Nancy J. Parker
Town Clerk
Secretary to the Town of Erie Liquor Authority
P.O. Box 750
Erie, CO 80516
(303)926-2731 nparker@erieco.gov

TOWN OF ERIE
1874

TO: ALL LIQUOR AND 3/2% BEER LICENSE APPLICANTS

This packet contains general liquor/beer licensing information, as well as all local and State forms necessary to apply for such license.

You must make an appointment with the Town Clerk's Office to have time to review your completed application at the time you submit your application, so that the hearing date and neighborhood can be established. The applicant will be required to prove the neighborhood needs and desires. The neighborhood is designated as the town boundaries of Erie. Judge Willard Hardesty who is the Licensing Authority will set the hearing date (not less than 30 days from date of application submittal) and the applicant will be required to certify posting of the notice of the hearing at least ten days prior to the hearing date.

All forms must be typed or printed in black ink, accurate, complete in all aspects, and properly executed. ***All applications must be submitted in duplicate (one sided copies only and 8 ½ x 11 copies will only be accepted) along with City and State application and license fees.***
3 SEPARATE CHECKS WILL BE REQUIRED.
1) Department of Revenue
2) Town of Erie
3) Colorado Bureau of Investigation.
(Note: Individual history applications are $38.50 per person.
CBI will only accept money orders and/or cashier's checks)

The Town Clerk's office cannot process an incomplete application.

Please contact the Town Clerk's Office if you have any question or need additional information at (303) 926-2731.

Sincerely,

Nancy J. Parker

Nancy J. Parker, Town Clerk
Town of Erie

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Liquor License Application Packet
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TOWN OF ERIE
OFFICE OF THE CITY CLERK
BEVERAGES LICENSING AUTHORITY

APPLICATION PROCEDURES

Regarding All Liquor and 3.2% Beer Applications in the Town of Erie

1. Read all materials contained in this packet before requesting further information or forms.

2. Refer to the Required Documents Checklist and prepare all required forms/documents. Incomplete applications will not be accepted.

3. Your application must be submitted in accordance with the following criteria:
   a. **All forms and other documents must be submitted in duplicate.** One set should contain all originals of forms and other documents; one set should contain photocopies (with printing on only one side of each page) of each item in Set One.

   b. All documentation is to be submitted on 8-1/2" x 11" paper.

   c. Remove all staples from documents in Set Two.

   d. All information must be typewritten or legibly printed in black ink.

   e. Arrange all documents in the order listed on the Required Documents Checklist.

   f. Plans and Specifications
      (a) All plans, specifications and drawings shall be 8-1/2 inches by 11 inches in size and shall show the floor plan and layout of the interior of the building where the license is sought to be exercised. ***Separate pages may be used for more than one floor or for multiple rooms.***

      (b) If a liquor or fermented malt beverage on-premise license is applied for, the plans and specifications shall show, as a minimum, the following: dining tables, barstools, hostess station, cash register, liquor storage, and entryways and exits. Patio and deck layouts shall show tables, any bar or hostess station, ingress and egress, and type of barrier surrounding the patio or deck. In addition, the plans shall show the overall seating capacity of the premises and shall show the square footage of each dining, storage and service area.

4. When your application is complete, you must schedule an appointment with the Town Clerk to review your application on the day scheduled for said appointment. (See Schedule of Hearings and Application Deadlines). The applicant or a representative must be present for this one-half hour review session. To schedule this appointment, call 303 926-2731. Late applications will be scheduled for the next subsequently scheduled hearing.

5. At time applications are submitted to the Town Clerk, dates will be set for you regarding the Preliminary Findings & Report, posting requirements, neighborhood petition surveys, the Outline of Hearing Procedures, and the hearing agenda. The Preliminary Findings & Report will be made available to you in the Office of the Town Clerk no later than the fifth day prior to the date of the hearing. The report gives you the status of your application and confirms the date and time of your hearing before the Authority.

6. You will be required to submit **all** fees with the application. Checks should be made payable to: Town of Erie and COLORADO DEPARTMENT OF REVENUE and an additional check made out to CBI or Colorado Bureau of Investigation, (CBI will only accept a business check, cashier check or money order made out to CBI) which will be submitted along with the fingerprint card to CBI. Checks returned by your bank will be assessed an additional collection fee, and your hearing date may also be postponed.

7. You or your representative must be present at the hearing to formally submit your application to the Authority. Failure to appear, or to request a continuance, may result in denial of your application.

8. Should your application be approved, allow 3 to 5 weeks for processing and issuance. Both the Town of Erie and the State of Colorado licenses will be issued from the Office of the Town Clerk.

The following is an outline of the order of events/procedures for liquor/3.2% beer licensing:

A. Complete and compile all required documentation.

B. Schedule appointment with Town Clerk in accordance with Schedule of Hearings and Application Deadlines.

C. Submit both copies of completed application in 1/2 hour review session with the Town Clerk and set hearing date.

D. On the date set by the Clerk, the applicant for a new license or transfer of ownership, or, for a change of location, or request to change, alter or modify the premises of an existing license, must pick up a poster from the Town Clerk's office and post same on the subject property.

E. The summary of survey results for an application on which a "Needs and Desires" Petition Survey is prepared must be submitted to the Town Clerk's office no later than the tenth day prior to the hearing.

F. On the fifth day prior to the hearing, the applicant must pick up the Outline of Hearing Procedures, Hearing Agenda, and the Preliminary Findings and Report from the Town Clerk's office.

G. On date of hearing, the applicant (or applicant's representative) presents the application to the Authority members. The Authority decides whether to grant or deny the application.

H. If the application is granted, the subject licenses will be issued by the Town Clerk within three to five weeks of the hearing date (contingent upon the issuance of a Certificate of Occupancy by the Town for newly constructed premises).

