BEER, WINE, & LIQUOR LICENSE(S)

Complete the attached application and submit with the appropriate fee to the City Clerk’s Office at least 15 days prior to a Common Council meeting.

THE FOLLOWING ARE REQUIRED TO FILE AN APPLICATION

| Application (AT-106): Signature(s) Must be notarized (Notaries are available in the City Clerk’s office) |
| Auxiliary Questionnaire (AT-103): Must be filled out and signed (notarized) by each person listed on the application |
| For Corporations/LLCS ONLY: Schedule of Appointment of Agent Form (AT-104) |
| Applicant’s Report-Police Record (CLK001): Must be completed by agent of corporation or individual licensee |
| Statement of Economic Impact (CLKSEI): Class B License only |
| IF the Location is Currently Licensed and This License is Being Transferred: License Surrender (CLKCLS) and Affidavit (CLSAFF) forms must be signed (notarized) by the previous owner (licensee) |
| IF Application is for a Class C Wine License: Affidavit (CLKCWL) must be signed (notarized) by applicant |
| All Fees Must be Paid at Time of Filing: See Fee Schedule on next page |

OTHER LICENSES/PERMITS THAT MAY BE NEEDED

| Business Occupancy Permit: Community Development & Inspections – (262) 653-4263 |
| Cabaret (CLK228): For Live Entertainment (Probationary – 6 Month License, $150.00/Term) |
| Amusement Device (CLK103): Game or device used for amusement – For example but not limited to: jukebox, video games, pool table, dart boards ($60.00/Device/Year) |
| Cigarette (CTP-200): Sale of cigarette/tobacco products ($100/Year) |
| Outdoor Extension, Outdoor Dining, Outdoor Cafe (CLK100/099/098): See Clerk for appropriate license and info |

BEFORE LICENSE CAN BE ISSUED, THE FOLLOWING ITEMS ARE REQUIRED

| Proof of Ownership or Executed Lease for the Premises |
| Responsible Alcohol Beverage Server Training Course: (individuals, partners, agent) www.learn2serve.com |
| FEIN Number: www.irs.gov |
| Seller’s Permit: WI Department of Revenue – (608) 266-2486 / www.revenue.wi.gov |
| All Past Due Municipal Court Fines MUST Be Paid (individuals, partners, agent) |
| Advance Personal Property Taxes: Transfer application only |
| All Delinquent Liquor Bills MUST Be Paid: Transfer application only |
| Fire Prevention: Inspection – (262) 653-4109 |
| Assessor: Provide information – (262) 653-4480 |
| Water Utility: Provide information – (262) 653-4317 |
| Community Development & Inspections: Building Inspection & Occupancy Permit – (262) 653-4263 |
| Health Department: Inspection – (262) 605-6700 |

Please Note: Be sure to contact the Alderperson of your District. District #: _______

Alderperson: ___________________________ Phone: ___________________________ Email: district ____ @kenosha.org

City Clerk/Treasurer | 625 52nd St. Room 105, Kenosha, WI 53140 | T: 262.653.4020 | Email: cityclerk@kenosha.org | KENOSHA.ORG
# Charges for License Applications (Pro-Rated)

<table>
<thead>
<tr>
<th>Class B Beer Only</th>
<th>Class B Beer &amp; Class B Liquor**</th>
<th>Class A Beer Only</th>
<th>Class A Beer &amp; Class A Liquor</th>
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<td>$350.00</td>
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<tr>
<td>January</td>
<td>$50.00</td>
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<td>February</td>
<td>$42.00</td>
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<td>March</td>
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<td>$200.00</td>
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<td>April</td>
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<tr>
<td>June</td>
<td>$8.00</td>
<td>$50.00</td>
<td>$42.00</td>
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**Bar / Restaurant**

| Class C Wine License (Not Pro-Rated) | $100.00 |

**Store / Gas Station**

| Class A Liquor License – Cider Only (Must Have Class A Beer License) | No Charge |

Add an additional $23.00 for the publication fee

---

**If Regular Class B Liquor Licenses are not available, you may apply for a Reserve Class B Liquor License.**

In addition to the above license fee, there will be a $10,000 initial issuance charge for reserve licenses only. The clerk will inform you if only reserve licenses are available.
Original Alcohol Beverage Retail License Application
Submit to municipal clerk.

