



CHECK LIST FOR COMPLETED APPLICATIONS

The following must be received before we can consider your application:

- Completed Application for Alcoholic Beverage License**
- License Fees (per the fee schedule)**
- Photo ID of Applicant and Registered Agent**
- Affidavit of Publication of newspaper advertisement (Sec. 10-83m)**
- Evidence of ownership of building or copy of Lease if leasing**
- Report Certifying no tax delinquency**
- For partnership, attach partnership agreement**
- Background check**

All requirements ie: background check, newspaper advertisements, etc. must be completed prior to submitting application. Complete application with documentation must be submitted to Town Clerk's office no later than _____ to be considered at the _____ Council meeting.

Applicant must appear in person at the Council meeting the application is to be reviewed or may be represented by an attorney.