



April 27, 2020

Dear:

Enclosed you will find the application forms for your 2019-2020 liquor license. Use the “Renewal” application if you have no changes from last year. Use the “Original” application if there are **ANY** changes.

You also only need to submit the Auxiliary and Agent forms if you have had **ANY** changes from last year. Please disregard the forms that do not apply to you and if you need any additional copies you may stop into City Hall.

The fees for your license(s) are: \$. You are only required to pay the publication fee at the time you submit your application. For your convenience, on file we have your FEIN as& your WI Seller’s Permit Number as:.

WE MUST HAVE A COPY OF A CURRENT WI SELLER’S PERMIT BEFORE YOUR LICENSE WILL BE ISSUED.

On the back of this letter is a list of important dates for your assistance. If you have any questions please don’t hesitate to call City Hall at (920) 674-7700.

All applications are due Tuesday, May 15, 2020!

After this date the publication fee will go up!!

Sincerely,

A handwritten signature in blue ink that reads 'Sarah D.P. Copsy'.

Sarah Copsy
City Clerk/Deputy Treasurer
City of Jefferson

Enclosures

IMPORTANT DATES

- May 15, 2020 - BEVERAGE APPLICATIONS ARE DUE.**
The publication fee of \$40 is due at this time.
- May 22, 2020 -** Renewal operator license applications due for the June 2, 2020 meeting.
- May 29, 2020 -** Last day to submit "LATE" beverage applications for the June 16, 2020 Council Meeting. An increased publication fee will be assessed.
- June 2, 2020 - COMMON COUNCIL MEETING**
- June 10, 2020 -** Approved licenses can be picked up at City Hall after 2:00 p.m.
The remaining balance is due at this time.
- June 8, 2020 -** Last day to submit renewal operator license applications for the June 16, 2020 meeting.
- June 16, 2020 - COMMON COUNCIL MEETING**
- June 22, 2020 -** Approved licenses can be picked up at City Hall after 2:00 p.m.
The remaining balance is due at this time.
- June 30, 2020 - ALL LICENSES MUST BE PICKED UP BY 5:00 P.M. TO OPERATE JULY 1, 2020 AT 12:01 A.M.**