For the license period beginning 2020; ending 2020;

TO THE GOVERNING BODY of the: [ ] Town of [ ] Village of [ ] City of 

County of _____________________________ Aldermanic Dist. No. _____ (if required by ordinance)

1. The named [ ] Individual [ ] Partnership [ ] Limited Liability Company [ ] Corporation / Nonprofit Organization hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): [ ]

An “Auxiliary Questionnaire,” Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name (Last, First, M.I.)</th>
<th>Home Address</th>
<th>Post Office &amp; Zip Code</th>
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</thead>
<tbody>
<tr>
<td>President/Member</td>
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<tr>
<td>Vice President/Member</td>
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<tr>
<td>Secretary/Member</td>
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<td>Agent</td>
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<tr>
<td>Directors/Managers</td>
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</table>

3. Trade Name [ ] Business Phone Number [ ]

4. Address of Premises [ ] Post Office & Zip Code [ ]

5. Is individual, partner or officer of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? [ ] Yes [ ] No

6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? [ ] Yes [ ] No

7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? [ ] Yes [ ] No

8. (a) Corporate/limited liability company applicants only: Insert state and date of registration.

   (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? [ ] Yes [ ] No

   (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? [ ] Yes [ ] No

   (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

10. Legal description (omit if street address is given above): [ ]

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? [ ] Yes [ ] No

   (b) If yes, under what name was license issued? [ ]

12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [ ] Yes [ ] No

13. Does the applicant understand they must hold a Wisconsin Seller’s Permit? [ ] Yes [ ] No

   [phone (608) 266-2776].

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? [ ] Yes [ ] No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

[Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual]

TO BE COMPLETED BY CLERK

<table>
<thead>
<tr>
<th>Date received and filed with municipal clerk</th>
<th>Date reported to council / board</th>
<th>Date provisional license issued</th>
<th>Signature of Clerk / Deputy Clerk</th>
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</thead>
<tbody>
<tr>
<td>Date license granted</td>
<td>Date license issued</td>
<td>License number issued</td>
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</table>

(Wisconsin Department of Revenue)

AT-106 (R. 7-18)
# Auxiliary Questionnaire
## Alcohol Beverage License Application

*Submit to municipal clerk.*

*THIS FORM IS REQUIRED FOR EACH: INDIVIDUAL, MEMBERS OF THE CORPORATION, & AGENT (MAKE COPIES AS NECESSARY)*.

<table>
<thead>
<tr>
<th>Individual's Full Name (please print)</th>
<th>(last name)</th>
<th>(first name)</th>
<th>(middle name)</th>
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<thead>
<tr>
<th>Home Address (street/route)</th>
<th>Post Office</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
<th>Home Phone Number</th>
<th>Age</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
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The above named individual provides the following information as a person who is *(check one):*

- [ ] Applying for an alcohol beverage license as an individual.
- [ ] A member of a partnership which is making application for an alcohol beverage license.
- [ ] The undersigned, (Officer / Director / Member / Manager / Agent) of (Name of Corporation, Limited Liability Company or Nonprofit Organization) which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date?

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? .......................................................... ____________________________ □ Yes □ No

   If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? .......................................................... ____________________________ □ Yes □ No

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? .......................................................... ____________________________ □ Yes □ No

   If yes, describe status of charges pending.

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/ winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? .......................................................... ____________________________ □ Yes □ No

   If yes, identify.

