

Circle one: New / Renewal \$30.00 Provisional \$15.00 Temporary Operator \$15.00

Date Received: _____ Initials: _____ Amount Paid: _____

Responsible Beverage Server Course certificate submitted

Background Check Date Completed: _____ Initials: _____

Police Chief: _____ Recommendation: Approve Deny

Village Board Approval Date: _____ License No. _____

VILLAGE OF LUXEMBURG Alcohol Beverage and Operator License Guidelines for Approval / Denial

Possession of a village-issued license is a privilege, not a right. The Village of Luxemburg retains broad discretionary authority in denying or recommending the granting of license applications based on State Statute and the guidelines contained herein, and each case may be considered on an individual basis. Village staff will use these guidelines when reviewing applications to determine if a license will be issued.

The Police Department will conduct a records check, including criminal, ordinance, traffic, and juvenile of all applications for Alcohol Beverage Operator's License. If necessary, the records check may include an interview with the applicant or contact with other jurisdictions or third parties to verify or investigate information obtained in the records check. Factors affecting the approval of a license include, but are not limited to, the following:

- One alcohol or drug-related conviction in five (5) years would be up to the discretion of the Chief of Police and Village Clerk with recommendation to grant/deny to the Village Board. Staff may contact the applicant and request a meeting to discuss their violation. Staff may also require the applicant to retake the Responsible Beverage Service course.
- Two or more alcohol or drug related convictions in five (5) years would be recommended to the Personnel & Finance Committee for denial of operator license.
- Two or more Class A misdemeanor or felony convictions that substantially relate to the selling and serving of alcohol beverages in five (5) years; would be recommended to the Personnel & Finance Committee for denial of operator license.
- Non-disclosure of any criminal, ordinance or traffic convictions could be recommended to the Village Board for denial of operator license.

If a decision is to deny a license for which an individual has applied, staff is required to provide that individual with a written notification and reason for the denial. Denial of a license is considered final action unless the applicant appeals the decision. Reapplication for an operator license will be restricted for 6 months from date of denial.