

5043 Chester Lane Caledonia, WI 53402 Jennifer Bass

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Website: caledonia-wi.gov

To: 2025 Village of Caledonia Alcohol License Applicants

Enclosed is 2025-2026 alcohol license application packet. Please review each application carefully before submitting. You may not need all of the applications. Please refer to the checklist on the next page to identify which licenses you will need, and the required supporting documentation needed for each. Contact the clerk's office if you have any questions.

Your premise description will be printed directly onto your license, and must cover all areas where alcohol will be stored and served. This MAY NOT include the parking lot.

Make sure all questions are answered on each application and the **Agent** has signed where required, or the application will be considered incomplete and returned to you. If a question does not apply to you, please write N/A.

The Agent must be a resident of Wisconsin. They must have either completed the Wisconsin Responsible Beverage Server's Course within the last two (2) years, be a current holder of a liquor license in the state of Wisconsin, or hold a current Village of Caledonia Operator license.

#### License Fees:

"Class A" Liquor (Retail Sales)	\$600	"Class B" Liquor (Consumption)	\$600
Class "A" Beer (Retail Sales)	\$100	Class "B" Beer (Consumption)	\$100
		"Class C" Wine (Consumption)	\$100

# **Other Fees:**

- Publication \$30
- Record Check \$10/per person
- Cigarette, Tobacco, and Electronic Vaping \$100
- Special Event (for "Class B" holders only)
  - o \$150
  - \$10 per additional event (max \$300)
- Non-Intoxication Beverages (NA Beer)
  - o With Class "B", "Class B", or "Class C" \$10
  - o With Class "A" or "Class A" \$5

If you have any questions, please contact me at jbass@caledonia-wi.gov.

Jennifer Bass

Village Clerk/Treasurer 5043 Chester Lane Caledonia, WI 53402

# **New Liquor License Application Checklist**

Requ	uired Documents:
	AB-200 - Alcohol Beverage Application
	AB-101 - Alcohol Beverage Appointment of Agent
	AB-100 - Alcohol Beverage Individual Questionnaire  ➤ One for each person on the application  ➤ All members of the business must be on the application
	Copy of your WI Seller's Permit Certificate – License cannot be issued if the applicant is unable to provide the Seller's Permit
	Copy of your Federal Employer ID number from IRS
	Certificate of completion of the Wisconsin Responsible Beverage Server's course (unless a current liquor license holder)
	A physical drawing of the outside area where liquor will be consumed (For "Class B" and Class "B" holders only). This cannot include the parking lot.
	Conditional Surrender (Transfer of Ownership) if the property is already licensed and you are acquiring it from them.
Requi	ired Approvals:
	Building Department (Occupancy)
	Police Department
	Fire Department (Fire codes)
	Village Board
Addi	itional Licenses <i>(Optional)</i>
	Cigarette, Tobacco, and Electronic Vaping Device Retail License Application (CTV-100) (CTV-101 not required if AB-100 is submitted)  if none, please check here
	Special Events Application  if none, please check here
	Non-Intoxicating Beverages  if none, please check here

All unpaid property taxes, special assessments, special charges, citations, or outstanding liquor bills must be paid before your license will be issued.

# **Transfer of Ownership**

(letter to surrender previous license)

To be filed with the Village Clerk at the time a new application is submitted for a change of ownership for any liquor and/or beer establishment.

The Class	license for the premise locate	ed at
Class of Licer	ise	Street Address
will be relinquished	upon approval of the application	on and the issuance of the same type
of license for the sar	me premises to	
		License Applicant
	convictions for violations during iolations against the present lice	ng the current license year, nor are ensee except as follows:
Signature of Presen	License Holder	Date
Signature of Applica	ant	Date
Subscribed and swo	rn to before me this	
day of	, 20	
Notary Public, Racin	ne County, State of Wisconsin	
My Commission Ex	pires	

Form AB-200

# Alcohol Beverage License Application

For Municipal Use Only
Municipality
icense Period

License(s) Requested: (up to two boxes may	Fees				
Class "A" Beer \$	☐ Class "B" Beer \$	License	Fees	\$	
Class A" Liquor \$	☐ "Class B" Liquor \$	Backgro	ound Check Fee	\$	
"Class A" Liquor (cider only) \$	Reserve "Class B" Liquor \$	Publicat	tion Fee	\$	
Class C" Liquor (wine only) \$		Total Fe	ees	\$	
Part A: Premises/Business Information					
Legal Business Name (individual name if sole pro	prietorship)				
2. Business Trade Name or DBA					
3. FEIN	4. Wisconsin	Seller's Permit Numb	per		
5. Entity Type (check one)				fit O	
Sole Proprietor Partnership  6. State of Organization	Limited Liability Company  7. Date of Organization	Corporation	n	ofit Organization	
U. State of Organization	7. Date of Organization	O. WISCO	nsin Dri Negistiati	on Number	
9. Premises Address					
10. City		11. State	12. Zip Code		
13. County	14. Governing Municipality: City of:	Town Villa	ge 15. Aldermani	c District	
16. Premises Phone	17. Premises Email	18. \	Vebsite		
<ol> <li>Premises Description - Describe the building or are kept. Describe all rooms within the building, only on the premises described in this applicatio</li> </ol>	including living quarters. Authorized a	lcohol beverage activ	ities and storage o		
20. Mailing Address (if different from premises addre	ess)				
21. City		22. State	23. Zip Code		
Part B: Questions		,			
Has the business (sole proprietorship, partniviolating federal or state laws or local ordinal				Yes No	
If yes, list the details of violation below. Attack	ch additional sheets if necessary.				
Law/Ordinance Violated	Location		Trial Date		
Penalty Imposed	1	Was sentence co	mpleted?	Yes No	
Law/Ordinance Violated	Location	I	Trial Date		
Penalty Imposed	l	Was sentence co	I		

