

Document Checklist New Application

Please submit each item listed below!

Application

- Colorado Fermented Malt Beverage (3.2% Beer) application (DR8403)

Proof of Possession of Property; Floor Plan

- Deed (or) Lease
- Floor diagram of premises (8½" x 11" only).
 - Must be an exact representation of the licensed premise.
 - Include length and width of exterior walls only.
 - Include bars, walls, partitions, entrances/exits, storage.
 - North orientation.
 - Separate diagram for each floor (if multiple levels).
 - Need not be to scale.
 - Exterior areas must show type of fencing, walls, etc.

Financial Documents

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

Background Information

- Individual History Record (DR 8404-I)
- Authorization and Consent form.
- Fingerprints (See Fingerprinting Instructions).
- Business check or money order payable to the "Colorado Bureau of Investigation" for \$38.50 for each set of prints submitted. (See Fingerprinting Instructions).

Corporate Documents (if applicable)

- Certificate of Good Standing dated within last two years.
- Articles of Organization.

Partnership Documents (if applicable)

**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 fo 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
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Fort Collins, CO 80522
Voice 970.221.6315
Fax 970.472.3002
ajensen@fcgov.com**