



TEMPORARY EXTENSION OF PREMISES PERMIT APPLICATION

RECEIVED

By Gina C. Gresch, MMC/WCPC at 12:28 pm, Sep 29, 2021

FORM
TEMP EXT- APP
4/21

Instructions

Complete and return application to the City Clerk with the appropriate fees, \$250 for the regular application, additional fees for exceptions as desired, see page 3. Applications filed within 30 days of the start of the extension must pay a \$50 late fee.

Applicant

Legal Entity Name (If Corporation or LLC)

Business Name (DBA)

Business Address

Agent, Individual or Partner Name

Phone Number

Email Address

Extension and Premises Details

Current Licensed Premises Description

Proposed Premises Description (include both indoor and outdoor as applicable)

Identify the specific area(s) for which the extension of premises is requested. Check all that apply and select the location of the area (example: north side, front, etc.)

- ☐ Sidewalk café (public sidewalk) at the ☐ North ☐ South ☐ West ☐ East side of the premises
- ☐ Patio (concrete surface) at the ☐ North ☐ South ☐ West ☐ East side of the premises
- ☐ Beer garden (soil/grass surface) at the ☐ North ☐ South ☐ West ☐ East side of the premises
- ☐ Deck (attached to building) at the ☐ North ☐ South ☐ West ☐ East side of the premises

Other: Describe area(s):

Does extension area have an additional street address? ☐ No ☐ Yes

If yes, list address:

If the extension is temporary in nature and is on the public right of way, a certificate of insurance is required and a special event permit may also be needed. Click [here](#) for details.



TEMPORARY EXTENSION OF PREMISES PERMIT APPLICATION PAGE 2

FORM
TEMP EXT- APP
4/21

Outdoor Premises Regulations: (does not apply to indoor extensions)

☐ Initial here if you understand that unless an additional authorization has been approved, the following regulations exist for the outdoor area if granted.

- a. The outdoor area must be contiguous with the indoor licensed premises.
- b. The outdoor area must be 200 or more feet from a residential premises.
- c. The outdoor area must be marked with fencing, barriers, or other objects or markings that show where the extension ends.
- d. The lighting does not project outside the requested area.
- e. The hours of operation for the area are limited to 10:00 am to 10:00 pm.
- f. If there is a service bar provided in the area for service of alcoholic beverages, there may be no seating at the service bar.
- g. Sounds may not be audible 200 or more feet from the area.
- h. Duration - Saturday before Memorial Day - Labor Day.

Authorization (Exception) Requests - Outdoor Premises Only:

If you would like permission to operate outside the regulations above, you will need to obtain an authorization from the council. Please indicate which authorizations you are seeking and submit the fee indicated:

<input type="checkbox"/>	Exception from the contiguous requirement - Additional \$150. Describe:
<input type="checkbox"/>	Exception from the proximity to residential premises requirement - Additional \$150. Describe:
<input type="checkbox"/>	Exception from the marking of the area requirement - Additional \$50. Describe:
<input type="checkbox"/>	Exception from the lighting restriction - Additional \$150. Describe:
<input type="checkbox"/>	Exception from the normal hours of operation - Additional \$50. Describe:
<input type="checkbox"/>	Exception from the service bar requirement. - Additional \$50. Describe:
<input type="checkbox"/>	Exception from the sound limitations - Additional \$150 + \$25 per week. Describe:
<input type="checkbox"/>	Exception from the normal duration - \$25 for each additional week or portion thereof. Describe:



TEMPORARY EXTENSION OF PREMISES PERMIT APPLICATION PAGE 3

FORM
TEMP EXT- APP
4/21

Entertainment

Describe the Type of Entertainment that will be provided:

Events that provide entertainment that is not approved as part of the licensee's public entertainment license or if no public entertainment license exists, a temporary public entertainment license may also be required.

Terms and Conditions

You must initial each of the following items confirming your understanding:

- ☐ I am responsible for cleaning up the area of the extension and providing containers and storage for garbage and recycling.
- ☐ All outdoors festivities shall be terminated at 10:00 p.m. unless otherwise approved.
- ☐ A copy of the permit and any other applicable permits or licenses must be kept on the premises for the duration of the extension.
- ☐ Amplifiers and loud speaker shall not create a public nuisance or heard beyond 200 feet from the extension.
- ☐ For outdoor extensions, alcohol is to be dispensed only in individual paper/plastic containers. No pitchers allowed.
- ☐ Unless a temporary public entertainment permit has been issued, the type of entertainment permitted in the outdoor area is limited to what the public entertainment premises license allows.

To the best of my knowledge and belief, all statements and answers in this application are complete and true. I understand that if I provide false or fraudulent information on this application, the application will be denied.

Signature (Individual, Partner, Agent or Officer)

Date