



N112 W17001 Mequon Road
 Germantown, WI 53022
 Clerk's Office: 262-250-4740

Date of Event: _____

TEMPORARY OUTSIDE PREMISE EXTENSION APPLICATION

Application for Amendment of Class "B" Fermented Malt Beverage & "Class B" Intoxicating Liquor License Outside Premise Extension

Filling out your application

- 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.

Review of your application

- The Village of Germantown Police Department and Fire Department will review your application and give a recommendation to the Public Safety Committee and Village Board.

OUTSIDE PREMISE EXTENSION FEES

○	Temporary Premise Extension	\$25
	Total:	

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

Name of Licensed Premise			
Street Address of Licensed Premise	City	State	Zip
Person in Charge of Event	Phone	Date of Birth	
Email Address	Dates and Times of Event (Municipal Code limits time to 10:00pm)		
Purpose for Requesting the Outside Extension			
Describe the area of outside extension (INCLUDE A DETAILED DRAWING OF THE AREA with dimensions)			

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 a Temporary 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: _____ Date 300' Notices Mailed Out: _____ Village Board Approval Date: _____

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

OUTSIDE PREMISES EXTENSIONS FOR EVENTS

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 Community Development Department 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. 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 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).
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 reviews 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.