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol   Yes  No beverages.							
If yes, describe the nature and sta	atus of pending ch	arges using	the space be	elow. Attach	additional sheets	as needed.	
Is the applicant business or any condition individuals or entities a restricted lf yes, provide the name of the restricted.	investor with any	/ interest in a	an alcohol be	everage pro	ducer or distribute		Yes No
<ol><li>Is the applicant business owned business owned business, provide the name(s) and FI</li></ol>							Yes No
4a. Name of Business Entity			4b. Business	s Entity FEIN			
5. Have the partners, agent, or sole this license period? Submit proof							Yes No
6. Is the applicant business indebted	•	•	•	,	•		Yes No
7. Does the applicant business owe		al property ta	axes, assess	ments, or ot	her fees?	····· 🗀 `	Yes  No
Part C: Individual Information							
List the name, title, and phone number for Question 4: sole proprietor, all officers, di managers, and agent of a limited liability	irectors, and agent o	of a corporatio	n or nonprofit	organization,			
Include Form AB-100 for each person list		ions and LLCs	s must appoint		including Form AB-1	1	
Last Name	First Name			Title		Phone	
Part D: Attestation	1		"			'	
One of the following must sign and a	attest to this applic	cation:					
• sole proprietor • one ge	eneral partner of a	a partnership	• one	e corporate o	officer • one	member of	an LLC
READ CAREFULLY BEFORE SIGNING I am acting solely on behalf of the applic rights and responsibilities conferred by ti according to the law, including but not lii to any portion of a licensed premises du revocation of this license. I understand ti understand that I may be prosecuted for ingly provides materially false informatio	cant business and n he license(s), if gra mited to, purchasin ring inspection will that any license iss submitting false sta	ot on behalf onted, will not be alcohol beveloe deemed a ued contrary to tements and a	f any other indoe assigned to be assigned to erages from st refusal to allov to Wis. Stat. C affidavits in co	dividual or endonanther indivitate authorized in inspection. Chapter 125 sonection with	tity seeking the licer vidual or entity. I ag d wholesalers. I un Such refusal is a m hall be void under p this application, and	nse. Further, gree to operat derstand that isdemeanor a penalty of stad that any per	I agree that the re this business clack of access and grounds for te law. I further
Last Name			Name		, , ,		M.I.
Title		Email				Phone	
Signature				Date			
Part E: For Clerk Use Only							
Date Application Was Filed With Clerk	License Number			Date Lie	cense Granted	Date Licens	se Issued
Signature of Clerk/Deputy Clerk				ļ	Date Provisional L	icense Issued	d (if applicable)

AB-200 (N. 03-24) - 2 -

# Form AB-200 Instructions

Alcohol Beverage License Application

## Who needs an alcohol beverage license?

Any individual or entity that wants to sell alcohol beverages to consumers or allow consumption in a public place must get a retail alcohol beverage license.

# Who issues alcohol beverage licenses?

Cities, villages, and towns issue alcohol beverage licenses after the governing body (city council, town or village board) grants the license.

#### **Specific Instructions**

#### License Period:

Annual licenses expire June 30 each year, except licenses issued by the City of Milwaukee. Annual licenses issued by
the City of Milwaukee also may be issued at any time throughout the year, but are valid for one year from the date of
issuance.

#### License Requested and License Fees:

- Select the alcohol beverage license(s) you would like to apply for.
- Generally, you may apply for no more than two licenses for the same premises. Further, some license combinations are not acceptable, (e.g., "Class A" and a Class "B").
- For descriptions of each of the alcohol beverage licenses and their authorizations, see <u>Publication 302</u>, <u>Information for Wisconsin Alcohol Beverage and Tobacco Retailers</u>, and <u>Fact Sheet 3101</u>, <u>Licenses for Retail Sale of Alcohol Beverages</u>.
- License costs are determined by the municipality within a range set by state law. Ask your clerk how much the license, background check, and publishing fees in that municipality cost.
- License fees for licenses issued for less than one year must be prorated according to the number of months or fraction of months remaining in the licensing period.

#### Part A: Premises/Business Information

- Box 1: Enter the legal business name or individual name if a sole proprietor.
- Box 2: Enter the trade name or "doing business as" name, if different than the name in box 1.
- Box 4: Seller's permits begin with the digits "456." For questions about obtaining a seller's permit, see Seller's Permit Common Questions.
- Box 5: Check one entity type to indicate how the business is legally organized.
- Box 6-7: Provide the state and date of organization of the legal entity.
- Box 8: Provide the Wisconsin Department of Financial Institutions Registration number. This number is assigned to the
  entity when it is registered with DFI. It can be located using the Department of Financial Institution's
  Corporate Records Search.
- Boxes 9-19: All requests for "premises" information are requests for the physical location within the municipality and contact information to reach the business during open hours.
- Box 19: Describe the premises in detail. Include outdoor spaces if your municipality allows it. Some municipalities have specific requirements for outdoor spaces as a part of the licensed premises. Call your municipal clerk to learn more. Attach a floor plan if possible.

**Example:** The premises is located at 1234 Main St., Realtown, WI 12345 and includes only the first-floor bar room, dining room, kitchen, north storage room, and south office of the 5,000 square foot building.

Box 20-23 Provide the mailing address for the business, if different from the address in boxes 9-12.

### Part B: Questions

 Questions 1 and 2: Disclose any civil or criminal violations of law and pending charges in any jurisdiction (federal, state, or local ordinance). Include detailed descriptions of any violations of law involving alcohol beverages. Attach additional sheets as necessary.

- Question 3: Wisconsin law generally prohibits alcohol beverage industry members from having an interest in another tier.
  The law provides some exceptions, with limitations, for restricted investors. If the applicant business, or any of its officers, directors, members, agent, employees, owners, or other related individuals has an interest in an alcohol beverage producer or distributor, list the restricted investors and describe the nature of their interest. A restricted investor with an allowable interest in another tier must complete AB-104, Restricted Investor Affidavit. Attach additional sheets as necessary.
- Question 4: If the applicant is owned by another business entity, provide the legal entity name(s) and FEIN(s) of all upstream entity ownership. Attach an organizational chart if possible. Include all persons involved in upstream entity ownership in the table in Part C and submit Form AB-100 for each of those persons with this application.
- Question 5: Wisconsin law requires all sole proprietors, partners, and agents of corporations and LLCs to successfully complete a Wisconsin approved responsible beverage server (RBS) training course within the past two years unless one of the following applies. Submit the associated document with this application.
  - · The applicant is renewing a license, or
  - Within the past two years:
    - a. The applicant held a manager's or operator's (bartender) license.
    - b. The applicant held or was the agent of a corporation or LLC that held any municipally issued alcohol beverage license in Wisconsin.