6. Named individual must list in chronological order last two employers.

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>Employer's Address</th>
<th>Employed From</th>
<th>To</th>
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<th>Employer's Name</th>
<th>Employer's Address</th>
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**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

**DL#:** ________________________________

Issuing State: __________

(Signature of Named Individual)

AT-103 (R. 7-18)

Wisconsin Department of Revenue
SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

☐ Town

To the governing body of: ☐ Village of ___________________________ County of ___________________________

☐ City

The undersigned duly authorized officer(s)/members/managers of ___________________________

(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as ___________________________

(trade name)

located at ___________________________

appoints ___________________________

(name of appointed agent)

(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? ___________________________

Place of residence last year ___________________________

For: ___________________________

(name of corporation/organization/limited liability company)

By: ___________________________

(signature of Officer/Member/Manager)

And: ___________________________

(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, ___________________________, hereby accept this appointment as agent for the
corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

______________________________  __________________________

(signature of agent)  (date)

______________________________

(home address of agent)  Date of birth ___________________________

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY

(Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on ___________________________

(date)  by ___________________________

(signature of proper local official)  Title ___________________________

(town chair, village president, police chief)

AT-104 (R. 4-09)
Wisconsin Department of Revenue
APPLICANT'S REPORT – POLICE RECORD
CLK001 (rev. 08/17)

Last Name: ____________________  First Name: ____________________  MI: ____________
(NOTE: Name Must Appear Exactly As It Appears On Driver’s License Or State ID)

Home Address: ____________________  STREET  CITY  STATE  ZIP

Date of Birth: ________________  Driver’s License #: ____________________

License Applied For: ____________________________________________

PLEASE NOTE: You may purchase a copy of your record for $0.50 per page at the Records Department in the Public Safety Building, 1000-55th St. Additionally, check the WI Circuit Court Access website to obtain your circuit court records. Note: You must write your tickets, charges, citations, or offenses on the application. Do not attach copies of records.

1. Have you ever received any tickets or been charged with any crimes or felonies in any state?  □ Yes  □ No
   If yes, provide: Charge, State, Date, Result (Include pending charges.)

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<th>CHARGE</th>
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2. Have you ever had your driver's license suspended or revoked in any state?  □ Yes  □ No
   If yes, provide: Charge, State, Date

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Applicant’s Report – Police Record, Page 1
3. Have you ever served or been sentenced to serve time in jail or prison in any state? □ Yes □ No
If yes, provide: Charge, State, Date

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<th>CHARGE</th>
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4. Have you ever, while operating a business or engaged in a profession, been convicted of any charges involving unfair trade practices, unethical conduct, or discrimination in any state? □ Yes □ No
If yes, provide: Charge, State, Date, Result (Include pending charges.)

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<th>CHARGE</th>
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<th>RESULT</th>
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5. List the name and address of all employers for which you have worked and/or businesses you have operated in the past five (5) years:

6. Have you lived at your current home address for the past (5) five years? □ Yes □ No
If no, please list all addresses which you have resided at in the past (5) five years:

7. Do you, the applicant, understand that if any of the information provided is false, and/or incomplete, you may be subjected to the penalties specified in 1.22 of the Code of General Ordinances, which is printed on the bottom of this application. □ Yes

INITIAL

8. Do you, the applicant, understand that if any of the information provided is false, and/or incomplete, the license may be denied? □ Yes

INITIAL

Applicant Signature             Date

1.22 LICENSE/PERMIT APPLICATIONS – CODE OF GENERAL ORDINANCES

A. Prohibition
It shall be unlawful for any person, acting as an individual, a partner, a corporate officer, or an agent, to execute or file with any City Department, or to authorize any person to do so on their behalf, a license or permit application which is not true, correct and/or complete in all material respects and which was known by said person to be untrue, incorrect and/or incomplete. The term "in all material respects" shall mean with respect to some fact, which, if known to the granting authority, would be a basis or a consideration for license or permit denial.

