

**Office of the City Clerk**

Tara Coolidge  
City Clerk

Amber Pfeiffer  
Assistant Clerk



**City of Racine, Wisconsin**

City Hall  
730 Washington Avenue, #103  
Racine, Wisconsin 53403  
(262) 636-9171  
Fax: (262) 636-9298  
Email: clerks@cityofracine.org

TO: Jessica Wagner DATE: 3/11/22

FROM: CITY CLERK'S OFFICE

This is to confirm that your application for a Change of Agent located at 3110 Douglas Ave will be presented to the Public Safety and Licensing Committee on April 11<sup>th</sup> 2022 at 5:00P.M., virtually. **Your attendance is mandatory.**

Please reach out to us and provide us your email address. This will ensure that you receive the proper invite for the meeting.

If for any reason you decide to withdraw your application, it must be done in writing and filed with the City Clerk's Office **prior to issuance of your license.** Any refunds for a denied or withdrawn license application will be refunded, minus publication, records check and a \$40.00 processing fee.

If the license is granted, it is understood that the applicant will not be issued a license until all necessary departmental approvals are received by the City Clerk's Office.

Please note there is a possibility the committee may vote to recommend denial / denial of renewal / suspension / revocation of your license application at this hearing, pursuant to the procedures under Wis. Stat. § 125.12 and subject to common council approval. You may be represented by an attorney at your own expense for any of these proceedings. Failure to appear may also result in denial of your application.

Signature of applicant \_\_\_\_\_

Signature of applicant/partner \_\_\_\_\_

Today's Date \_\_\_\_\_

**Checklist for obtaining a Liquor/Beer/Soda/Amusement License**

\_\_\_\_\_ **Building Department** – City Hall 730 Washington Ave. Room 304 (262) 636-9464  
The Building Department MUST sign off on the Zoning Approval form before we can process your application(s). (This form is for new applications not holding an existing license for the type of business you are applying for).

\_\_\_\_\_ **City Clerk's Office** – City Hall 730 Washington Ave. Room 103 (262) 636-9171  
Turn in completed applications here. If you have any questions regarding applications, contact us.

\_\_\_\_\_ **Contact Alderman in the district where the business is located.** This is to inform the Alderman that there will be a new owner and/or a new type of business in his/her district.)

**Alderman Name & Telephone :** \_\_\_\_\_

\_\_\_\_\_ Responsible Beverage Service Course must be completed if applicant has not held some type of alcohol beverage license in the State of Wisconsin in the past two years.

\_\_\_\_\_ Download the Wisconsin Alcohol Beverage and Tobacco Laws. This has information regarding alcohol laws and hours of operation <http://www.revenue.wi.gov/pubs/plb302.pdf>

**It is the applicants responsibility to call the departments listed below to setup appointments to have your premise inspected. By signing you acknowledge that the City Clerk's office has notified you of this:**

Print name Christine Fischer Signature Christine Fischer Date 11/22/2021

Business Name Aldi Inc. (Wisconsin) Business Address 3110 Douglas Ave. Racine WI  
Your license(s) will NOT be released until the City Clerk's Office has received an "OKAY" from each of these departments 402

\_\_\_\_\_ **Environmental Health Department** – City Hall 730 Washington Ave. Room 1 (262) 636-9203  
(Inspection and Sanitation and/or Restaurant License/Permit)

\_\_\_\_\_ **Building Department** – City Hall 730 Washington Ave. Room 307 (262) 636-9161  
(Inspection and Occupancy Permit)

\_\_\_\_\_ **Fire Department** – Fire 810 Eighth St. (262) 635-7915 (Inspection)

Applications must be filed and paid for by noon on the Friday before a Council meeting in order to be presented to the Council. The Council meets the first and third Tuesday of every month, except the 3<sup>rd</sup> Monday of April and 1<sup>st</sup> Monday of August. Applications are then referred to the Public Safety and License Committee for its next meeting, and it is **mandatory that you appear at that meeting.**