I. The licensee may begin the sale of liquor/3.2% beer as soon as the licenses have been posted (in a location visible to the public) on the licensed premises.

FOR YOUR INFORMATION:

Pursuant to Colorado Liquor Code, applications for liquor/3.2% beer licenses must address the following issues to the satisfaction of the Town and State liquor authorities.

1. Qualifications, character and reputation of the applicant(s): Application for New License and Transfer of Ownership.

2. Needs of the neighborhood: Application for New License, Change of Location, and, in some cases, Change, Alter or Modify the Premise.

3. Desires of the inhabitants of the neighborhood: Application for New License, Change of Location, and, in some cases, Change, Alter or Modify the Premise.

NOTE: Information regarding the qualifications, character and reputation is addressed in the packet materials.

Documents/proof regarding the needs of the neighborhood, and the desires of the inhabitants of the neighborhood must be created by the applicant. The methods most frequently used are as follows:

Written and/or verbal testimony from parties in interest within the affected neighborhood (presented at the hearing);
A "needs and desires petition survey" is prepared for presentation with the application (filed with the Clerk's office ten days prior to the hearing.

NOTE: The applicant is responsible for familiarity with the Liquor and 3.2% Beer Codes. Copies of these codes are available for public inspection in the Office of the Town Clerk in the Municipal Building. You may purchase copies of the State Liquor and 3.2% Beer Code ($15.00 per copy, plus $2.50 shipping/handling per order) from the State of Colorado Central Stores Division, 4200 Garfield, Denver, CO 80216. Phone (303) 321-2200.

RENEWALS: (Should the License be granted)

1. About nine months after the Liquor License is granted, you will receive your renewal notice from the State of Colorado.

2. You must submit your completed renewal application to the Local Licensing Authority along with two checks, one to the Colorado Department of Revenue and one to the Town of Erie.

3. The Town will conduct a report of any police activity at that location, and will approve and forward to the State.

4. Both the Town of Erie and the State of Colorado license renewals will be issued from the Office of the Town Clerk.

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COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION
DENVER CO 80261

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DEPARTMENT USE ONLY

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

☐ Corporation
☐ Partnership (includes Limited Liability and Husband and Wife Partnerships)
☐ Individual
☐ Limited Liability Company
☐ 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
4. Mailing Address (Number and Street)	City or Town	State	ZIP Code

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

LIAB	SECTION A	NONREFUNDABLE APPLICATION FEES
2300	☐ Application Fee for New License	$600.00 ~~$1,025.00~~
2302	☐ Application Fee for New License - w/Concurrent Review	$700.00 ~~$1,125.00~~
2310	☐ Application Fee for Transfer	$600.00 ~~$1,025.00~~

LIAB	SECTION B	LIQUOR LICENSE FEES
1905	☐ Retail Gaming Tavern License (City)	$500.00
1906	☐ Retail Gaming Tavern License (County)	$500.00
1940	☐ Retail Liquor Store License (City)	$227.50
1941	☐ Retail Liquor Store License (County)	$312.50
1950	☐ Liquor Licensed Drugstore (City)	$227.50
1951	☐ Liquor Licensed Drugstore (County)	$312.50
1960	☐ Beer and Wine License (City)	$351.25
1961	☐ Beer and Wine License (County)	$436.25
1970	☐ Hotel and Restaurant License (City)	$500.00
1971	☐ Hotel and Restaurant License (County)	$500.00
1975	☐ Brew Pub License (City)	$750.00
1976	☐ Brew Pub License (County)	$750.00
1980	☐ Hotel and Restaurant License w/opt premises (City)	$500.00
1981	☐ Hotel and Restaurant License w/opt premises (County)	$500.00
1983	☐ Manager Registration - H & R	$ 75.00

LIAB	SECTION B (CONT.)	LIQUOR LICENSE FEES
1985	☐ Resort Complex License (City)	$500.00
1986	☐ Resort Complex License (County)	$500.00
1988	☐ Add Related Facility to Resort Complex	$ 75.00 X ____ Total ___
1990	☐ Club License (City)	$308.75
1991	☐ Club License (County)	$308.75
2010	☐ Tavern License (City)	$500.00
2011	☐ Tavern License (County)	$500.00
2012	☐ Manager Registration - Tavern	$ 75.00
2020	☐ Arts License (City)	$308.75
2021	☐ Arts License (County)	$308.75
2030	☐ Racetrack License (City)	$500.00
2031	☐ Racetrack License (County)	$500.00
2040	☐ Optional Premises License (City)	$500.00
2041	☐ Optional Premises License (County)	$500.00
2045	☐ Vintners Restaurant License (City)	$750.00
2046	☐ Vintners Restaurant License (County)	$750.00
2220	☐ Add Optional Premises to H & R	$100.00 X ____ Total ___
2370	☐ Master File Location Fee	$ 25.00 X ____ Total ___
2375	☐ 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 FROM	License Issued Through (Expiration Date) TO

State	City	County	Managers Reg
_____-750 (999)	2180-100 (999)	2190-100 (999)	_____-750 (999)

Cash Fund New License	Cash Fund Transfer License	TOTAL
2300-100 (999)	2310-100 (999)	$.

APPLICATION DOCUMENTS CHECKLIST AND WORKSHEET

Instructions: This check list should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable.

ITEMS SUBMITTED, PLEASE CHECK ALL APPROPRIATE BOXES COMPLETED OR DOCUMENTS SUBMITTED

I. APPLICANT INFORMATION

- ☐ A. Applicant/Licensee identified.
- ☐ B. State sales tax license number listed or applied for at time of application.
- ☐ C. License type or other transaction identified.
- ☐ D. Return originals to local authority.
- ☐ E. Additional information may be required by the local licensing authority.

