



CITY OF LAKE GENEVA

ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.

Please Check:

- | | |
|---|---|
| <input type="checkbox"/> Request for premises extension to sidewalk café | <input type="checkbox"/> Request for temporary (special event) premises extension |
| <input type="checkbox"/> Request for premises extension to permanent outdoor area | <input type="checkbox"/> Other request for premises extension |

Application Checklist:

- Applicant must currently hold a valid alcohol license**
- Applicant obtained a Temporary Use Permit or Conditional Use Permit from the Building and Zoning Department (for special events and permanent outdoor areas)**
- Scaled diagram** which accurately depicts the location of the premises extension. Such drawing shall include the access points, fencing (if applicable) and the location of where alcohol will be stored and/or served.
- Application Fee** of \$25.00 to amend an already approved licensed premises. This fee is charged to defray the cost of review and re-issuance of the license. This fee does NOT apply to premises extensions requested at the time of annual renewal of the license.

APPLICANT INFORMATION

Applicant Name: _____

Establishment Name: _____

Address: _____

Alcohol License No.: _____ Phone: _____

Describe area of premises extension:

SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)

Event Title: _____

Date and Time of Event: _____

Have you obtained a Temporary Use Permit (or Conditional Use Permit) from the Building and Zoning Department? Yes No

Event Description:

SIGNATURE OF APPLICANT

DATE

For Office Use Only

Date Filed with Clerk: _____

Total Amount: \$ _____ Receipt No.: _____

Date Forwarded to Police Chief: _____

Police Chief Signature: _____ Approved Denied

Date Forwarded to Zoning Administrator: _____ (for non-sidewalk café applications)

Zoning Administrator Signature: _____ Approved Denied

Date of FLR/Council Approval: _____

Copies Provided to: Police Chief