**Note:** To learn about your responsibility to complete the responsible beverage server requirement, please review <u>Publication 302</u>, *Information for Wisconsin Alcohol Beverage and Tobacco Retailers*.

- Question 6: A licensee may only buy liquor or beer for cash or on credit terms for a period not to exceed 15 days for beer and 30 days for liquor. A person may not be issued a license if they are indebted to a wholesaler in excess of these limits.
- Question 7: Renewal of licenses may be denied pursuant to a local ordinance if the licensee owes past due municipal taxes, assessments, or other fees.

#### Part C: Individual Information

• Provide basic information for all persons involved in the retail alcohol beverage business who are owners, officers, directors, managers, members, or the agent. Include ownership information as identified in Part B, Question 4.

**Example**: Titles could include Agent, President, Treasurer, Director, Chief Financial Officer, Member, Partner, etc.

- Sole-proprietors, partners in a partnership, and the agent of an LLC or corporation must reside in Wisconsin continuously for 90 days prior to application.
- Include an Alcohol Beverage Individual Questionnaire (Form AB-100) for each person listed in this section with the submission of this application.

#### Part D: Attestation

• Read the attestation carefully, then sign and date.

#### Part E: For Clerk Use Only

- "Date license granted" means the date the municipal governing body approves the license to be issued.
- "Date license issued" means the date the municipal clerk issues the license certificate document.

#### Completion and Submission of AB-200

- Submit the completed application to the clerk of the municipality in which you are applying for a license.
- License applications must be filed with the municipal clerk at least 15 days before they can be approved by the governing body, except licenses issued by municipalities within Milwaukee County. Governing bodies of municipalities within Milwaukee County establish their own period that applications must be filed with the municipal clerk.
- In addition to Form AB-200, include:
  - Form AB-100, Alcohol Beverage Individual Questionnaire, for all individiuals listed in part C
  - Form AB-101 Alcohol Beverage Appointment of Agent, for corporation, nonprofit organizations, and LLC applicants
  - License and publication fees as required by your municipality

- Responsible beverage server training course completion certificate or other acceptable replacement document described in Part B, Question 5
- · Proof the applicant holds a seller's permit, such as a copy of the seller's permit document

**Note:** See <u>Publication 206</u>, *Sales Tax Exemptions for Nonprofit Organizations*, for information on when a nonprofit organization may be exempt from holding a seller's permit.

All other information and documents required by your municipality

**NOTE:** You are required by federal law to register as an Alcohol Dealer with the federal Alcohol and Tobacco Tax and Trade Bureau (TTB) before beginning business. Use <u>Form TTB F 5630.5d</u>, *Alcohol Dealer Registration*, and return the form to the address listed on the instructions.

# **Open Records**

This application is an open record under Wisconsin law (sec. 19.35, Wis. Stats.) and may be provided to the public. If this license is issued by your municipality, your municipality must report the license to the Wisconsin Department of Revenue. The department publishes a list of alcohol beverage licensees reported by municipalities. The department will not disclose personal information such as residential addresses, home phone numbers, social security numbers, age, birth date, and place of birth of individuals, including partners, officers, directors, members, managers, and agents of corporations or LLCs.

#### **Assistance**

This form is designed by the Department of Revenue for use by municipal governments. If you require assistance with this form, consider reaching out to your municipal clerk for assistance with the following:

- · Submission of this application and associated forms
- · Availability and cost of certain licenses

If you have questions about alcohol beverage laws and regulations, you may contact the Department of Revenue using the contact information below.

Website: DOR Alcohol Beverage (wi.gov)
Write: DORAlcohol@wisconsin.gov

Call: (608) 264-4573

#### Resources Provided by the Department of Revenue

License frequently asked questions

Publication 302 Information for Wisconsin Alcohol Beverage and Tobacco Retailers

Publication 309 Retail Alcohol Beverage Licensing Guide for Municipalities

Fact Sheet 3101 Licenses for Retail Sale of Alcohol Beverages

Fact Sheet 3103 Licensed or Permitted Premises Description

Fact Sheet 3116 Reserve "Class B" Liquor Licenses

Fact Sheet 3118 "Class B" Liquor License Quotas

Form AB-101

# Alcohol Beverage Appointment of Agent

Date	
------	--

Agent Type (check one)					
☐ Original (no fee) ☐ Successor (\$10 fee for m	unicipal licen	sees only)			
Pout As Procinces Information					
Part A: Business Information					
Legal Business Name (individual name if sole proprietor)					
2. Business Trade Name or DBA					
3. Entity Type (check one)  Limited Liability Company	у 🗆	Corporation	☐ Noi	nprofit Organiza	ation
Alcohol Beverage Business Authorization (check one)     Municipal Retail License     State Permit	5. If successo	r agent, provide Sta	ate Permit or M	unicipal Retail Lid	cense Number
6. Describe the reason for appointing a successor agent, if successor	r is checked ab	ove.			
Part B: Agent Information					
1. Last Name	2. First Name				3. M.I.
4. Email				5. Phone	
6. Home Address					
7. City	8. State	9. Zip Code		10. Age	
7. Oily	o. State	3. Zip 00dc		To. Age	
11. Drivers License/State ID Number		12. Drivers Lic	ense/State ID S	 State of Issuance	
Part C: Agent Questions					
Have you satisfied the responsible beverage server training Submit proof of completion.	ng requireme	nt?			Yes No
Have you completed Form AB-100, <i>Alcohol Beverage Ind</i> .     Submit a completed Form AB-100 with this form.	ividual Ques	ionnaire?			Yes No
Have you been a Wisconsin resident for at least 90 continuous See instructions for exceptions.	nuous days?.				Yes No

