

License application ideal timeline

Day 1	Applicant files application with License Division and gets fingerprinted by the Milwaukee Police Department.
Day 4 (due to weekend)	Notification of application received by the Milwaukee Police Department – License Investigation Unit, Department of Neighborhood Services, Health Department and E-Notification.
Days 4 - 8	MPD Bureau of Investigation Processes Fingerprints Aldersperson's office does one or more of the following: 1) Meets with the applicant 2) Sends out a neighborhood survey 3) Schedules a neighborhood meeting
Days 11 - 15	MPD LIU sends applicant a letter to advise applicant to contact them for an interview and proof of residency.
Days 18 - 22	Applicant contacts MPD LIU for the interview and supplies the appropriate proof of residency. Survey's returned to the Aldersperson's Office or neighborhood meeting held or Aldersperson meets with the applicant
Day 25	MPD LIU transmits completed police report to the License Division.
Days 25 -26	Police report is received by the License Division, entered in the system, added to the application and the application is given to the License Division Manager.
Days 26 - 27	License Division Manager contacts the Aldersperson to discuss scheduling the application. Discussion of if there are neighborhood objections, if there is a concentration issue, and what if any neighbors should notified of the hearing. (Notice can be mailed to 100 persons or a radius of 250' feet from the premises per ordinance. There is no requirement that notice must be given.)
Days 28 -29	Notices are mailed to the license applicant and the surrounding neighbors if applicable.
Day 41	Licenses Committee hears license application and makes recommendation to the Common Council.
Day 54	Common Council votes on the Licenses Committee's recommendation.

54/7 = 7.7 weeks

Case #1 (*applicant waited 26 days to be fingerprinted*)

- Day 1 Application filed with the License Division
- Day 2 Notification of application received by the Milwaukee Police Department – License Investigation Unit, Department of Neighborhood Services, Health Department and E-Notification.
- Day 26 Applicant goes to get fingerprinted
- Day 34 License Division contacts MPD LIU to check on the status of the police report; applicant has not complied with the police background investigation (failure to provide proof of residency)
- Day 37 Applicant complies with police background investigation and police report is completed
- Day 41 Police report is received by the License Division, entered in the system, added to the application and the application is given to the License Division Manager.
- Day 41 License Division Manager discusses the application with the alderperson. The alderperson requests that neighbors within 250' are notified of the hearing.
- Day 44 Notices are mailed to the license applicant and the surrounding neighbors.
- Day 55 Licenses Committee hears license application and recommends approval of the application.
- Day 70 Common Council votes on the Licenses Committee's recommendation.

70/7 = 10 weeks

Case #2

(applicant complied with requirements in a timely manner and there were no concerns with the application)

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| Day 1 | Application filed with the License Division |
| Day 2 | Notification of application received by the Milwaukee Police Department – License Investigation Unit, Department of Neighborhood Services, Health Department and E-Notification. |
| Day 3 | Applicant goes to get fingerprinted |
| Day 11 | Applicant complies with police background investigation and police report is completed |
| Day 12 | Police report is received by the License Division, entered in the system, added to the application and the application is given to the License Division Manager. |
| Day 15 | The Alderperson's office contacts the License Division; advises there are no concerns with the application and would like it scheduled for the next licenses committee meeting. |
| Day 16 | Notice is mailed to the license applicant. |
| Day 23 | Licenses Committee hears license application and recommends approval of the application. |
| Day 38 | Common Council votes on the Licenses Committee's recommendation. |

38/7= 5.4 weeks

Case #3

(Transfer application – there was a recess of committee meetings and the alderperson requested it be held twice)

- Day 1 Application filed with the License Division
- Day 2 Notification of application received by the Milwaukee Police Department – License Investigation Unit, Department of Neighborhood Services, Health Department and E-Notification.
- Applicant's fingerprints are already on file.
- Day 2 Police report is completed
- Day 3 Police report is received by the License Division, entered in the system, added to the application and the application is given to the License Division Manager.
- 3 week lapse due to recess of committee meetings*
- Day 22 License Division Manager discusses the application with the alderperson. The alderperson requests that the application be held to meet with the applicant and/or the neighbors.
- Day 43 License Division Manager discusses the application with the alderperson. The alderperson requests that the application be held to meet with the applicant and/or the neighbors.
- Day 64 License Division Manager discusses the application with the alderperson. The alderperson requests that neighbors within 250' are notified of the hearing.
- Day 67 Notices are mailed to the license applicant and the surrounding neighbors.
- Day 78 Licenses Committee hears license application and recommends approval of the application.
- Day 93 Common Council votes on the Licenses Committee's recommendation.

93/7 = 13.3 weeks