II. DIAGRAM OF THE PREMISES

- ☐ A. No larger than 8 1/2" X 11".
- ☐ B. Dimensions included (doesn't have to be to scale). Exterior areas should show control (fences, walls, etc.).
- ☐ C. Separate diagram for each floor (if multiple levels).
- ☐ D. Kitchen - identified if Hotel and Restaurant.

III. PROOF OF PROPERTY POSSESSION

- ☐ A. Deed in name of the Applicant ONLY (or)
- ☐ B. Lease in the name of the Applicant ONLY.
- ☐ C. Lease Assignment in the name of the Applicant (ONLY) with proper consent from the Landlord and acceptance by the Applicant.
- ☐ D. Other Agreement if not deed or lease.

IV. BACKGROUND INFORMATION AND FINANCIAL DOCUMENTS

- ☐ A. Individual History Record(s) (Form DR 8404-I).
- ☐ B. Fingerprints taken and submitted to local authority. (State authority for master file applicants.)
- ☐ C. Purchase agreement, stock transfer agreement, and or authorization to transfer license.
- ☐ D. List of all notes and loans.

V. CORPORATE APPLICANT INFORMATION (If Applicable)

- ☐ A. Certificate of Incorporation (and/or)
- ☐ B. Certificate of Good Standing if incorporated more than 2 years ago.
- ☐ C. Certificate of Authorization if foreign corporation.
- ☐ D. List of officers, directors and stockholders of parent corporation (designate 1 person as "principal officer").

VI. PARTNERSHIP APPLICANT INFORMATION (If Applicable)

- ☐ A. Partnership Agreement (general or limited). Not needed if husband and wife.

VII. LIMITED LIABILITY COMPANY APPLICANT INFORMATION (If Applicable)

- ☐ A. Copy of articles of organization (date stamped by Colorado Secretary of State's Office).
- ☐ B. Copy of operating agreement.
- ☐ C. Certificate of Authority (if foreign company).

VIII. MANAGER REGISTRATION FOR HOTEL AND RESTAURANT, TAVERN LICENSES WHEN INCLUDED WITH THIS APPLICATION

- ☐ A. $75.00 fee.
- ☐ B. Individual History Record (DR 8404-I).

6. 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 ☐

7. 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? ☐ ☐
(b) had an alcohol beverage license suspended or revoked? ☐ ☐
(c) had interest in another entity that had an alcohol beverage license suspended or revoked? ☐ ☐
If you answered yes to 7a, b or c, explain in detail on a separate sheet.

8. 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. ☐ ☐

9. 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? ☐ ☐

10. 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. ☐ ☐

11. Does the Applicant, as listed on line 2 of this application, have legal possession of the premises by virtue of ownership, lease or other arrangement? ☐ ☐
☐ Ownership ☐ Lease ☐ Other (Explain in Detail) _____

a. If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:

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)

12. 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.

NAME	DATE OF BIRTH	FEIN OR SSN	INTEREST

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.

13. **Optional Premises or Hotel and Restaurant Licenses with Optional Premises**
Has a local ordinance or resolution authorizing optional premises been adopted? Yes ☐ No ☐

Number of separate Optional Premises areas requested. _____ (See License Fee Chart)

14. **Liquor Licensed Drug Store** applicants, answer the following:
(a) Does the applicant for a Liquor Licensed Drug Store have a license issued by the Colorado Board of Pharmacy? COPY MUST BE ATTACHED. Yes ☐ No ☐

15. **Club Liquor License** applicants answer the following and attach:
(a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain? Yes ☐ No ☐
(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? ☐ ☐
(c) How long has the club been incorporated? (Three years required) _____
(d) Has applicant occupied an establishment for three years that was operated solely for the reasons stated above? ☐ ☐

16. **Brew-Pub License or Vintner Restaurant Applicants answer the following:**
(a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached) Yes ☐ No ☐

17a. **Name of Manager (for all on-premises applicants)** _____ (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

17b. 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. Yes ☐ No ☐

18. **Tax Distraint Information.** 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? Yes ☐ No ☐
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 Incorp. ☐ 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

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

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.**

THE LOCAL LICENSING AUTHORITY HEREBY AFFIRMS:

That each person required to file DR 8404-I (Individual History Record) has: Yes No

☐ Been fingerprinted ..... ☐ ☐

☐ Been subject to background investigation, including NCIC/CCIC check for outstanding warrants ..... ☐ ☐

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 ..... ☐ ☐

(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	☐ TOWN, CITY ☐ COUNTY
Signature	Title	Date
Signature (attest)	Title	Date

DR 8404-I (07/25/11)
COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION
1881 PIERCE STREET RM 108A
DENVER CO 80261

INDIVIDUAL HISTORY RECORD

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license.

NOTICE: This individual history record requires information that is necessary for the licensing investigation or inquiry. **All** questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". **Any deliberate misrepresentation or material omission may jeopardize the license application.**

1. Name of Business

2. Your Full Name (last, first, middle)

3. List any other names you have used.

4. Mailing address (if different from residence)

5. List current residence address. Include any previous addresses within the last five years (attach separate sheet if necessary).

STREET AND NUMBER	CITY, STATE, ZIP	FROM	TO
Current			
Previous			

6. List all employment within the last five years. Include any self employment. (Attach separate sheet if necessary)

NAME OF EMPLOYER OR BUSINESS	ADDRESS (STREET, NUMBER, CITY, STATE, ZIP)	POSITION HELD	FROM	TO

7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.

NAME OF RELATIVE	RELATIONSHIP TO YOU	POSITION HELD	NAME OF LICENSEE

8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? If yes, answer in detail. ☐ Yes ☐ No

9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? If yes, explain in detail. ☐ Yes ☐ No

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)

☐ Yes ☐ No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (if yes, explain in detail.)

