



CITY OF LAKE GENEVA ALCOHOL LICENSE CHECKLIST

Checklist must be submitted by each applicant seeking a new Alcohol License. Incomplete applications will be rejected.

Applicant/Agent Name: _____

Business Name and Address: _____

Type of Alcohol License(s) Sought: _____

Applicant	Office Use	Item
<input type="checkbox"/>	<input type="checkbox"/>	Discuss with City Clerk (or Assistant City Clerk) the desired alcohol license and proposed use.
<input type="checkbox"/>	<input type="checkbox"/>	Original Alcohol Beverage Retail License Application (AT-106) Thoroughly complete questions 1-14 and complete the box in the upper right corner. Application can be notarized by the Clerk's Office.
<input type="checkbox"/>	<input type="checkbox"/>	Auxiliary Questionnaire (AT-103). Thoroughly complete the top sections and questions 1-6. A copy must be submitted for each officer, director, member, manager and agent of the corporation, LLC, or non-profit organization. Application(s) can be notarized by the Clerk's Office.
<input type="checkbox"/>	<input type="checkbox"/>	Agent Schedule (AT-104). Thoroughly complete the top section and the "Acceptance by Agent" section.
<input type="checkbox"/>	<input type="checkbox"/>	\$25 publication fee payable to the City of Lake Geneva and due upon application.
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Completing Responsible Beverage Server Training Course. Individuals, partners and agents of corporations and LLC's must have successfully completed an approved responsible beverage server training course within the past two years. <i>Does not apply to individuals who held, or were an agent of a corporation or LLC that held a liquor license within the past two years.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Residency. Applicants must have resided 90 days continuously in this state prior to the date of application. Proof of residency could include voter registration, motor vehicle registration, driver's license, residential lease or purchase agreement, or income tax records. <i>Officers, directors, members or managers of corporations or LLCs are not required to meet the State residency requirement.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Wisconsin Seller's Permit. Can be a copy of a letter, e-mail or website from the State of Wisconsin proving that the applicant is in good standing for sales tax purposes and holds a valid seller's permit.
<input type="checkbox"/>	<input type="checkbox"/>	Map of premises. Applicant must submit a map of the premises, identifying the building(s), room(s), and/or land area under his/her control where alcohol beverages will be sold, served, consumed, or stored. Map does not need to be drawn to scale but should include a small compass arrow showing which direction is north.

Applications (AT-106, AT-103, AT-104) may be obtained at City Hall or from the Wisconsin Department of Revenue website, <http://www.revenue.wi.gov/forms/alcohol>

For Office Use Only

Date Filed with Clerk: _____

Publication Fee Receipt: _____ Amount Paid: _____

Date Published in Newspaper: _____

License Fee Receipt: _____ Amount Paid: _____

Date forwarded to Police Chief: _____

FLR/Council Approval: _____

License Issued Date: _____ License Number: _____