B. Penalty
1) Any person violating Subsection A. above, shall, upon conviction thereof, be subject to a forfeiture not to exceed Five Hundred ($500) Dollars, plus the payment of the costs of prosecution, and, in default of the timely payment thereof, shall be committed to the County Jail until such forfeiture has been paid, but not to exceed a period of thirty (30) days.
2) The license or permit granting authority may grant, but withhold the issuance of, any license or permit for a period not to exceed thirty (30) days from the date of granting under circumstances wherein an application is found by the granting authority to have violated Section A. above, and the applicant was provided with an opportunity to appear before the granting authority. The granting authority may also issue a written warning to the applicant which shall be made part of their license/permit record for two (2) consecutive license/permit years. Where such finding and penalty is made and imposed by other than the Common Council, applicant may, within ten (10) days of receipt of oral or written notice of the imposition of any such penalty, whichever is first, if both oral and written notice is provided, file a Notice of Appeal with the City Clerk and have such matter reviewed by the Common Council.

1.225 ADMINISTRATIVE CHARGE FOR PROCESSING LICENSE/PERMIT APPLICATIONS
The first Twenty-five ($25) Dollars of the application fee for any License/Permit shall be retained by the City in the event of a License/Permit denial or the withdrawal of the application by applicant for administrative and processing costs, and the balance, if any, refunded to the applicant. Where the application fee is less than Twenty-five ($25) Dollars, the entire application fee shall be retained by the City for administrative and processing costs.
STATEMENT OF ECONOMIC IMPACT
FOR CLASS B BEER AND/OR CLASS B LIQUOR LICENSE
CLKSEI (rev. 11/17)

CHECK ALL THAT APPLY:

☐ CLASS B BEER    ☐ CLASS B LIQUOR    (NOT REQUIRED FOR CLASS A OR CLASS C LICENSES)

1. Licensee Name: ____________________________

2. Trade Name: ____________________________

3. Property Owner & Address: ____________________________

   If applicant is not owner, does applicant have a lease agreement with the owner?  ☐ Yes  ☐ No
   
   (Note: Proof Of Property Ownership Or Proof Of An Executed Lease Must Be Provided To The City Clerk Before The License Will Be Issued.)

4. Square footage of building: ________________

5. Assessed value of property: ________________

6. Estimated number of full time employees: ________________ part time employees: ________________

7. Assessed value of personal property (FURNITURE, FIXTURES, EQUIPMENT TO BE USED IN THE BUSINESS): ________________

8. Gross Monthly Revenue – According to Section 10.03, applicants must come within 70% of the estimate of gross monthly revenue for alcohol beverages after one full license term or the license may be subject to revocation.

   FOR EACH PRODUCT, PROVIDE GROSS MONTHLY REVENUE AND BASIS FOR ESTIMATES:

   a) ALCOHOLIC BEVERAGES: ____________________________

   b) FOOD: ____________________________

   c) OTHER (SPECIFY): ____________________________

   d) TOTAL GROSS MONTHLY REVENUE: ____________________________

   I hereby certify that the information above is true, correct and complete in all material respects.

   Corporation Name

   Individual/Partner/Member Signature         Date

   Partner/Member Signature                   Date
AFFIDAVIT – CLASS C WINE LICENSE
CLKCWL (rev. 11/17)

I, ________________________________, being duly sworn, on oath, do hereby affirm that the business located at ________________________________, is a restaurant in which the sale of alcohol beverages will account for less than fifty (50%) percent of gross receipts; and:

CHECK ONLY ONE:

☐ The restaurant does not have a barroom.

☐ The restaurant has a barroom in which wine is the only intoxicating liquor sold.

I understand a Class C Wine license may not be issued to a foreign corporation, a foreign liability company or a person acting as agent for or in the employ of another.

______________________________
Individual/Partner/Member Signature Date

______________________________
Partner/Member Signature Date

Subscribed and sworn to before me this __________ day of _________________, __________.

