



OUTDOOR ALCOHOL BEVERAGE LICENSE APPLICATION

City of Cedarburg
W63N645 Washington Avenue
PO Box 49
Cedarburg WI 53012
262-375-7600

Under the provisions of [Chapter 125, Wis. Stats](#), the applicant **must** be in possession of a current Class "B" license.

Name of the individual, partnership or corporation with current Class "B" license: _____

Premises Address: _____ Phone: _____

Agent (if corporation): _____ Email: _____

Describe in detail the outdoor area intended for service of alcoholic beverages; also, include a copy of the site plan indicating the exact placement of the outdoor area in relation to the site as a whole. **Please note, this site plan must be included with this application in order to be considered for approval.**

In the space provided, please indicate the nature of fencing and other measures proposed to ensure proper control over this outdoor serving area.

Total square footage of following areas: Outdoor Service _____ Licensed Premise _____

Please check to indicate that you have read and understood the following statements:

- ☐ No amplified sound or music is permitted outside of the building unless a separate Temporary Amplified Music and Sound Permit has been filed and approved by the Common Council.
- ☐ Outdoor serving area must be completely enclosed with a fence or other measures.
- ☐ A licensed operator must be in attendance at all times during operation.
- ☐ This form is considered to be an application for a license; the license will not be valid until all required approvals have been given.

Signature: _____ Date: _____

Print Name/Title: _____

****Please return this completed application with site plan and \$50 fee to the City Clerk's office****

Note, once approval is given this license will be valid from July 1 thru June 30 of the following year and become part of the premise description after the first year unless specified otherwise during the approval process.

FOR OFFICE USE ONLY (please forward a copy to the Planning department along with site plan)

Application Fee: **\$50** Date Paid: _____

	Date of Review	Granted	License Modified	Denied	Comments
Police Dept	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Landmarks Commission (if HPD)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan Commission	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Common Council	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Date of Notice to Property Owners within 150 feet of establishment: _____

License No: _____ Date License Issued: _____ Tax Key No: _____



OUTDOOR ALCOHOL BEVERAGE LICENSE GUIDELINES FOR APPROVAL

An application and \$50 fee must be submitted to the Clerk's office to begin the process. The Clerk's office will forward information to the Planning department to add to the Plan Commission agenda for their review and determination that the use will not have an adverse impact on the surrounding neighborhood. The Common Council will make the final decision on whether to issue the license.

If the property is located within the B3/HPD historic preservation business district, the request will first be reviewed by the Landmarks Commission for suitability of fencing or other measures intended to provide control over the operation. It is then sent through the approval process in this order:

- 1) **Landmarks Commission review.** If they deem the request appropriate, they will recommend approval for the Plan Commission to review at their next meeting, if possible (if property is located outside of the B3/HPD, skip to step 2).
- 2) **Plan Commission review.** If they deem the request appropriate, they will recommend approval for the Common Council to review at their next meeting, if possible.
- 3) Taking the above recommendations into consideration, the **Common Council completes their review** and decides whether the license will be granted, modified or denied. If granted, the license is issued by the Clerk's office.

Things applicant can do to ensure the efficiency of this process:

- *Provide as many details as possible when filling out the application.* This means making sure your site plans are legible and complete with composition of fence materials and measurements of space, anticipated operating hours, and contact information including phone number and email.
- Make sure to submit your paperwork at least *two weeks prior to the first meeting.**
- When planning the outdoor seating layout, *make sure the area is completely enclosed* with a fence, wall, landscaping, or other materials.
- You will be asked to be mindful and respectful of your neighbors; in fact, the Plan Commission review will focus on whether the issuing of this license could present a *harmful, offensive or otherwise adverse effect* on the surrounding neighborhood.
- *No **amplified** sound or music is permitted* outside of the building or in the outdoor seating area, unless a temporary outdoor amplified sound or music permit has been granted.
- Arrange for a *licensed operator to be present* in the seating area *at all times* when in operation.
- *Plan to attend or send your representative to each meeting* in case Commission or Council members have questions that might delay the request. All meetings are scheduled to begin at 7:00pm at City Hall. Applicants will be provided with an agenda prior to the meeting.
- Although the City will notify adjoining property owners located within 150 feet of the outdoor seating area, it may also be in the applicant's best interest to notify their neighbors themselves and be available to address any questions or concerns they may have. Although this step is not required, a proactive approach may go a long way in reassuring your neighbors that if any issues arise in the future, they will be promptly addressed.
- If you have any questions regarding this license, please contact the City Clerk's office at 262-375-7600.

*Regular meetings schedule:

- Landmarks Commission: second and fourth Thursday of the month.
- Plan Commission: first Monday of the month.
- Common Council: second and last Monday of the month.