☐ Yes ☐ No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)

☐ Yes ☐ No

PERSONAL AND FINANCIAL INFORMATION

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential.
The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth	**b.** Social Security Number SSN	**c.** Place of Birth	**d.** U.S. Citizen? ☐ Yes ☐ No

e. If Naturalized, State where	**f.** When	**g.** Name of District Court

h. Naturalization Certificate Number	**i.** Date of Certification	**j.** If an Alien, Give Alien's Registration Card Number	**k.** Permanent Residence Card Number

l. Height	**m.** Weight	**n.** Hair Color	**o.** Eye Color	**p.** Sex	**q.** Race	**r.** Do you have a current Driver's License? If so, give number and state ☐ Yes ☐ No

14. Financial Information.

a. Total purchase price $_____(if buying an existing business) or investment being made by the applying entity, corporation, partnership, limited liability company, other $_____

b. List the total amount of your investment in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid $_____

c. Provide details of the Investment described in 14.b. You must account for all of the sources of this investment. Attach a separate sheet if needed.

Type: Cash, Services or Equipment	**Source**	**Amount**

d. Loan Information (attach copies of all notes or loans)

Name of Lender	**Address**	**Term**	**Security**	**Amount**

Oath of Applicant

I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature	Title	Date

Fee Schedule

Effective January 1, 2015

License type and Fees	Located In	Local Fee	State Fee
Application Fee for New License	City or County	$1000.00	$600.00
Application fee New License Concurrent Review	City or County	$1000.00	$700.00
Application fee Transfer of Ownership	City or County	$750.00	$600.00
Arts License	City or County	$41.25	$308.75
Beer and Wine License	City	$48.75	$351.25
Beer and Wine License	County	$63.75	$436.25
Brew-Pub License	City or County	$75.00	$750.00
Club License	City or County	$41.25	$308.75
Hotel and Restaurant License	City or County	$75.00	$500.00
Hotel and Restaurant with Optional Premises	City or County	$75.00	$500.00
Liquor Licensed **Drugstore**	City	$22.50	$227.50
Liquor Licensed **Drugstore**	County	$37.50	$312.50
Optional Premises License	City or County	$75.00	$500.00
Racetrack License	City or County	$75.00	$500.00
Resort Complex License	City or County	$0.00	$500.00
Retail **Gaming** Tavern License	City or County	$75.00	$500.00
Retail **Liquor Store** License	City	$22.50	$227.50
Retail Liquor Store license	County	$37.50	$312.50

Tavern License	City or County	$75.00	$500.00
Related Fees and Permits			
Addition of related Facility Permits to existing Resort Complex License (each)	City or County	$0.00	$75.00
Annual Renewal Application fee	City or County	$50.00	$0.00
Bed and Breakfast Permits	City or County	$25.00	$50.00
Branch Warehouse or Warehouse Storage Permit	City or County	$0	$100.00
Change of Location	City or County	$500.00	$150.00
Change of Trade name/Corporate name	City or County	$0.00	$50.00
Corp/LLC change (per person) may be charged for background investigation by local **OR** state (not both) non Master File only	City or County	$100.00	$100.00
Delivery Permit - Liquor store or 3.2% on & off	City or County	$0.00	$0.00
Duplicate License	City or County	$0.00	$50.00
Expansion - add Optional Premises to existing Hotel/Rest	City or County	$.0.00	$100.00
Hotel/Tavern Manager's Registration	City or County	$75.00	$75.00
Late Renewal Application fee	City or County	$500.00	$0.00
Master File - State issued	City or County	$0	$25.00 per location (max. $1000.00 and $250.00 per person
Mini Bar Permit*(No OAP Contribution)	City or County	$325.00	$0.00
Modification of Premises	City or County	$0.00	$150.00
Retail Warehouse Storage Permit	City or County	$0.00	$100.00

Special Events Permit (Liquor)	City or County	$25.00	$25.00
Special Events Permit (3.2%)	City or County	$10.00	$10.00
Temporary Permit	City or County	$100.00	$0.00
Out-of-State Shipping Permit (Wine Shipment Permit)	City or County	$0	$50.00
3.2% Beer License Fees			
Retail 3.2% Beer On Premises	City	$3.75	$96.25
Retail 3.2% Beer On Premises	County	$7.50	$117.50
Retail 3.2% Beer Off Premises	City	$3.75	$96.25
Retail 3.2% Beer Off Premises	County	$7.50	$117.50
Retail 3.2% Beer On/Off Premises	City	$3.75	$96.25
Retail 3.2% Beer On/Off Premises	County	$7.50	$117.50

COB401 (Rev. 10/13)

Date Received_____ License No._____

Hearing Date_____ Date Issued _____

Fees: COB_____ Exp. Date_____

Receipt #_____ State_____

TOWN OF ERIE LIQUOR LICENSE APPLICATION

This application must be filed in duplicate with the Office of the Town Clerk, Town of Erie, 645 Holbrook, P.O. Box 750, Erie, CO 80516. ALL INFORMATION MUST BE PRINTED LEGIBLY IN BLACK INK OR TYPEWRITTEN.

Name of Applicant(s):_____

Trade Name: _____

Phone No: _____ Attorney Name/Number: _____

Business address: _____

Mailing address: _____

The applicant(s) hereby applies to the Town of Erie Beverages Licensing Authority for the following local license and tenders the following fees:

Type of Application(fee):

[ ] New License ($1000.00) _____

[ ] Transfer of Ownership ($750.00) _____

[ ] Change in Location ($750.00) _____

Type of License (fee):

[ ] 3.2% Beer On & Off Premises ($3.75) _____

[ ] Hotel-Restaurant ($75.00) _____

[ ] Tavern ($75.00) _____

[ ] Retail Liquor Store ($22.50) _____

[ ] Beer and Wine ($48.75) _____

[ ] Brew Pub (75.00) _____

[ ] Liquor Licensed Drug Store ($22.50) _____

[ ] Club ($41.25) _____

[ ] Arts ($41.25) _____

[ ] Race Track ($75.00) _____

[ ] Bed and Breakfast ($25.00) _____

TOTAL FEES: $_____

In support of this application, the applicant(s) submits State of Colorado Department of Revenue forms as listed on the Required Document Checklist is filed herewith.

