



# Application for Temporary Expansion of Licensed Premises Description

Application must be submitted to the Clerk’s Office. Upon approval, the original retail alcohol beverage license must be brought to the Clerk’s Office to have the temporary expanded licensed premises description added to the retail license as an addendum. Any licensee that wishes to extend its premises onto adjacent private property shall provide written authorization from the neighboring property owner. Any licensee that wishes to extend its premises onto City property must provide a certificate of insurance including liquor liability and a separate additional insured endorsement naming the City of Green Bay before any approval of this application can be granted. Any licensee that wishes to extend its premises onto City right-of-way must submit a revocable occupancy permit from the Department of Public Works, issued pursuant to Green Bay Municipal Code section 9.27, along with its application.

Pursuant to Green Bay Municipal Code section 33.03(5), I am applying for a temporary expansion of the current licensed premises description on my City-issued regular retail alcohol beverage license, and in support thereof provide as follows:

## APPLICANT INFORMATION

Are you requesting this temporary expansion of licensed premise through December 31, 2020 in accordance with Green Bay Municipal Code section 33.03(5)? Check one:      Yes      No

Applicant Licensee (Name of Corporation, LLC, Partnership, Sole Proprietor, etc.):

\_\_\_\_\_

Trade Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of Premises: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Email: \_\_\_\_\_

## PREMISES DESCRIPTION

Description of Area to be included as part of the Temporary Expansion of Licensed Premises Description (PLEASE INCLUDE AND ATTACH A SEPARATE ILLUSTRATION OR DIAGRAM OF THE LAYOUT OF THE AREA):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I have submitted the following proof that I have the right to occupy the area described above:
  - Lease
  - Deed
  - Written authorization from property owner
  - Revocable Occupancy Permit
  - Other: \_\_\_\_\_

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- I have submitted a detailed plan on how social distancing will be implemented within the area described above.
- I have submitted a security plan indicating how the area described above will be monitored and secured to delineate area boundaries.
- I have submitted a special permit for waiver of the noise ordinance in accordance with Green Bay Municipal Code section 27.203(5).
- I understand and agree that this expansion of licensed premises is temporary and will expire on December 31, 2020. At the time of such expiration, my licensed premises description shall return to the liquor license premises description identified and approved as part of the my annual retail alcohol beverage license application without further action on the part of staff or Common Council.

The information on this form is true and correct to the best of my knowledge. I understand that any false statement on this form or any attachments constitutes grounds for revocation of any temporary expansion of licensed premises description and/or denial of this application.

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Contact Person's Name (Last, First, M.I.)	Title/Member	Date
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Applicant/Agent Signature	Phone Number	Email Address
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