



**PERMANENT ALCOHOL LICENSE  
EXPANSION APPLICATION FEE: \$153.00**

<b>Legal Business Name</b>			
<b>Business Trade Name</b>		<b>Phone No.</b> (    )    -	
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Contact (First and Last Name)</b>		<b>Title</b>	
<b>Brief description of proposed expansion</b>			

- Hours of operation \_\_\_\_\_
- Distance from closest residential district \_\_\_\_\_
- Have neighbors been notified of proposed outdoor expansion?  Yes  No
- Will you be using items such as loud speakers, call systems, live music, etc.?  Yes  No  
If yes, please describe.
- Attach a security plan that explains how alcohol will be served (table, bar, etc.), and how alcohol consumption will be monitored. Provide specific details on how you intend to control consumption of the licensed premises and how you will prevent underage alcohol consumption.
- Attach a site plan showing the location of the proposed expansion in relation to the existing premises. Include:
  - Location and materials to be used for the security fence enclosing the expansion
  - Identify the "reasonable" separation barrier between any exterior smoking area and the smoke-free interior.
  - Location of entry and exit points
  - Site plan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
    - Distance from structures on the premises and adjoining parcels
    - Set-back of fence from property lines, streets, sidewalks, etc.
    - Placement of any cooking equipment
    - Show emergency exits
    - Show exit from bar to fenced outdoor area

**Signature Required on Reverse**  
Submit form with attachments and payment to:

Paperwork: [licensing@eauclairewi.gov](mailto:licensing@eauclairewi.gov)  
Payment: [www.eauclairewi.gov/payment](http://www.eauclairewi.gov/payment)  
Mail: City of Eau Claire, PO Box 909, EC, WI 54702  
Drop box: 203 S. Farwell St., EC WI 54701  
Phone: 715-839-4923

06/24 5.28.100 cc City Atty: \_\_\_\_\_ LRC: \_\_\_\_\_

<b>Fee: \$153.00 Tran Code: 1109</b> Office use only
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## **APPLICANT'S STATEMENT**

*I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree, in the consideration of the granting of this license expansion, to comply with the laws of the State of Wisconsin, and to the provisions of the Municipal Code of Ordinances of the City of Eau Claire.*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

### **FOR OFFICE USE ONLY:**

1. Does applicant have any outstanding bills \_\_\_\_\_No \_\_\_\_\_Yes
2. Check Zoning for any issues with expansion \_\_\_\_\_No \_\_\_\_\_Yes
3. Building permit number, if any \_\_\_\_\_

## **GUIDELINES FOR EXPANDING ALCOHOL SALES**

- 1. Submit application for premise expansion to City of Eau Claire.** Application deadline is 15 days prior to Council meeting date (see schedule on reverse side).

**Application must include:**

- Security plan that explains how alcohol will be served (table, bar, etc.), and how alcohol consumption will be monitored. Provide specific details on how you intend to control consumption of the licensed premises and how you will prevent underage alcohol consumption.
- Site plan of existing premise, plus the proposed expansion, indicating:
  - A.** Location and materials to be used for the security fence enclosing the expansion.
  - B.** Identify the “reasonable” separation barrier between any exterior smoking area and the smoke-free interior.
  - C.** Location of entry and exit points.
  - D.** Site plan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
    - Distance from structures on the premises and adjoining parcels
    - Set-back of fence from property lines, streets, sidewalks, etc.
    - Placement of any cooking equipment/tables
    - Show emergency exits
    - Show exit from bar to fenced outdoor area
- Payment of application fee per the Schedule of Fees and Licenses
- Submit building permit application to Community Development office at the Building Inspections Desk at City Hall – if needed.**
  - Permit application must include a diagram of the project indicating
  - Dimensions and property lines.
  - Exits from building and expansion area.
  - Windows and air vents on building.
  - Call out materials to be utilized on project.
  - Also note location and number of restroom facilities if you want total occupancy to increase by this application.
  - Fee per the Schedule of Fees and Licenses.

- 2. Attend License Review Committee Meeting.**

License Review is a group of city staff who will discuss your application, answer questions you may have, and make a recommendation to City Council regarding whether or not to grant the expansion. Meetings are normally held at 10:00 a.m. on the Tuesday one week prior to the City Council Meeting. See reverse side for schedule.

- 3. Attend City Council meeting.**

- City Council will consider your application at one of its legislative session. These are held at 4:00 p.m. on the 2nd and 4th Tuesdays of every month. See reverse side for schedule.
- City council may ask you questions. You should attend and be prepared for questions related to your request.
- City council will vote on whether to grant the expansion.

**Submit form with attachments and payment to:**

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**Payment:** [www.eauclairewi.gov/payment](http://www.eauclairewi.gov/payment)

**Mail:** City of Eau Claire, PO Box 909, EC, WI 54702

**Drop box:** 203 S. Farwell St., EC, WI 54701

**Phone:** 715-839-4923

# 2024

## APPLICATION DEADLINES

License may be issued the day following Council Meeting if all other requirements have been met

<b>Council Meeting</b>	<b>Application Deadline by NOON</b>	<b>License Review Date 10:00 am</b>
January 9, 2024	December 20, 2023	January 2, 2024
January 23, 2024	January 8, 2024	January 16, 2024
February 13, 2024	January 29, 2024	February 6, 2024
February 27, 2024	February 12, 2024	February 20, 2024
March 12, 2024	February 26, 2024	March 5, 2024
March 26, 2024	March 11, 2024	March 19, 2024
April 9, 2024	March 25, 2024	April 2, 2024
April 23, 2024	April 8, 2024	April 16, 2024
May 14, 2024	April 29, 2024	May 7, 2024
May 28, 2024	May 13, 2024	May 21, 2024
June 11, 2024	May 24, 2024	June 4, 2024
June 25, 2024	June 10, 2024	June 18, 2024
July 9, 2024	June 24, 2024	July 2, 2024
July 23, 2024	July 8, 2024	July 16, 2024
August 13, 2024	July 29, 2024	August 6, 2024
August 27, 2024	August 12, 2024	August 20, 2024
September 10, 2024	August 26, 2024	September 3, 2024
September 24, 2024	September 9, 2024	September 17, 2024
October 8, 2024	September 23, 2024	October 1, 2024
October 22, 2024	October 7, 2024	October 15, 2024
November 12, 2024	October 28, 2024	November 5, 2024
November 26, 2024	November 11, 2024	November 19, 2024
December 10, 2024	November 25, 2024	December 3, 2024
December 24, 2024	December 9, 2024	December 17, 2024