



1156 Alpine Drive
Nekoosa, Wisconsin 54457
715-325-8032

IMMEDIATE ACTION REQUESTED

April 10, 2015

Liquor License Applicant,

It's that time of year again. In order to assist you with your 2015 Liquor License Renewal process:

- The following forms needed to apply for your 2015 Liquor License Renewal are available on the Town web site – townofrome.com - the Fee Schedule, Renewal Alcohol Beverage License Application, Auxiliary Questionnaire, Schedule for Appointment of Agent, Application for Cigarette and Tobacco Products and Operator Renewal Application.

You will find these forms on the left side of the web page in the menu item labeled Liquor Licensing. Forms are also available at the Town Hall.

- Information on the Town of Rome Ordinance – Chapter 7.2 and the Department of Revenue Guidelines are also available on the Town web site – please be aware of the following language:
 - During the licensing and renewal process the Police Chief has been tasked with conducting a background check on each applicant to ensure they meet the criteria outlined in 7.2
 - Ordinance 7.02(13) (d) “No license or permit shall be granted to any applicant who has delinquent taxes or any real or personal property within the Town or who has delinquent assessments, forfeitures or other financial claims owed to the Town or County.”
 - Under that language and other language contained in 7.2 of Town Ordinance, an application or renewal would be denied if outstanding tax is owed or background check criteria is not met.

APPLICATIONS MUST BE FILED AND PAID FOR TO THE TOWN CLERK NO LATER THAN MAY 22, 2015 TO BE PRESENTED AT THE JUNE 10 BOARD MEETING FOR APPROVAL. ***PLEASE REMEMBER TO INCLUDE THE PUBLICATION FEE OF \$10 WHEN SUBMITTING YOUR APPLICATION.**

If you have any questions or concerns, please feel free to call.

Sincerely,

Terri Anderson, Clerk