______________________________
Notary Public

My Commission Expires: ______________________________
AGREEMENT – WISCONSIN SELLER’S PERMIT
CLKWSP (rev. 11/17)

Licensee: __________________________ License Type: __________________________
CORPORATION, PARTNERSHIP, OR INDIVIDUAL

Name of Licensed Premises: ________________________________________________

Address of Licensed Premises: _____________________________________________
STREET__ ZIP__

WHEREAS, the above applicant was granted the above license by the Common Council of the City of Kenosha, Wisconsin on the _______ day of ______________________, _________, subject to obtaining a Wisconsin Seller’s Permit, and

WHEREAS, applicant had applied for such permit to the Wisconsin Department of Revenue, but said permit will not be acted upon for four to six weeks, and

WHEREAS, the Wisconsin Department of Revenue does not object to applicant conducting the above business while the application is pending, and applicant desires to commence operating said business as soon as possible.

WITNESSETH

NOW THEREOF, the undersigned applicant, in consideration of being issued the above license by the City Clerk, and upon meeting other conditions of license approval, does herein and hereby agree that should the Wisconsin Department of Revenue deny the application for a Wisconsin Seller’s Permit, that applicant’s license, above described, is null and void, without any requirement for notice of hearing respecting revocation/non-renewal, and that this document constitutes a written surrender of said license.

______________________________ Date
Individual/Partner/Member Signature

______________________________ Date
Partner/Member Signature

(Note: All persons who signed the license application must sign this agreement. Copy of Wisconsin Seller’s Permit application and receipt of permit fee payment must be attached.)
CONDITIONAL LICENSE SURRENDER
CLKCLS (rev. 11/17)

Licensee: ____________________________
CORPORATION, PARTNERSHIP, OR INDIVIDUAL

Trade Name: ____________________________

Trade Address: ____________________________
STREET ZIP

__________________________________________ being first duly sworn on oath, says
that he/she is the holder of the following license(s) (check all that apply) issued by the City of Kenosha, WI:

☐ Class B Liquor
☐ Class B Beer (Fermented Malt Beverage)
☐ Class A Liquor
☐ Class A Liquor – Cider Only
☐ Class A Beer (Fermented Malt Beverage)
☐ Class C Wine

Affiant will surrender said license #(s) ________________________________ to the City Clerk.

This affidavit is made to inform the City Council that the affiant hereby intends not to apply for said license(s) for
the ensuing year, and to propose to the said Council that said license(s) be granted to:

______________________________, to whom your affiant has sold his/her business and, to whom your affiant surrenders all of his/her privileges to apply for a license.

Affiant will surrender said license(s) # ________________________________, to the City Clerk provided
that a license is granted to ________________________________, the person herein designated.

Said license will be surrendered as of the date the license is granted to the person designated herein unless
otherwise designated. Surrender is effective: ________________________________.

______________________________  __________________________
Individual/Partner/Member Signature       Date         Partner/Member Signature       Date

Subscribed and sworn to before me this ___________ day of ______________________, __________.

______________________________
Notary Public

My Commission Expires: ________________________________

WARNING: Up to $1000.00 penalty, 3 years in jail, or both for submitting false statements and affidavits,
State Statutes Chapter 946.32.
AFFIDAVIT – DELINQUENT BILLS
CLKAFF (rev. 11/17)

I, ________________________________, being duly sworn, on oath, do hereby affirm that, as of

the ___________ day of ______________________, ____________, I do not owe any bills

for the purchase of intoxicating liquors which are more than thirty (30) days old, nor, do I owe any bills for the

purchase of fermented malt beverages which are more than fifteen (15) days old, nor, do I owe any Personal

Property tax to the City of Kenosha, Wisconsin.

__________________________________________
Individual/Partner/Member Signature          Date

__________________________________________
Partner/Member Signature                     Date

Subscribed and sworn to before me this ___________ day of ______________________, __________.

__________________________________________
Notary Public

My Commission Expires: ______________________