In further support of this application, the applicant(s) submit the following information:

1. **STATEMENT OF THE PROPOSED NEIGHBORHOOD**. (Not applicable to applications for Transfer of Ownership or applications for Club license. The neighborhood designated by the Board of Trustees is the city boundaries of Erie (If the applicant wishes the neighborhood to be designated other than the boundaries please specify below)

   (a) The applicant proposes that the following geographical area be designated by the Authority as the neighborhood which will be served by the license applied for:

   North Boundary_____

   South Boundary_____

   East Boundary_____

   West Boundary_____

   (b) Such area is illustrated as follows (draw or attach map of area):

The following affidavit to be signed by individuals and each member of partnerships and by corporation.

STATE OF COLORADO)
) SS.
COUNTY _____ _)

I, _____ and _____ being first duly sworn, depose and say: that I am the applicant above, or that I am _____ of the below named corporation or managing member of the below named Limited Liability Company; that I have read the foregoing application and know the contents thereof and of all forms referred to therein, and that all matters and things therein set forth are true of my own knowledge.

Corporations must sign here:

_____
Corporate Name

By:_____
President or Secretary

Limited Liability Companies must sign here.

_____
Limited Liability Co. Name

By:_____
Managing Member

Sole Proprietors and all members of Partnerships must sign here:

_____ _____

_____ _____

Subscribed and sworn to before me this _____ day of _____, A.D. 19_____.

My commission expires _____.

Witness my hand and official seal.

_____
Notary Public

NOTARY SEAL

_____
Address

RECOMMENDED: Approval _____ Denial_____

Date:_____ Signed:_____
Chair

By:_____

Statement of Hours (Rev. 1/05)

TO:

Beverages Licensing Authority
Town of Erie, Colorado

Dear Members of the Authority:

In accordance with the applicable sections of the Colorado Liquor or Fermented Malt Beverage Code, the applicant hereby states that the hours of operation presently scheduled for the subject business are as follows:

Day of Week	Hours of Operation
Sunday	_____ - _____
Monday	_____ - _____
Tuesday	_____ - _____
Wednesday	_____ - _____
Thursday	_____ - _____
Friday	_____ - _____
Saturday	_____ - _____

In addition, the applicant states that in the event that the above hours of operation are amended, the revised hours will comply with the related section of the appropriate Colorado Code cited above.

APPLICANT'S NAME

_____
Corporation, Partnership, Limited Liability Co., or Sole Owner

_____
Signature of Applicant

TRADE NAME: D/B/A

_____
Type Name of Above Signatory

_____

_____
Title of Above Signatory

Statement of Food Service (Rev. 1/05)

HOTEL AND RESTAURANT FOOD SERVICE REQUIREMENT

TO:
Beverages Licensing Authority
Town of Erie, Colorado

Dear Members of the Authority:

Pursuant to Section 12-47-411, C.R.S. 1973, as amended, this letter from the below applicant certifies that meals will actually and regularly be served and provide not less than twenty-five percent (25%) of the gross income of the business of the specific licensed premises, if granted by the Liquor Licensing Authority. The applicant for a Hotel-Restaurant license in conjunction with a Manufacturers/Wholesalers (Brew-Pub) license certifies that meals will actually and regularly be served and provide not less than fifteen percent (15%) of the gross income of the business of the specific licensed premises.

Pursuant to Regulation 47-418, the applicant certifies that he/she shall at all times, when meals are required to be served, maintain on the premises adequate personnel, foodstuffs and other necessary facilities, equipment and supplies for the preparation and serving of meals as defined by Section 12-47-411(1)(c), C.R.S. 1973, as amended.

Additionally, pursuant to Section 12-47-411 C.R.S. 1973, as amended, the applicant certifies that he/she will maintain a bona fide restaurant business and not a mere pretext of such for the purpose of obtaining a Hotel-Restaurant type liquor license.

APPLICANT'S NAME:

_____
Corporation, Partnership, Limited Liability Co.,
or Sole Proprietor

_____
Signature of Applicant

_____
Type Name of Above Signatory

_____
Title of Above Signatory

TRADE NAME: D/B/A

_____

Food Service Requirements

3.2 % Beer Licenses:
3.2% Beer Licensees are not obligated to serve food at any time.

On-Premises Liquor Licenses:
Club licensees, Arts licensees, Optional premises licensees, and Public Transportation System licensees are not obligated to serve food at any time.

Hotel and Restaurant licensees must have full meals available until 8:00 p.m. everyday, and snacks and sandwiches after 8:00 p.m. Food sales must provide at least 25% of the gross income from the sale of food and beverages.

Brew Pubs must serve meals and must derive 15% of the on-premises gross sales from the sale of food.

Taverns, Gaming Taverns, and Beer and Wine licensees must have sandwiches and snacks available during operating hours.

Racetracks are required to have food available during hours of operation.

When food is required to be served, it must be available wherever alcoholic beverages are served.

Off-premises Liquor Licenses:
Liquor stores are prohibited from the sale of food items except those approved by the State Licensing Authority that are prepackaged, labeled, directly related to the consumption of liquor, and are sold in containers up to 16 ounces for the purpose of cocktail garnish. Liquor-licensed Drug stores are not subject to prohibitions or requirements regarding sale of food items.

Statement of Training (Rev. 1/05)

TO:

Beverages Licensing Authority
Town of Erie, Colorado

Dear Members of the Authority:

The applicant hereby states that he/she understands the importance of being familiar with and complying with the Liquor or Fermented Malt Beverage Code of the State of Colorado.