Continued  $\rightarrow$ 

READ CAREFULLY BEFORE SIGNING: I, the corporation, nonprofit organization, or limited beverage activities on such premises. I certified on behalf of the entity. If I am appointing a sure I understand that I may be prosecuted for sure any person who knowingly provides materially if convicted.	I liability com y that I am a ccessor ager bmitting false	pany with full authority and cor uthorized by the above-named nt, I rescind all previous agent a e statements and affidavits in co	ntrol of the preentity to auth ppointments nnection with	emises and control or this indicate this premise this premise this application	of all alcohole vidual to act ses. Further, on, and that
Last Name		First Name			M.I.
Title	Email			Phone	
Signature			Date		
Part E: Agent Attestation					
READ CAREFULLY BEFORE SIGNING: I, the nonprofit organization, or limited liability compon the premises for the above-named busine and affidavits in connection with this application application may be required to forfeit not more	pany and ass ess. I further on, and that a	sume full responsibility for the co understand that I may be pros any person who knowingly provi	onduct of all a ecuted for su	llcohol bevera	ge activities statements
Last Name		First Name			M.I.
Signature			Date	,	

AB-101 (N. 03-24) - 2 -

Part D: Business Attestation

## Form AB-101 Instructions

## Alcohol Beverage Appointment of Agent

# Who must complete Form AB-101?

State law requires corporations and limited liability companies (LLCs) to appoint an agent that takes responsibility for the licensed or permitted premises.

Use this form to appoint an agent for a new premises or to appoint a successor agent when there is a change before the license or permit is up for renewal.

#### Where do I submit Form AB-101?

Submit Form AB-101 to the appropriate issuing authority, either the clerk of the municipality in which the business or organization is located, or the Division of Alcohol Beverages.

Form AB-101 may be submitted with a license or permit application or at any time to indicate there is a change in agent prior to the license or permit renewal period.

#### Specific Instructions

#### Date:

Date the form in the top right corner.

## Agent Type:

- Select original appointment if you are applying for your license or permit for the first time or are renewing a license or permit.
- Select successor agent if you are reporting a change of agent during the licensing or permitting period.

#### Part A: Business Information

- Box 1: Enter the legal business name. If a sole-proprietorship, enter the individual's first and last name.
- Box 2: Enter the trade name or "doing business as", if different than the name in box 1.
- Box 3: Check one entity type to indicate how the business is legally organized.

Note: This business information must match the information on the license or permit application.

- Box 4: Select which alcohol beverage authorization you hold or are applying for.
- Box 5: For appointment of a successor agent, enter your state permit number (15-digit Wisconsin Tax ID number) or municipal retail license number (if applicable) for which you are appointing a successor agent. If you do not have a municipal retail license number, provide any applicable identifier (e.g., store number or location).
- Box 6: For appointment of a successor agent, describe the reason for the change in agent.

#### Part B: Agent Information

· Provide all requested personal information.

#### Part C: Agent Questions

- Question 1: Wisconsin law requires all agents of corporations and LLCs to successfully complete a Wisconsin approved responsible beverage server (RBS) training course within the past two years unless:
  - · The applicant is renewing a municipal alcohol beverage retail license, or
  - Within the past two years:
    - a. The applicant held a manager's or operator's (bartender) license.
    - b. The applicant held or was the agent of a corporation or LLC that held any municipally issued retail alcohol beverage license in Wisconsin.

- Some agents for state permittees are exempt from responsible beverage server course requirements. The following permittees are exempt from RBS course requirements: Alcohol Beverage Warehouse, Industrial Fermented Malt Beverages, Wholesalers, Manufacturers, Rectifiers, Direct Wine Shippers, Wholesale Alcohol, Medicinal Alcohol, Industrial Alcohol, and Industrial Wine.
- ∘ If you are applying to be the agent of one of these exempt permittees, answer "yes" to Question 1.
- To learn about your responsibility to complete the responsible beverage server requirement, review <u>Publication 302</u>, Information for Wisconsin Alcohol Beverage and Tobacco Retailers.
- Question 2: Appointed agents must submit Form AB-100, *Alcohol Beverage Individual Questionnaire*, in addition to this form.
- Question 3: Appointed agents must be Wisconsin residents for at least 90 continuous days prior to the date of application, except for direct wine shipper permittees.

#### Part D: Business Attestation

 An authorized representative should sign, date, and provide requested personal information on behalf of the business.

# Part E: Agent Attestation

• The agent being appointed should read the attestation carefully, then sign and date.

#### **Assistance**

If you have questions about alcohol beverage laws and regulations, you may contact the Department of Revenue using the contact information below.

Website: DOR Alcohol Beverage (wi.gov)
Write: DORAlcohol@wisconsin.gov

Call: (608) 264-4573

Form AB-100

# Alcohol Beverage Individual Questionnaire

D	ate			

All individuals involved in the alcohol beverage business must complete this form, including:

sole proprietor

- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A:	<b>Business Inform</b>	ation							
1. Legal E	Business Name (individu	al name if sol	e proprietor)						
2. Busine	ss Trade Name or DBA								
3. Entity	Гуре <i>(check one)</i>								
☐ So	le Proprietor	Partnership	Limited I	Liabilit	y Compan	y Corporation	n 🗀	Nonprofit O	ganization
Part B:	Individual Inform	ation							
1. Last Na	ame			2. Fii	rst Name				3. M.I.
4. Relatio	nship to Business (Title		5. Email	•				6. Phone	
7. Home	Address								
8. City					9. State	10. Zip Code		11. Date of Bi	rth
12. Drive	rs License/State ID Num	ber		I		13. Drivers License/St	rivers License/State ID State of Issuance		
Part C:	Address History								
1. Do yo	ou currently reside in	Visconsin?							∕es No
-	•							Years	Months
If yes	to 1 above, how long	have you co	ontinuously lived in	) Wisc	onsin prior	to the date of applica	tion?	. Iteals	MOTITIS
2 Lintin	obranalagical order	all of your or	Idrococo within the	loot 5	Voors Att	ach additional sheets	if nagana	on/	
	Address 1	all Of your ac	idlesses willill the	City	years. All	acii addilionai sneets	State	Zip Code	
1 TOVIOGO	Address 1			o.i.y			Otato	Zip Godo	
Previous	Address 2			City			State	Zip Code	
				S.i.y					
Previous	Address 3			City			State	Zip Code	
Previous	Address 4			City			State	Zip Code	
Previous	Address 5			City			State	Zip Code	
3. List a	ll states and counties	you have liv	ed in as an adult. A	Attach	additional	sheets if necessary.	•	•	
State	County	State	County		State	County	State	County	
State	County	State	County		State	County	State	County	

