

# Document Checklist New Application

Please submit each item listed below!

## Application

- Colorado Liquor Retail Liquor License application (DR8404)

## Proof of Possession of Property; Floor Plan

- Deed (or) Lease
  - ✓ Lease must cover entire license period (minimum one year). Deed or lease must be in the name of the liquor license applicant.

OR

- ✓ Assignment of Lease (signed by original lessee).
  - ✓ Attach acceptance of assignment of lease (signed by applicant).
  - ✓ Attach consent to assignment of lease (signed by landlord).
- Floor diagram of premises to be licensed (8½" x 11" only)
    - ✓ Include dimensions of area to be licensed (anywhere alcohol will be stored or served).
    - ✓ Include bars, walls, partitions, entrances/exits, storage.
    - ✓ Label each room to indicate how it will be used.

## Financial Documents

- Purchase agreement, stock transfer agreement, loan documentation, promissory notes, etc.

## Background Information

- Individual History Record (DR 8404-I)
- Fingerprints (one card per individual - see Fingerprinting Instructions).
- Business check or money order payable to the "Colorado Bureau of Investigation" for \$38.50 for each set of prints submitted.

## Corporate Documents (if applicable)

- Attach Certificate of Incorporation or Certificate of Good Standing dated within last two years.

**Partnership Documents (if applicable)**

- Attach partnership agreement (except for husband-wife partnerships).
- Attach Certificate of co-partnership (if applicable).

**Limited Liability Company Documents (if applicable)**

- Attach Certificate of Good Standing dated within last two years.
- Attach articles of organization (acknowledged by Secretary of State).
- Attach copy of operating agreement (required if OTHER than sole member LLC or husband and wife LLC)

**Fee Schedule**

		<i>City Fees**</i>		<i>State Fees ***</i>	
<b>Application Fee</b>	New License	\$500.00		\$1025.00	
	Concurrent Review *			\$1125.00	
<b>License Fee</b>	Hotel-Restaurant	\$ 75.00		\$ 500.00	
	Tavern	\$ 75.00		\$ 500.00	
	Brew Pub	\$ 75.00		\$ 750.00	
	Retail Liquor Store	\$ 22.50		\$ 227.50	
	Beer and Wine	\$ 48.75		\$ 351.50	
	Club	\$ 41.25		\$ 308.75	
		<b><i>Total City Fees**</i></b>		<b><i>Total State Fees***</i></b>	

\*Concurrent review is for the State to review the application at the same time as the City.

\*\*Check or money order payable to the "City of Fort Collins".

\*\*\*Check or money order payable to the "Colorado Department of Revenue".

## Occupation Tax

The City of Fort Collins has levied an annual Occupation Tax on the retail sales of alcoholic beverages. This tax is due January 1, of every year for the new calendar year. For a new establishment, the tax is pro-rated for the portion of the first year the business is licensed. No new or renewal license will be issued until tax is paid in full. *(If the license is granted, this fee is pro-rated and is due when the license is issued. Check must be made out to the City of Fort Collins).*

Hotel-Restaurant	\$1600	Beer and Wine	\$800
Tavern	\$1600	Drugstore	\$750
Brew Pub	\$1600	Club	\$800
Retail Liquor Store	\$ 750		

**Please call Aimee Jensen at 970.221.6315  
to schedule an appointment to submit your  
application.**

<i>Application Deadline</i>	<i>Meeting Date</i>

**All Hearings are located at Municipal Court  
215 North Mason Street, 1st Floor**

### General Information

After the application is filed in the City Clerk's Office at 300 West LaPorte Avenue, the file is reviewed and any deficiencies are reported to the applicant prior to the consideration of the application by the Liquor Licensing Authority. The Police Department also performs background investigations and reports its findings to the Liquor Licensing Authority. The Fort Collins Liquor Licensing Authority generally meets the first and third Monday of each month at 1:00 p.m., in Municipal Court, 215 North Mason Street, 1st floor.

The applicant, or his/her representative, shall be present at the hearing. At the time of the hearing, it shall be the responsibility of the applicant (for a new license only) to present sufficient evidence indicating the need for the license in the respective neighborhood. This is typically done by petitioning the neighborhood. These petitions indicate support (or lack thereof) for issuance of a license. Petitioning may begin **after** the City has provided you with the neighborhood boundaries. ***Petitions must be submitted to the City Clerk's Office at least 10 days prior to the hearing date.***

If the application is approved by the Liquor Licensing Authority, the City Clerk's Office will forward the application to the Colorado Department of Revenue, Liquor Licensing Division for review and approval. Typically, the State will process the application and mail the State's liquor license to the City Clerk's Office in 1-2 months, unless concurrent review has been requested. The City of Fort Collins license is then prepared, and both licenses are issued to the applicant once all inspections are complete and occupation tax is paid (if applicable). **A certificate of occupancy may be required before a license can be issued.**