Therefore, with respect to applicant(s), management and all other employees who will have any connection or involvement with liquor or fermented malt beverages on the subject premises of this application, the applicant(s) state(s) the following:

_____

_____

_____

_____

_____

_____

APPLICANT'S NAME:

_____
Corporation, Partnership, Limited Liability Co.,
or Sole Owner

TRADE NAME: d/b/a

_____

_____
Signature of Applicant

_____
Type Name of Above Signatory

_____
Title of Above Signatory

TOWN OF ERIE
TOWN CLERK'S OFFICE
MEMO

To: New Liquor License Applicants
From: Nancy J. Parker, Town Clerk
Date: 2014
Re: Neighborhood Needs & Desire Petitions

After you have completed your application and submitted it for consideration, the Town Clerk's office will set neighborhood boundaries and a public hearing date. The neighborhood boundaries are typically the Town's boundaries and the public hearing date will be set, not less than 30 days from the date of receipt of your application by the Town Clerk's office.

Before approving a liquor license application, the Beverages Licensing Authority (the "Authority") must consider the reasonable requirements of the neighborhood and the desires of the adult inhabitants as evidenced by petitions, remonstrance, or other evidence submitted by the applicant. Although the law does not require that an applicant petition the neighborhood, it is the most common form of evidence presented. If you choose to use the petitioning method for proving neighborhood needs and desires, the attached resident petition form or business petition form and summary must be used in this process. There are professional petitioning firms that you may contract with, however, the decisions to use any such firm is entirely yours. If you choose a professional petitioning firm, they must also use the attached petition form and summary.

Signatures obtained from petitioning should be from residents and business owners/managers of the defined neighborhood. For the resident petitions, all persons signing must be at least 21 years of age and reside in Town. For the business petitions, all persons signing must be at least 21 years of age and/or manage a business in Town. You must provide the Authority with sufficient evidence to support its findings that 1) the reasonable requirements of the neighborhood establish a need for the issuance of the requested license; and 2) that the desires of the adult inhabitants dictate the issuance of the license. The Authority will also be looking to assure that a good sampling of the Town was taken.

Each petition must contain a signed "Affidavit of Circulator" indicating that he/she personally witnessed each signature appearing on the petition and that, to the best of his/her knowledge, each signature is the signature of the person whose name it purports to be and that the address given opposite the person's name is the true residential or business address of the person signing the petition. Failure to affix a completed "Affidavit of Circulator," including notarization, will cause the petition(s) to be invalid.

RESIDENTIAL PETITION FORM

APPLICANT: _____ DATE OF PETITION: _____

D/B/A: _____ TIME OF PETITION: _____

LOCATION: _____

TYPE OF LICENSE: _____

I, the undersigned, am aware that an application for a new liquor license has been filed with the Town of Erie. I certify that I am at least 21 years of age and am a resident in the defined neighborhood. I have indicated below, with my signature, my opinion about the approval /denial of the above referenced application. Petitions should be duplicated.

PLEASE PRINT NAME AND ADDRESS CLEARLY; NAMES MUST BE VERIFIABLE.

NAME	ADDRESS	FAVOR	OPPOSE	REASON	SIGNATURE	AGE	DATE

BUSINESS PETITION FORM

APPLICANT: _____ DATE OF PETITION: _____

D/B/A: _____ TIME OF PETITION: _____

LOCATION: _____

TYPE OF LICENSE: _____

I, the undersigned, am aware that an application for a new liquor license has been filed with the Town of Erie. I certify that I am at least 21 years of age and am the manager or owner of a business in the defined neighborhood. I have indicated below, with my signature, my opinion about the approval /denial of the above referenced application. Petitions should be duplicated.

PLEASE PRINT NAME AND ADDRESS CLEARLY; NAMES MUST BE VERIFIABLE.

NAME	ADDRESS	FAVOR	OPPOSE	REASON	SIGNATURE	AGE	DATE

AFFIDAVIT OF CIRCULATOR

I, _____ do hereby certify that I was the Circulator of the attached petitions and further, that I personally witnessed each signature appearing on the petitions. To the best of my knowledge, each signature thereon is the signature of the person whose name it purports to be, each address given opposite each name is the true address of the person that signed, that each person who signed the petition represented him/her self to be at least 21 years of age, and that each person who signed the petition had the opportunity to read, or have read to them, the petition in its entirety and understood its meaning. I also affirm that no promises, threats or inducements were employed, whatsoever in connection with the presentation of this petition and that very signature appearing hereon was given freely and voluntarily.

Circulator's Name: _____

Circulator's Address: _____

State of Colorado)
County of Boulder) ss.
County of Weld)

Subscribed and sworn to before me this _____ day of _____, _____.

_____
Notary Public

SEAL

My Commission Expires: _____

AFFIDAVIT
POSTING

I, _____, do hereby certify that pursuant to the liquor laws of the State of Colorado and the Town of Erie, the premises to be known as _____ located at _____was conspicuously posted so as to be plainly visible to the general public on _____. The sign was posted at least ten (10) days prior to consideration of the application by the Erie Local Licensing Authority.

_____
Signature

_____
Date

STATE OF COLORADO)
) SS.
COUNTY OF WELD/BOULDER)

Subscribed and sworn to before me this day of _____Day of _____, 2003.

Witness my hand and official seal,

_____
Notary Public

_____
My commission expires

COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
1375 Sherman St, Denver CO 80261
September, 2005

AFFIDAVIT OF TRANSFER AND STATEMENT OF COMPLIANCE

Pursuant to the requirements of 12-47-303(3)(b), Colorado Revised Statutes, Licensee hereby states that all accounts for alcohol beverages sold to the Applicant are:

☐ Paid in full. There are no outstanding accounts with any Colorado Wholesalers.