Continued  $\rightarrow$ 

Part D: Criminal History						
Have you ever been convicted of any offenses (excludition for violation of any federal, Wisconsin, or another state)				. Yes	☐ No	
If yes to question 1, please list details of each convictio	n below. Attach additio	onal sheets as ne	eded.			
Law/Ordinance Violated	Location			Conviction [	Date	
Penalty Imposed		Was sentence of	completed?	Yes	☐ No	
Law/Ordinance Violated	Location			Conviction [	Date	
Penalty Imposed		Was sentence o	completed?	Yes	☐ No	
Law/Ordinance Violated	Location			Conviction [	Date	
Penalty Imposed		Was sentence o	completed?	Yes	☐ No	
Are charges for any offenses currently pending against beverages) for violation of any federal, Wisconsin, or a ordinances?  If yes to question 2, describe nature and status of pensheets as needed.	nother state's laws or	any county or mu	nicipal	. Yes	□ No	
Part E: Attestation						
<b>READ CAREFULLY BEFORE SIGNING:</b> Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.						
Signature		Dat	ıe			

AB-100 (N. 03-24) - 2 -

# Form AB-100 Instructions

Alcohol Beverage Individual Questionnaire

# Who must complete Form AB-100?

All persons involved in the applicant business who are sole proprietors, partners of a partnership, officers, directors, members, managers, or agents must complete and submit Form AB-100. These persons are identified in Form AB-101, *Alcohol Beverage Appointment of Agent,* Form AB-200, *Alcohol Beverage License Application,* or an alcohol beverage permit application.

#### Where do I submit Form AB-100?

If applying for a retail alcohol beverage license, submit this form with Form AB-200, *Alcohol Beverage License Application* to the clerk of the municipality in which the applicant business is located.

If applying for an alcohol beverage permit, submit this form as required by the permit application to the Division of Alcohol Beverages.

To update the agent for an alcohol beverage license or permit, submit this form with Form AB-101, *Alcohol Beverage Appointment of Agent* to the issuer of the authorization.

#### **Specific Instructions**

#### Date

· Date the form in the top right corner.

#### Part A: Business Information

- Box 1: Enter the legal business name. If sole proprietor, enter the individual's first and last name.
- Box 2: Enter the business trade name or "doing business as" name, if different than the name in box 1.
- Box 3: Check one entity type to indicate how the business is legally organized.

**Note:** This business information must match the information on any license application (Form AB-200) or existing license certificate.

#### Part B: Individual Information

- · Provide all requested personal information.
- Box 4: Enter your title or describe your relationship to the business. Examples: President, Treasurer, Director, Chief Financial Officer, Member, Partner, Agent, etc.

#### Part C: Address History

 Question 2: List in chronological order all residential addresses within the last five years starting with your most recent address.

# Part D: Criminal History

- Question 1: Disclose any civil or criminal violations of law in any jurisdiction (federal, state, or local ordinance), and include detailed descriptions of any violations of law involving alcohol beverages (OWI, disorderly conduct, etc.).
- Question 2: Disclose any pending charges against you in any jurisdiction and include detailed descriptions of any charges involving alcohol beverages.

**Note:** Subject to the Wisconsin Fair Employment Law (Ch. 111, Wis. Stats.), persons with convictions or pending charges may, if those offenses are sufficiently relevant, be prohibited from holding alcohol beverage license and permits under sec. 125.04(5)(a)(1) Wis. Stats. See the Department of Revenue's Permit Predetermination Common Questions for offenses that may prevent someone from holding a license.

#### Part E: Attestation

· Read the attestation carefully, then sign and date.

#### **Assistance**

This form is designed by the Department of Revenue for use by municipal governments. Reach out to your municipal clerk for assistance with the following:

- · Submission of the retail license application and supplemental forms
- · Availability and cost of certain licenses.

If you have questions about alcohol beverage laws and regulations, you may contact the Department of Revenue using the contact information below.

Website: <u>DOR Alcohol Beverage (wi.gov)</u>
Write: <u>DORAlcohol@wisconsin.gov</u>

Call: (608) 264-4573

# Resources Provided by the Department of Revenue

License frequently asked questions

Publication 302 Information for Wisconsin Alcohol Beverage and Tobacco Retailers

Publication 309 Retail Alcohol Beverage Licensing Guide for Municipalities

Fact Sheet 3101 Licenses for Retail Sale of Alcohol Beverages

Fact Sheet 3103 Licensed or Permitted Premises Description

Fact Sheet 3116 Reserve "Class B" Liquor Licenses

Fact Sheet 3118 "Class B" Liquor License Quotas

VILLAGE OF CALEDONIA 5043 CHESTER LANE RACINE WI 53402

Amount \$	
Receipt No.	
Lic. No.	

# APPLICATION FOR NON-INTOXICATING BEVERAGES

I/WE HEREBY APPLY FOR A LICENSE TO SELL AND/OR SERVICE IN THE VILLAGE OF CALEDONIA FOR THE PERIOD THROUGH, (UNLESS SOONER REVOKED) S NON-INTOXICATING BEVERAGES SUBJECT TO THE LIMITATIONS IMPOSED BY SECTION 66.0433(1) & (2) OF THE WISCONSIN STATUTES, AND HEREBY AGREE TO COMPLY WITH ALL LAWS, RESOLUTIONS, ORDINANCES AND REGULATIONS AFFECTING THE SALE OF SUCH BEVERAGES IF A LICENSE IS GRANTED TO ME.
*LICENSE IS ISSUED TO AND DETERMINED BY LOCATION TO THE BUSINESS ADDRESS IN CALEDONIA WHERE NON-INTOXICATING BEVERAGES WILL BE SOLD AND/OR SERVICED.
PLEASE ANSWER THE FOLLOWING QUESTIONS FULLY AND COMPLETELY:
(Check All That Apply)
LICENSE(S) APPLYING FOR:   NON-INTOXICATING BEVERAGES  \$\Begin{align*} \pm 10.00 \text{ Fee applies} - \textbf{On-site} \\  \Begin{align*} \pm 5.00 \text{ Fee applies} - \text{Off-site} \end{align*}
BUSINESS IS: $\square$ CORPORATION $\square$ PARTNERSHIP $\square$ INDIVIDUAL $\square$ LLC $\square$ OTHER (please specify)
*PLEASE PROVIDE LEGAL NAME OF BUSINESS:
TRADE NAME:
BUSINESS ADDRESS (complete address):
HOME ADDRESS (complete address):
BUSINESS PHONE: HOME PHONE:
SIGNATURE OF APPLICANT DATE
PRINTED NAME