## **Renewals**

Liquor and 3.2% beer licenses are valid for one year. Not less than 45 days prior to the expiration of the license, an application for renewal of the license must be filed with the City Clerk's Office, along with appropriate fees. The Colorado Department of Revenue will mail a renewal application approximately 4 months prior to the expiration of the license. The renewal application will note the State license fee. The City Clerk's Office will also mail a renewal notice (approximately 4 months prior to expiration) which sets out the City's renewal fees. The completed renewal application, along with the State and City fees, must be submitted to the City Clerk's Office for approval. The City Clerk's Office will forward the application and State fees to the Colorado Department of Revenue. Renewed licenses will be mailed to the licensee. *If the liquor license is allowed to expire, the licensee can still renew the license within 90 days after expiration. Late renewals are subject to a City fee of \$500, in addition to normal renewal fees.*

**For additional information, please contact:**

**Aimee Jensen, Deputy City Clerk  
City Clerk's Office  
300 LaPorte Avenue  
P.O. Box 580  
Fort Collins, CO 80522  
Voice 970.221.6315  
Fax 970.472.3002  
ajensen@fcgov.com**

**COLORADO LIQUOR  
 RETAIL LICENSE APPLICATION**

**NEW LICENSE**     **TRANSFER OF OWNERSHIP**     **LICENSE RENEWAL**

- ALL ANSWERS MUST BE PRINTED IN BLACK INK OR TYPEWRITTEN
- APPLICANT MUST CHECK THE APPROPRIATE BOX(ES)
- LOCAL LICENSE FEE \$ \_\_\_\_\_
- APPLICANT SHOULD OBTAIN A COPY OF THE COLORADO LIQUOR AND BEER CODE (Call 303-370-2165)

1. Applicant is applying as a

<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual
<input type="checkbox"/> Partnership (includes Limited Liability and Husband and Wife Partnerships)	<input type="checkbox"/> Limited Liability Company
	<input type="checkbox"/> Association or Other

2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation      Fein Number

2a. Trade Name of Establishment (DBA)      State Sales Tax No.      Business Telephone

3. Address of Premises (specify exact location of premises)

City	County	State	ZIP Code
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4. Mailing Address (Number and Street)	City or Town	State	ZIP Code
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5. If the premises currently have a liquor or beer license, you MUST answer the following questions:

Present Trade Name of Establishment (DBA)	Present State License No.	Present Class of License	Present Expiration Date
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LIAB	SECTION A	NONREFUNDABLE APPLICATION FEES	LIAB	SECTION B (CONT.)	LIQUOR LICENSE FEES
2300	<input type="checkbox"/>	Application Fee for New License ..... \$1,025.00	1985	<input type="checkbox"/>	Resort Complex License (City) ..... \$500.00
2302	<input type="checkbox"/>	Application Fee for New License - w/Concurrent Review ..... \$1,125.00	1986	<input type="checkbox"/>	Resort Complex License (County) ..... \$500.00
2310	<input type="checkbox"/>	Application Fee for Transfer ..... \$1,025.00	1988	<input type="checkbox"/>	Add Related Facility to Resort Complex... \$ 75.00 X ____ Total ____
2312	<input type="checkbox"/>	Application Fee for Transfer - w/Concurrent Review ..... \$1,125.00	1990	<input type="checkbox"/>	Club License (City) ..... \$308.75
			1991	<input type="checkbox"/>	Club License (County) ..... \$308.75
			2010	<input type="checkbox"/>	Tavern License (City) ..... \$500.00
			2011	<input type="checkbox"/>	Tavern License (County) ..... \$500.00
			2012	<input type="checkbox"/>	Manager Registration - Tavern ..... \$ 75.00
			2020	<input type="checkbox"/>	Arts License (City) ..... \$308.75
			2021	<input type="checkbox"/>	Arts License (County) ..... \$308.75
			2030	<input type="checkbox"/>	Racetrack License (City) ..... \$500.00
			2031	<input type="checkbox"/>	Racetrack License (County) ..... \$500.00
			2040	<input type="checkbox"/>	Optional Premises License (City) ..... \$500.00
			2041	<input type="checkbox"/>	Optional Premises License (County) ..... \$500.00
			2045	<input type="checkbox"/>	Vintners Restaurant License (City) ..... \$750.00
			2046	<input type="checkbox"/>	Vintners Restaurant License (County) ..... \$750.00
			2220	<input type="checkbox"/>	Add Optional Premises to H & R ..... \$100.00 X ____ Total ____
			2370	<input type="checkbox"/>	Master File Location Fee ..... \$ 25.00 X ____ Total ____
			2375	<input type="checkbox"/>	Master File Background ..... \$250.00 X ____ Total ____

**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

**LIABILITY INFORMATION**

County	City	Industry Type	License Account Number	Liability Date	License Issued Through (Expiration Date)
				FROM	TO
State _____-750 (999)	City 2180-100 (999)	County 2190-100 (999)	Managers Reg _____-750 (999)		
Cash Fund New License <b>2300-100 (999)</b>			Cash Fund Transfer License <b>2310-100 (999)</b>	<b>TOTAL</b>	
				<b>\$</b>	