☐ Licensee hereby certifies that the following is a complete list of accounts for alcohol beverages that are unpaid:

_____

_____

Licensee and Applicant agree that all accounts will be paid for from the proceeds at closing by the: ☐ Licensee ☐ Applicant

☐ Licensee unavailable to certify disposition of accounts for alcohol beverages - Inventory list attached. Transfer by operation of law - Regulation 47-304.

☐ Applicant will assume full responsibility for payment of the outstanding accounts as listed above.

☐ No alcohol beverage inventory transferred or sold.

Licensee hereby authorizes the transfer of its Colorado Retail Liquor License to the Applicant, its agent, or a company, corporation, partnership or other business entity to be formed by the Applicant.

Dated this_____ day of_____, 20 ____ .

Seller:	**Buyer:**
Licensee & License Number	Applicant
Trade name	Trade name
Signature	Signature
Position	Position
Print Name	Print Name

DR 4679 (09/21/06)
COLORADO DEPARTMENT OF REVENUE

AFFIDAVIT - RESTRICTIONS ON PUBLIC BENEFITS

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(check one)**:

- ☐ I am a United States citizen.
- ☐ I am not a United States citizen but I am a Permanent Resident of the United States.
- ☐ I am not a United States citizen but I am lawfully present in the United States pursuant to Federal law.
- ☐ I am a foreign national not physically present in the United States.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature	Date

Colorado Retail Liquor and Beer Licenses and Permits

Retail Liquor Store license permits the sale to the public of malt, vinous, and spirituous liquors in sealed containers for consumption off the premises.

Liquor-Licensed Drug Store license permits licensed drugstores to sell malt, vinous, and spirituous liquors to the public in sealed containers for consumption off the premises.

Tavern license permits the sale to the public of malt, vinous, and spirituous liquors for consumption on the premises.

Hotel and Restaurant license permits restaurants, and hotels with restaurant facilities, to sell malt, vinous, and spirituous liquors to the public for consumption within the licensed premises.

Beer and Wine license permits the sale of malt and vinous liquors only to the public for consumption on the licensed premises.

Club license permits qualifying non-profit corporations to sell malt, vinous, or spirituous liquors to members and their guests for consumption on the premises.

Arts license permits qualifying non-profit corporations and municipalities to sell malt, vinous, and spirituous liquors to patrons of artistic and cultural performances for consumption on the premises in connection with such performances.

Bed and Breakfast Permit allows complimentary alcohol beverages to be provided only to overnight guests during limited hours for consumption on the premises.

Racetrack license permits racetracks with pari-mutuel wagering to sell malt, vinous, and spirituous liquors to customers for consumption on the premises.

Public Transportation System license permits operators of a public transportation system to sell malt, vinous, and spirituous liquors to the public for consumption on the conveyances, cars, or planes of the system, or in private club rooms in airports or airport concourses.

Optional Premises license permits the sale on a licensed outdoor sports and recreational facility of malt, vinous, and spirituous liquors by the drink to customers for consumption on the premises.

3.2% Beer license permits the sale of fermented malt beverage (3.2% beer) to the public by the drink for consumption on the premises, or in sealed containers for off-premises consumption, or for both on- and off-premises consumption, depending upon the type of license issued.

Mini Bar Permits allow a hotel and restaurant licensee (owner) who has a separate hotel facility, if located within 1,000 feet of its existing hotel and restaurant license, to establish mini bars in guest rooms at the hotel.

Delivery Permit allows the delivery of alcohol beverages to locations off the licensed premises in sealed containers. Permits are only available to off premises retail licensees and to 3.2 beer licensees who hold on/off combination licenses.

Brew Pub license allows sale and consumption on premises of malt, vinous and spirituous liquors, and permits the manufacture of malt liquor on the licensed premises. Malt liquor which is manufactured on licensed premises may be sold for consumption on the premises, sold to an

independent wholesaler for distribution to other licensed retailers, or sold to the public in properly labeled sealed containers "to go."

Retail Gaming Tavern license allows sale of malt, vinous and spirituous liquor by the drink for consumption on the premises.

Vintner's Restaurant means a retail establishment that sells food for consumption on the premises and that manufactures not more than two hundred fifty thousand gallons of wine on its premises each year.

DR 8467 (04/15/09)
COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION

MULTIPLE INTERESTS

Spaces marked with a "●" denote lawful financial interests among types of licenses.
Spaces which are blank denote unlawful financial interests among types of licenses.

