

DOCUMENT CHECKLIST

Modification of Premises under Colorado Liquor Regulation 47-302 A.4 (Sidewalk Service Permit) and 47-302 A.7

- 1) Email application and supporting documents to ajensen@fcgov.com.
- 2) Make an appointment to review your application at fcgov.com/liquor.

APPLICATION

- Permit Application & Report of Changes (DR 8442)
- Sidewalk Service Area Questionnaire.

PROOF OF POSSESSION OF PROPERTY

- Deed, Lease or Encroachment Permit.

FLOOR PLANS

- 2 **Floor diagrams** (8½" x 11" only): (1) building premises (inside); (2) building premises with proposed Sidewalk Service Area. 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 \$0 payable to the "City of Fort Collins".
- Check or money order for \$75.00 payable to the "Colorado Department of Revenue".