<b>6.</b> Is the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager under the age of twenty-one years?	Yes No <input type="checkbox"/> <input type="checkbox"/>												
<b>7.</b> Has the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager ever (in Colorado or any other state); (a) been denied an alcohol beverage license? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> (b) had an alcohol beverage license suspended or revoked? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> (c) had interest in another entity that had an alcohol beverage license suspended or revoked? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> If you answered yes to 7a, b or c, explain in detail on a separate sheet.													
<b>8.</b> Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes," explain in detail. <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span>													
<b>9.</b> Are the premises to be licensed within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span>													
<b>10.</b> Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current or former financial interest in said business including any loans to or from a licensee. <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span>													
<b>11.</b> Does the Applicant, as listed on line 2 of this application, have legal possession of the premises for at least 1 year from the date that this license will be issued by virtue of ownership, lease or other arrangement? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> <input type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____													
a. If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; height: 20px;">Landlord</td> <td style="width:33%;">Tenant</td> <td style="width:34%;">Expires</td> </tr> </table>	Landlord	Tenant	Expires										
Landlord	Tenant	Expires											
Attach a diagram and outline or designate the area to be licensed (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11". (Doesn't have to be to scale)													
<b>12.</b> Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business. Attach a separate sheet if necessary.													
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">NAME</th> <th style="width:15%;">DATE OF BIRTH</th> <th style="width:15%;">FEIN OR SSN</th> <th style="width:35%;">INTEREST</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NAME	DATE OF BIRTH	FEIN OR SSN	INTEREST									
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<i>Attach copies of all notes and security instruments, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.</i>													
<b>13. Optional Premises or Hotel and Restaurant Licenses with Optional Premises</b> Has a local ordinance or resolution authorizing optional premises been adopted? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span>													
Number of separate Optional Premises areas requested. _____ (See License Fee Chart)													
<b>14. Liquor Licensed Drug Store applicants, answer the following:</b> (a) Does the applicant for a Liquor Licensed Drug Store have a license issued by the Colorado Board of Pharmacy? COPY MUST BE ATTACHED. <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span>													
<b>15. Club Liquor License applicants answer the following and attach:</b> (a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> (b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> (c) How long has the club been incorporated? _____ (d) How long has applicant occupied the premises to be licensed as a club? (Three years required) _____ (Three years required) _____													
<b>16. Brew-Pub License or Vintner Restaurant Applicants answer the following:</b> (a) Has the applicant received or applied for a Federal Permit? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> (Copy of permit or application must be attached)													
<b>17a. Name of Manager (for all on-premises applicants)</b> _____ (If this is an application for a Hotel, Restaurant or Tavern License, the manager must also submit an Individual History Record (DR 8404-I)).	Date of Birth <input style="width: 100px; height: 20px;" type="text"/>												
<b>17b.</b> Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number. <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span>													
<b>18. Tax Distraint Information.</b> Does the applicant or any other person listed on this application and including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span> If yes, provide an explanation and include copies of any payment agreements.													

19. If applicant is a corporation, partnership, association or limited liability company, applicant **must list** ALL OFFICERS, DIRECTORS, GENERAL PARTNERS, AND MANAGING MEMBERS. In addition applicant **must list** any stockholders, partners, or members with OWNERSHIP OF **10% OR MORE** IN THE APPLICANT. ALL PERSONS LISTED BELOW must also attach form DR 8404-I (Individual History record), and submit finger print cards to their local licensing authority.

NAME	HOME ADDRESS, CITY & STATE	DOB	POSITION	% OWNED*

\*If total ownership percentage disclosed here does not total 100% applicant must check this box  
 Applicant affirms that no individual other than these disclosed herein, owns 10% or more of the applicant

**Additional Documents to be submitted by type of entity**

- CORPORATION**     Cert. of Incorpor.     Cert. of Good Standing (if more than 2 yrs. old)     Cert. of Auth. (if a foreign corp.)  
 **PARTNERSHIP**     Partnership Agreement (General or Limited)     Husband and Wife partnership (no written agreement)  
 **LIMITED LIABILITY COMPANY**     Articles of Organization     Cert. of Authority (if foreign company)     Operating Agrmt.  
 **ASSOCIATION OR OTHER**    Attach copy of agreements creating association or relationship between the parties

Registered Agent (if applicable)	Address for Service
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**OATH OF APPLICANT**

*I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.*

Authorized Signature	Title	Date
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**REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY/COUNTY)**

Date application filed with local authority	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application 12-47-311 (1)) C.R.S.
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**THE LOCAL LICENSING AUTHORITY HEREBY AFFIRMS:**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| That each person required to file DR 8404-I (Individual History Record) has:  | Yes                      | No                       |
| <input type="checkbox"/> Been fingerprinted .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Been subject to background investigation, including NCIC/CCIC check for outstanding warrants .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with, and aware of, liquor code provisions affecting their class of license ..... |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
- (Check One)
- Date of Inspection or Anticipated Date \_\_\_\_\_  
 Upon approval of state licensing authority.

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 12, Article 46 or 47, C.R.S. **THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority for	Telephone Number	<input type="checkbox"/> TOWN, CITY <input type="checkbox"/> COUNTY
Signature	Title	Date
Signature (attest)	Title	Date