Form CTV-100

# Cigarette, Tobacco, and Electronic Vaping Device Retail License Application

FOR CLERKS ONLY
Municipality
License Period

Part A: Promisos/Rusinoss Informat	ion			
Part A: Premises/Business Information  1. Legal Business Name (individual name if sole proprietor)				
1. Legal Busiless Name (individual name il sole )	orophotor)			
2. Business Trade Name or DBA				
3. FEIN	4. Wisconsin Sel	ler's Permit I	Number	
5. Entity Type (check one)				
		ted Liability	Company Corporation	
6. State of Organization	7. Date of Organization		Wisconsin DFI Registration Number	
9. Premises Address (do not use PO Box)				
10. City		11. State	12. Zip Code	
13. County 14. Governing of:	g Municipality:	Village	15. Aldermanic District	
16. Mailing Address (if different from premises ad	dress)			
17. City		18. State	19. Zip Code	
20. Premises Phone	21. Premises Email		22. Website	
Describe all rooms including living quarters, it	used, for the sales and/or storage of c	igarettes, tol	electronic vaping devices are to be sold and stored. bacco products, and electronic vaping devices and NLY on the premises described in this application.	
Part B: Questions				
What products will be sold at this busines     Cigarettes	s location? (check all that apply)  Tobacco Products		☐ Electronic Vaping Devices	
		-111 0 - 1		
How will cigarettes, tobacco, and/or electric Over the counter	Tonic vaping devices be sold? (che	ck all that a	apply)	
3. Is the applicant business owned by anoth	er business entity?		Yes No	
If yes, provide the name and FEIN of the CTV-101 for all of the parent company's r		rent compa	ny members in Part C, and attach Form	
3a. Name of Parent Company:				
3h FEIN of Parent Company:				

Part C: Individual Information	n					
An Individual Questionnaire, Form CTV any parent company indicated in Part B all members and agents of a limited lial	. Such persons inclu					
List the full name, title, and phone	number for each p	erson below. A	ttach additio	onal sheets if necess	sary.	
Last Name	First Name		Title		Phone	
Part D: Attestation						
One of the following must sign and  • sole proprietor • one gene	l attest to this appli eral partner of a pai		• one corno	orate officer •	one mar	naging member of an LLC
READ CAREFULLY BEFORE SIGNI		uicisiiip	one corpe	orate officer	One mai	laging member of all LLO
I understand and agree to the fol						
I will only purchase cigarettes,	_	or products from	m distributor	rs inhhers or suhin	hhers ne	ermitted by the Wisconsin
Department of Revenue, unles	s I also hold the p	roper distribut	or's permit a	and pay all applicab	le excise	e taxes.
I will not purchase or exchange	•		•	•		
<ul> <li>I will provide tobacco sales trai (<u>https://witobaccocheck.org</u>).</li> </ul>	ining that has beer	n approved by	the Wiscon	sin Department of F	Health Se	ervices to my employees.
I will not sell single cigarettes.						
I will not sell, give, or otherwise	e provide cigarette	s, tobacco, or	any nicotine	e products to minor	S.	
I will keep product invoices on enforcement. Failure to comply						able for inspection by law
I will not sell cigarettes or roll-your of certified tobacco manufacture		acco products	s unless liste	ed on the Wisconsin	Departn	nent of Justice's directory
Further, under penalty provided be to operate this business according assigned to another. Any lack of a inspection. Such refusal is a misd false information on this application.	ng to law and that t access to any port emeanor and grou	the rights and ion of a license nds for revoca	responsibilited premises ition of this li	ties conferred by the during inspection v cense. Any person v	e license will be de	e(s), if granted, cannot be eemed a refusal to permit
Signature				Date		
Name (Last, First, M.I.)						
Title		Email				Phone
Part E: For Clerk Use Only	Data Basa		Dete "		1	
Date application was filed with clerk   [	Date license issued		Date license	expires	Licens	e number

CTV-100 (N. 2-24) - 2 -

License fees

Signature of Clerk/Deputy Clerk

## Form CTV-100 Instructions

Cigarette, Tobacco, and Electronic Vaping Device Retail License Application

#### Who needs a cigarette, tobacco, and electronic vaping device retail license?

Any individual or entity that wants to sell cigarettes, tobacco products, or electronic vaping devices to consumers over the counter or through a vending machine must obtain a retail cigarette, tobacco, and electronic vaping device license.

#### Who issues cigarette, tobacco, and electronic vaping device retail licenses?

Municipal clerks of cities, villages, and towns issue cigarette, tobacco, and electronic vaping device retail licenses.

#### **Specific Instructions**

#### Part A: Business Information

- · Box 1: Enter the legal business name.
- Box 2: Enter the business trade name or "doing business as" name, if different than the name in box 1.
- Box 4: For questions about obtaining a seller's permit, see <u>Seller's Permit Common Questions</u>.
- Box 5: Check one entity type to indicate how the business is legally organized.
- Box 14: Check a municipality type and write the name of the governing municipality where the business is located. This may be different from the city listed in the premises address.
- Box 20 23: All requests for "premises" information are requests for the physical location within the municipality and contact information to reach the business during open hours.
- Box 23: Describe the premises in detail. Attach a floor plan if possible.
  - Example: The premises is located at 1234 Main St., Realtown, WI 12345 and includes only the first-floor sales floor, humidor, north storage room, and south office of the 5,000 square foot building.

#### Part B: Questions

- 1. Check the box(es) corresponding to each type of product you intend to sell. You may check multiple boxes.
- Check the box(es) corresponding to the type of retail sale intended. This license does not authorize any online sales.
   Cigarette vending machine retailers must also obtain a Cigarette Vending Machine Operator by completing Form CT-129.
- 3. If you answer yes to this question, provide the Legal Business Name and FEIN of the parent company in boxes 3a and 3b.

