

DOCUMENT CHECKLIST

TEMPORARY

MODIFICATION OF PREMISES

APPLICATION

- ☐ Permit Application & Report of Changes (DR 8442)
- ☐ Temporary Modification Questionnaire.

PROOF OF POSSESSION OF PROPERTY

- ☐ Deed (or) Lease.

FLOOR PLANS

- ☐ **2 Floor diagrams** (8½" x 11" only): (1) current premises; (2) premises after changes. Diagrams MUST be legible.
 - Exact representation of the licensed premises
 - 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.

FEE SCHEDULE

- ☐ Check or money order for \$150.00 payable to the "City of Fort Collins".
- ☐ Check or money order for \$300.00 payable to the "Colorado Department of Revenue". *(State fee is waived for this type of application between December 7, 2020 and December 7, 2021 per SB 20B-001)*

**Applications are not being accepted in person.
You are required to email Aimee Jensen
prior to submitting ANY application.**

AIMEE JENSEN (970.221.6315)

ajensen@fcgov.com

City Clerk's Office
300 LaPorte Avenue
PO Box 580
Fort Collins CO 80522

Permit Application and Report of Changes

Current License Number _____

All Answers Must Be Printed in Black Ink or Typewritten

Local License Fee \$ _____

| | | |
|--|---------------|--------------------------------|
| 1. Applicant is a <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company | | Present License Number |
| 2. Name of Licensee | 3. Trade Name | |
| 4. Location Address | | |
| City | County | ZIP |

SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.

| Section A – Manager reg/change | Section C |
|---|---|
| • License Account No. _____ <input type="checkbox"/> Manager's Registration (Hotel & Restr.)\$75.00 <input type="checkbox"/> Manager's Registration (Tavern)\$75.00 <input type="checkbox"/> Manager's Registration (Lodging & Entertainment)\$75.00 <input type="checkbox"/> Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.) NO FEE | <input type="checkbox"/> Retail Warehouse Storage Permit (ea)\$100.00 <input type="checkbox"/> Wholesale Branch House Permit (ea) 100.00 <input type="checkbox"/> Change Corp. or Trade Name Permit (ea) 50.00 <input type="checkbox"/> Change Location Permit (ea) 150.00 <input type="checkbox"/> Change, Alter or Modify Premises \$150.00 x _____ Total Fee _____ <input type="checkbox"/> Addition of Optional Premises to Existing H/R \$100.00 x _____ Total Fee _____ <input type="checkbox"/> Addition of Related Facility to an Existing Resort or Campus Liquor Complex \$160.00 x _____ Total Fee _____ <input type="checkbox"/> Campus Liquor Complex Designation No Fee <input type="checkbox"/> Sidewalk Service Area \$75.00 |
| Section B – Duplicate License | |
| • Liquor License No. _____ <input type="checkbox"/> Duplicate License \$50.00 | |

Do Not Write in This Space – For Department of Revenue Use Only

| | | |
|---------------------|------------------------|--------|
| Date License Issued | License Account Number | Period |
| | | |

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

**TOTAL
AMOUNT DUE**

\$.00

| | |
|---|---|
| Change of Manager | <p>8. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8).</p> <p>(a) Change of Manager (attach Individual History DR 8404-I H/R, Tavern and Lodging & Entertainment only) Former manager's name _____ New manager's name _____</p> <p>(b) Date of Employment _____ Has manager ever managed a liquor licensed establishment? Yes <input type="checkbox"/> No <input type="checkbox"/> Does manager have a financial interest in any other liquor licensed establishment? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give name and location of establishment _____</p> |
| Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area | <p>9. Modification of Premises, Addition of an Optional Premises, Addition of Related Facility, or Addition of a Sidewalk Service Area</p> <p>NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities.</p> <p>(a) Describe change proposed _____ _____ _____</p> <p>(b) If the modification is temporary, when will the proposed change: Start _____ (mo/day/year) End _____ (mo/day/year)</p> <p>NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00</p> <p>(c) Will the proposed change result in the licensed premises now being located 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? (If yes, explain in detail and describe any exemptions that apply) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(d) Is the proposed change in compliance with local building and zoning laws? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.</p> <p>(g) Attach any existing lease that is revised due to the modification.</p> <p>(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.</p> |
| Campus Liquor Complex Designation | <p>10. Campus Liquor Complex Designation</p> <p>An institution of higher education or a person who contracts with the institution to provide food services</p> <p>(a) I wish to designate my existing _____ Liquor License # _____ to a Campus Liquor Complex Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| Additional Related Facility | <p>11. Additional Related Facility</p> <p>To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.</p> <p>(a) Address of Related Facility _____</p> <p>(b) Outlined diagram provided Yes <input type="checkbox"/> No <input type="checkbox"/></p> |

| | | |
|---|-------|---------------------------------|
| Oath of Applicant | | |
| I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge | | |
| Signature | Title | Date |
| <p style="text-align: center;">Report and Approval of LOCAL Licensing Authority (CITY / COUNTY)</p> <p>The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.</p> | | |
| Local Licensing Authority (City or County) | | Date filed with Local Authority |
| Signature | Title | Date |
| <p style="text-align: center;">Report of STATE Licensing Authority</p> <p>The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.</p> | | |
| Signature | Title | Date |