - (b) Within the two years immediately preceding the application the person held a Class "A", Class "B", "Class A" or "Class B" license or permit or operator's license;
  - (c) Within the past two years, the person has completed such a training course.
- (8) Terms and conditions of license. For those applications being considered by the City Council, the City Council may grant and direct the City Clerk to issue an operator's license only upon the affirmative vote of the majority of the Council present. Any license granted by the Council shall be valid for the period commencing upon issuance of said license and expiring on the following June 30.