



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

www.appleton.org

"...meeting community needs...enhancing quality of life."

May 14, 2015

CERTIFIED MAIL

ATTN: license applicant
address

This letter is to notify you that we are in receipt of your application for a (*specific*) License. Upon review of your application, the Police Department has recommended that your application for a (*specific*) License be denied due to your history of civil and/or criminal convictions.

You have the right to appear before the Safety and Licensing Committee to contest this recommendation. To do so, **please contact the City Clerk's Office within 30 days** of receipt of this letter in order to be placed on the Safety and Licensing Committee's Agenda. Failure to contact the City Clerk's Office within 30 days will result in your license being denied.

Regular meetings of the Safety and Licensing Committee take place on the second and fourth Wednesday of each month at 6:00 p.m. in Room "6A" at City Hall, 100 North Appleton Street, Appleton, Wisconsin.

Again, should you choose not to appeal this recommendation, your application will be considered denied and a (*specific*) License will not be issued.

If you have specific questions relating to this matter, please contact Lt. Steve Elliott, APD, at 920-832-5524.

Sincerely,

Dawn A. Collins
City Clerk