#### Part C: Individual Information

- Provide basic information for all persons involved in the cigarette, tobacco product, or electronic vaping device business who are sole-proprietors, partners, officers, members, or agents.
- Example titles: President, Treasurer, Chief Financial Officer, Member, Partner, etc.
- Include an Individual Questionnaire (Form CTV-101) for each person listed in this section with the submission of this application.
- If the applicant is owned by another corporation or LLC as indicated in Part B, Question 3, include information about the parent company's members or officers in the table, including the completion of Form CTV-101.

#### Part D: Attestations

· Read the attestation carefully, then sign and date.

#### Part E: For Clerks Use Only

• "Date license issued" means the date the municipal clerk issued the license certificate document.

## **Completion and Submission of Form CTV-100**

- Submit the completed application to the clerk of the municipality in which you are applying for a license.
- In addition to Form CTV-100, include:
  - Form CTV-101 for the sole-proprietor; all officers, directors, and agent of a corporation; all partners of a partnership; all managing members and agent of a limited liability company
  - Form CTV-102 if the applicant is an LLC or corporation
  - Proof the applicant holds a seller's permit, such as a copy of the seller's permit document. Search for active sales tax accounts at revenue.wi.gov under My Tax Account, click on "Search Account Number" under the Businesses section. If you have questions about whether a person holds a seller's permit, contact the Department of Revenue at 608-266-2776
  - · All other information and documents required by your municipality

# **Open Records**

This application is an open record under state law (sec. 19.35, Wis. Stats.) and may be provided to the public. If this license is issued by your municipality, your municipality must report the license to the Wisconsin Department of Revenue. The department may publish a list of cigarette, tobacco product, and electronic vaping device licensees reported by municipalities. The department will not disclose personal information such as residential addresses, home phone numbers, social security numbers, age, birth date, and place of birth of individuals, including partners, officers, directors, members, managers, and agents of corporations or LLCs.

#### **Assistance**

This form is designed by the Department of Revenue for use by municipal governments. Reach out to your municipal clerk for assistance with the following:

- Submission of the retail license application and supplemental forms
- · Availability of certain licenses

If you have questions about cigarette, tobacco product, and electronic vaping device laws and regulations, you may contact the Department of Revenue using the contact information below.

Website: www.revenue.wi.gov

Write: DORAlcoholTobaccoEnforcement@wisconsin.gov

Call: (608) 264-4573

# Resources Provided by the Department of Revenue

Wisconsin Department of Revenue Cigarette, Tobacco, and Vapor Product Landing Page Permit Predetermination Common Questions

Vapor Products Tax Common Questions

Fact Sheet 3501 Vapor Products Tax

#### **Other Resources**

<u>Tobacco Sales Training</u> – Wisconsin Department of Health Services Tobacco 21 – Wisconsin Department of Health Services



# **SPECIAL EVENT PERMIT**

Submitted under Municipal Code Title 7, Chapter 20

		Application must lation/Permit Fee: \$150.00				New
<u>Ea</u>	cn A	Additional Event/Permit Yea	<u>ar</u> : \$10.00 per eve	ent/\$300.00 m	axımum	Renewal
1.		PPLICANT:	C A			
	a)	Manager (or person in cha	rge of event):			-
	b)	Manger Address:		City	State	_ Zip
	c)	Manger Phone:				
	d)	Manager Date of Birth:				
2.		DCATION OF EVENT(S) Business Name:				
		Address:			Zip Code	
	b)	Does applicant own the pr If no, attach a notarized le	operty? Yesetter of agency au	_ No thorizing the a	pplicant to apply fo	r a special event permit.
		Event shall be held within th				d diagram that is submitted
and	d app	proved under Sec. 7-2-6 of	the Village's Cod	e of Ordinance	<mark>es.</mark>	
3.	DA	ATE AND TIME OF EVE	NT (SINGLE EV	VENT):		
	a)	Date of Event:	Start Time:		End time: _	
4.		TE AND TIME OF EVEN Use the space provided on			ule of events.	
5.		CURITY PLAN  Attach a copy of your secu	urity plan for the p	premises and a	ll events.	
ferrasus dev ope Co oth per	ment pend vice herated mmin er V	ant agrees to comply with all lated malt beverages and/or wind an event under a permit issue has become a nuisance becaused. Any such suspension shall tree prior to any additional out illage ordinance related to the Three or more noise complainment, shall constitute sufficient	e coolers and special dunder this section of the volume, the bring the permit for door events occurriuse of the area for ants filed against the	al events in the Na when he or she e method in which review, within ng at the establican event shall co- permitee during	Village. The Chief of a believes such live meth it is being used, or fifteen (15) days, before shment. A violation constitute sufficient group the permit period, and	Police shall have the authority usic, loudspeaker or amplifying the location in which it is being the Legislative and Licens of the governing ordinance or bunds to revoke the special event verified by the Village Police.
		lividual signing below or the Ces of law that the information p				
		Applicant Signature		Date		
	te Fil		Permit No.	E D-: 1		e Issued:
		ee Paid: Date: ditional Events Approved:	Base Permit; Additional I	Events Fees:	; Date: ; Date:	



# **SPECIAL EVENT PERMIT**

Submitted under Municipal Code Title 7, Chapter 20

Additional Event Nam	ne:	
Date:	Start Time:	End Time:
Additional Event Nam	ne:	
Date:	Start Time:	End Time:
Additional Event Nam	ne:	
Date:	Start Time:	End Time:
Additional Event Nam	ne:	
Date:	Start Time:	End Time:
Additional Event Nam	ne:	
Date:	Start Time:	End Time:
Additional Event Nam	ne:	
Date:	Start Time:	End Time:
Additional Event Nam	ne:	
Date:	Start Time:	End Time:
Additional Event Nam	ne:	
Date:	Start Time:	End Time:
Additional Event Nam	ne:	
	Start Time:	



# Caledonia Police Department Investigation for Village Liquor License

Village of Caledonia Clerk's Office 5043 Chester Lane, Racine, WI 53402 Phone: (262) 835-6414 FAX: (262) 835-2388

