

# VILLAGE OF CALEDONIA

## TO: Applicants for Operator Licenses

The applications 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 **MUST** be answered truthfully. Please read these questions carefully.

A background check will be performed on all applicants. Should we find your information is **NOT** correct, we **WILL** 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.

Thank you.

### 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
- Any other offense related to the illegal sale of alcohol beverages
- Conviction of any substance abuse violation. 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
- Conviction of any 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.**



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## INFORMATION ON PROVISIONAL OPERATOR LICENSE

YOUR PROVISIONAL OPERATOR LICENSE IS GOOD FOR A **60 DAY PERIOD ONLY**, FEE IS \$10.00 (non-refundable) DUE AT THE TIME OF APPLICATION. WITHIN THE 60-DAY PERIOD YOU NEED TO TAKE THE RESPONSIBLE BEVERAGE SERVER COURSE OFFERED THROUGH THE DEPARTMENT OF REVENUES WEBSITE. YOU WILL NEED TO BRING IN YOUR CERTIFICATE OF COMPLETION OF THE COURSE TO OBTAIN YOUR REGULAR OPERATOR LICENSE. IF YOU DO NOT OR CAN NOT TAKE THE COURSE WITHIN THE 60 DAY PERIOD, OR AT WHICH TIME YOUR LICENSE EXPIRES, YOU MAY RENEW YOUR PROVISIONAL OPERATOR LICENSE ANNUALLY **ONE TIME ONLY AND PAY ANOTHER \$10. THERE ARE NO EXCEPTIONS TO THESE RULES!** REMINDER - YOU MUST BRING IN YOUR CERTIFICATE OF COURSE COMPLETION TO OBTAIN YOUR REGULAR OPERATOR LICENSE.

A REGULAR OPERATOR LICENSE WILL BE ISSUED UPON CLASS COMPLETION, FEE OF \$40.00, PROVIDED YOU HAVE HAD NO VIOLATIONS SINCE ISSUANCE OF YOUR PROVISIONAL OPERATOR LICENSE, WHICH IS GOOD FOR A ONE YEAR PERIOD, DEPENDING ON THE LICENSE PERIOD OF WHICH YOU OBTAINED THE LICENSE (ALL LICENSE EXPIRE JUNE 30<sup>TH</sup> OF THE LICENSE PERIOD).

THE CRIMINAL BACKGROUND INVESTIGATION MAY TAKE UP TO 10 DAYS TO COMPLETE.

LICENSES ARE NOT ISSUED AT APPLICATION TIME.

LICENSE MUST BE POSTED AT THE PLACE OF BUSINESS YOU ARE WORKING AT.

IF YOU SERVE OR SELL LIQUOR WITHOUT A VALID OPERATOR'S LICENSE, YOU CAN BE ISSUED A CITATION, UNDER Sec. 7-2-30 OF THE MUNICIPAL CODE.

I HAVE RECEIVED THIS INFORMATION.

\_\_\_\_\_  
Signature

DATE: \_\_\_\_\_