



VILLAGE OF TWIN LAKES

105 East Main St. P O Box 1024 Twin Lakes, WI 53181
Phone (262) 599-6880 Fax (262) 333-3286

ALCOHOL LICENSE CHECKLIST

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

Business Name: _____

Business Address: _____

Applicant Name: _____

<input type="checkbox"/>	Discuss with Village Clerk the desired alcohol license and proposed use.
<input type="checkbox"/>	Alcohol Beverage License Application (AB-200).
<input type="checkbox"/>	Individual Questionnaire (AB-100). A copy must be submitted for each officer, director, member, manager, and agent of the corporation, LLC or non-profit organization.
<input type="checkbox"/>	Appointment of Agent (AB-101).
<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"/>	Proof of Residency. Applicants must have resided 90 days continuously in the state prior to the date of application. Proof of residency could include voter registration, 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 residency requirement.</i>
<input type="checkbox"/>	Proof of Wisconsin Seller's Permit. Can be a copy of a letter, email, or website from the State of Wisconsin proving applicant is in good standing for sales tax purposes and holds a valid seller's permit.
<input type="checkbox"/>	Map of Premises. Applicant must submit a map of the premises, identifying the buildings, rooms, and 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 be clear and legible.
<input type="checkbox"/>	Fees. License and Publication fees are due the week prior to the Village Board Meeting to decide on the approval/denial of the license application.

Application forms may be obtained at Village Hall or from the WI Department of Revenue website:

<https://www.revenue.wi.gov/Pages/Form/alcohol-Home.aspx>

For Office Use Only

Filed with Clerk: _____	License Fee Receipt & Amt. Paid: _____
Date Published in Newspaper: _____	Publication Fee Receipt & Amt. Paid: _____
Date forwarded to Police Chief: _____	Date Fire Inspection Completed: _____