APPLICANT INFORMATION										
Last Name			First				M.I.		Date	
Street Address				Apartment			Apartment/Unit #			I
City			State				Zip			
Phone			Email							
Place of Birth			Date of Birth				Previous Name			
Previous Address (up to the last 5 years)										
			BUSINESS WHE	RE LIQUOR	LICEN	CSE WILL BE HELD	•			
Name				Phone						
Address				License Type						
What type of establis		Retai	l	Restau	urant	Ta	vern / Bar _		Nighto	ilub
Do you understand th	ne State Stat	tutes & Village Or	dinances concernin	g the laws & re	gulatio	ns in the operation of	this establishment?	Yes	s 🔲	No 🗌
Do you understand th	nat a license	d bartender or yo	ourself must always	be on duty?				Yes	; <u> </u>	No 🗌
Will you have any ent	tertainment	? If so, what type	e?					Yes	; <u> </u>	No 🗌
Will your music be ke	pt at a level	acceptable to th	e neighborhood?					Yes	s 🗌	No 🗌
						nd that checks will be on the Village Board re		Yes	s 🗌	No 🗌
What experience do you have in the operation of this type of establishment?										
How will you prevent underage drinking on-premises?										
Have you ever been convicted of violating any federal, state or local laws or ordinances related to alcoholic beverages—If yes, please explain:										
Signature of Applican	Applicant				Date					
	OFFICE USE ONLY									
Review Application and provide notes: (Officer should call applicant directly for questions—attach additional document if needed for notes)										
Applicant Approved?	(Send back	to Clerk) Yes	No		Date					
Name of Investigating	sime of Investigating Officer (print)  Signature of Investigating Officer (sign)									

#### **VILLAGE OF CALEDONIA**

## **TO: Applicants for Operator Licenses**

The application for an original, provisional, or renewal Operator License asks questions regarding past convictions or arrests under Local, State or Federal Laws, either as adult or juvenile. These questions <u>MUST</u> be answered truthfully. Please read these questions carefully.

A background check will be performed on all applicants. Should we find your information is <u>NOT</u> correct, we <u>WILL</u> deny your license. The License Committee and Village Board have adopted the "Parameters for Denial of Operator Licenses" as a guideline for license denials. If you have been convicted of any of the offenses listed, your application may be denied. If you have any questions about this, please ask before completing the application.

# PARAMETERS FOR DENIAL OF OPERATOR LICENSES

- 1. Applicant fails to provide complete, accurate & truthful information. You cannot re-apply until a period of 60 days has elapsed from the date of application.
- 2. Two or more convictions within the 2-year period preceding the date of application of **(please read thoroughly:** 
  - Possession of false identification.
  - Underage consumption/possession of alcohol.
  - Furnishing or sale of alcohol to minors.
  - <u>Any other offense</u> related to the illegal sale of alcohol beverages.
  - <u>Conviction of any substance abuse violation</u>. Conviction of a first-time operating under the influence of a controlled substance.
  - Sale of alcohol beverages to an intoxicated person.
  - Sale of alcohol beverages or keeping a licensed premises open after closing hours.
  - Sale of alcohol beverages without a license.
  - <u>Conviction</u> of <u>any</u> crime or ordinance involving Local, State or Federal laws.
- 3. The applicant has been convicted within the 5-year period preceding the date of application of **(please read thoroughly:** 
  - The applicant has been convicted within the 5-year period preceding the date of the application of a non-alcohol related misdemeanor offense which is substantially related to the licensed activity with respect to which a license is requested. Examples of such substantially similar activity include the following: gambling, drug offenses under Wis. Stat. §961.41, disorderly conduct upon a licensed premises, or battery upon a licensed premises.
  - Disorderly conduct or battery where alcohol has been involved.
  - Any other alcohol related criminal or ordinance offense.

Any person denied a license may appeal the decision. The request will be made through the Village Clerk's Office and will be forwarded for review to the Legislative and Licensing Committee. **IF YOUR APPLICATION SHOULD BE DENIED, FEES ARE NON-REFUNDABLE.** 

Revised 04/2024	
Receipt No	
License No. Issued	
Provisional No. Issued_	
§7-2-7 (i) \$	Initials

# **Fee Schedule**

\$40.00 New or Renewal

\$10.00 Temporary or Provisional

\$ 5.00 Replacement

# Village of Caledonia Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

Circle One:	New application $\square$	Renewal	Temporary $\Box$	<b>Provisional</b>	]	
I hereby apply for a License to serve, from date hereof to June 30, 20 inclusive (unless sooner revoked). Fermented Malt Beverages and Intoxicating Liquors, subject to the limitation imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.						
I certify that	I certify that I am years of age. Birth Date:/ Home/Cell Phone #:					
Place of emp	oloyment for which you are	applying				
Driver Licen	se #:		Email			
Answer the	following questions fully	and completely:				
Name of App	olicant First	Middle		Last		
Address of A	ApplicantStreet Address	City	St	rate Zi <sub>l</sub>	o Code	
As requi	red by WI Statues Section 1	.25.17(6), have you co	ompleted the alcoh	ol awareness cour	se? Yes □ No□	
	HISTORY BACKGROUND C TAKE UP TO TEN (10) DAY		PLETED AS PART	OF THIS APPLICA	TION PROCESS.	
1. Have you	been convicted of any mi	sdemeanor or felony	y? Yes □ No □			
-	been convicted of violatines or Intoxicating Liquor		linance regulatin <sub>i</sub>	g the sale of Ferm	ented Malt	
date of eithe	red yes to either of the abov r the charge or conviction, t he law enforcement issuing t	he nature of the violat		_	2 22	
Dated this _	day of	, 20 <u>.</u>				
Applicant s	ignature					

# **Transfer of Ownership**

(letter to surrender previous license)

To be filed with the Village Clerk at the time a new application is submitted for a change of ownership for any liquor and/or beer establishment.

The Class	_ license for the premise locat	ted at
Class of Licer	se	Street Address
will be relinquished	upon approval of the applicati	ion and the issuance of the same type
of license for the sar	ne premises to	
		License Applicant
	convictions for violations duri iolations against the present lic	ing the current license year, nor are censee except as follows:
Signature of Presen	License Holder	Date
Signature of Applica	nnt	Date
Subscribed and swo	rn to before me this	
day of	, 20	
Notary Public, Racin	ne County, State of Wisconsin	
My Commission Ex	pires	