Example: a person owning or having a financial interest in a hotel and restaurant license can own or have an interest in a tavern license or in other hotel and restaurant licenses; but he/she may not own or have an interest in a retail liquor store license.	Mini Bar Permit	Bed & Breakfast Permits	Art Gallery Permit	Manufacturer (Spirits)*	Manufacturer (Wine)*	Manufacturer (Beer)	Limited Winery	Nonresident Manufacturer (Beer)	Importer (Wine & Spirits)	Importer (Beer)	Wholesale (Beer)	Wholesale (Wine & Spirits)*	Brew Pub	Retail Liquor Store	Liquor Licensed Drug Store	Beer & Wine	Hotel & Restaurant	Tavern	Club**	Arts	Race Track	Public Transportation-Air	Public Transportation-Surface	Optional Premises License	Retail Gaming Tavern	Vintner's Restaurant
													R			E		T		A		I			L	
Mini Bar Permit	●																●									
Bed & Breakfast Permits		●											●			●	●	●		●	●	●	●	●	●	●
Art Gallery Permit			●										●			●	●	●		●	●	●	●	●	●	●
Manufacturer (Spirits)*				●	●	●	●	●	●	●	●	●														
Manufacturer (Wine)*				●	●	●	●	●	●	●	●	●														
Manufacturer (Beer)				●	●	●	●	●	●	●	●	●														
Limited Winery				●	●	●	●	●	●	●	●															
Nonresident Manufacturer (Beer)				●	●	●	●	●	●	●	●	●														
Importer (Wine & Spirits)				●	●	●	●	●	●	●	●															
Importer (Beer)				●	●	●	●	●	●	●	●	●														
Wholesale (Beer)				●	●	●	●	●	●	●	●	●														
Wholesale (Wine & Spirits)*				●	●	●		●		●	●	●														
R Brew Pub		●	●										●			●	●	●		●	●	●	●	●	●	●
R Retail Liquor Store																				●		●				
R Liquor Licensed Drug Store																				●		●				
E Beer & Wine		●	●										●			●	●	●		●	●	●	●	●	●	●
E Hotel & Restaurant	●	●	●										●			●	●	●		●	●	●	●	●	●	●
T Tavern		●	●										●			●	●	●		●	●	●	●	●	●	●
T Club**																				●		●				
A Arts		●	●										●	●	●	●	●	●	●	●	●	●	●	●	●	●
A Race Track		●	●										●			●	●	●		●	●	●	●	●	●	●
I Public Transportation-Air		●	●										●	●	●	●	●	●	●	●	●	●	●	●	●	●
I Public Transportation-Surface		●	●										●	●	●	●	●	●		●	●	●	●	●	●	●
I Optional Premises License		●	●										●			●	●	●		●	●	●	●	●	●	●
L Retail Gaming Tavern		●	●										●			●	●	●		●	●	●	●	●	●	●
L Vintner's Restaurant		●	●										●			●	●	●		●	●	●	●	●	●	●

* Manufacturers of vinous and spirituous liquor may hold a wholesale license only for products of their own manufacture; pursuant to AG opinion.
** Any Colorado liquor licensee may be an officer or director of entity holding a club license, as long as such person does not individually manage or receive any financial benefit from the club.

NOTE: As used above, beer does not include 3.2% beer.

Source: Sec. 12-47-402, CRS through 12-47-422 CRS

What Constitutes a licensed premises

Within the Colorado Liquor Code, "licensed premises" means the premises specified in an application for a license which are owned or in possession of the licensee within which such licensee is authorized to sell, dispense, or serve alcoholic beverages. The licensee must submit a diagram of the licensed premises at the time of application. The diagram should be on an 8-1/2"x 11" piece of paper, it may be hand drawn using a ruler; it does not have to be to scale but should state the outside dimensions of the structure. Additionally, the various rooms should be labeled with details of storage and serving areas, such as coolers, the bar, entrances, exits and passages.

The licensed premises must be clearly indicated. If located in a shopping center or "strip center" provide only a diagram of the area to be licensed, not the entire shopping center. If an establishment has several floors, a diagram should be submitted for each floor if they are substantially different. However, if the floors are essentially the same, such as might be the case in a hotel, then one diagram of the main floor accompanied with an additional diagram of a typical guest floor, stating that there are "x" number of similar floors will be satisfactory.

For someone who has never made a diagram of a licensed premises, it may be helpful to think of the lines of delineation as solid walls. With this in mind, it should be noted that alcohol must be stored within the licensed premises and that a "Hotel and Restaurant Liquor License" must also have a fully operational kitchen within the licensed premises. Keep in mind, that if an area is not part of the licensed premises, no alcohol can ever be in that area. Therefore, a licensed premises' rooms and/or passages must connect.

The licensee must at all times have legal possession of the licensed premises through ownership, lease or other written arrangement which must only be in the name of the licensee. Additionally, a licensed premises must also qualify under other laws and regulations such as zoning, health and fire codes.

Once an establishment is granted a license, the licensee may not materially or substantially alter the licensed premises without prior written approval from both the local and state licensing authorities. To "alter" means: any increase or decrease in the capacity of the establishment; moving, adding or increasing the size of a bar; the sealing off, creation of, or relocation of doors or passages. In short, a licensee may not change or modify the premises in such a way that would affect the basic character or physical structure as it was previously approved, unless new approval is obtained.

Valid Proof of Age

- Colorado law **does not** require that licensed establishments selling 3.2% beer, or regular beer, wine, and spirits, check identification for proof of age.
- Colorado law **does not** prohibit underage persons from entering and remaining in licensed establishments.
- Colorado law **does not** require persons to carry proof of age.
- Colorado law **does** prohibit any licensed establishment from selling or serving any alcohol beverages to an underage person.
- Licensees should always check proof of age if there is the slightest doubt of the customer's actual age. If no acceptable proof of age is available, no service should be provided.

Identification

The following forms of identification (see Regulation 47-912) may be relied upon by licensees to show proof of age. Note that each such ID has a photo and a description of the bearer:

1. An operator's, chauffeur's or similar type driver's license containing a picture, and date of birth, issued by any state, within the United States, or any U.S. Territory, or any foreign country including Canada or Mexico.
2. An identification card issued by any state for the purpose of proof of age in accordance with C.R.S. 42-2-302 and 42-2-303.
3. Military identification card.
4. A passport.
5. An alien registration card.
6. A valid employment authorization document issued by the U.S. Department of Homeland Security.

If a licensee reasonably relies on one of the above ID's for proof of age, that licensee's liquor license cannot be suspended or revoked for sale to a minor. If, however, a licensee relies on any other type of ID, his license can still be suspended or revoked if the customer with the ID turns out to be underage. Licensees need not take chances, and they should only accept one of the five types of proper ID's above. Persons without proper ID can always be refused service of alcohol.

False Identification

Licensees are permitted under CRS 12-47-901(5)(a)(II) to confiscate suspected false or fraudulent identification. Confiscated identification must be turned over to a state or local law enforcement agency within 72 hours. The following are some methods which can be used to detect false ID's:

1. Ask for a second piece of identification.
2. Put a flashlight behind a Colorado driver's license to spot alterations.
3. Check for an extra layer of lamination.
4. Look at both sides of an ID for alterations.