Revised: 12/10

CITY OF BOULDER
BEVERAGES LICENSING AUTHORITY
CHECKLIST OF REQUIRED DOCUMENTS
FOR CITY AND STATE LICENSING AUTHORITIES
REGARDING ALL 3.2% BEER AND LIQUOR APPLICATIONS

All documents must be properly executed, fully complete, and must correspond EXACTLY with the name of applicant. All documents must be typed or legibly printed in ink. YOU MUST SUPPLY THE ORIGINAL AND ONE (1) COPY OF THE ENTIRE APPLICATION (a duplicate must be single sided with no staples). You must schedule an appointment to submit your complete application prior to or on the deadline date. Please call at least 3-4 days before you wish to submit, as appointments on the deadline date tend to fill up fast. This is Checklist for New Licenses, Ownership Transfers, & Class Changes.

Put the application in the following order and have two separate packets:

A. APPLICATION

[ ] **State Application (DR8404) -** Complete in all appropriate sections and signed by an authorized representative

[ ] **State "Affidavit of Transfer and Statement of Compliance" and City Transfer Form -** If Applicable, complete in all appropriate sections, signed by all parties

[ ] **City Application -** Complete in all appropriate sections, question 1-19 answers attached and signed by an authorized representative

[ ] Zoning/Planning Confirmation Sheet Prior to License Application Acceptance

B. PROOF OF POSSESSION OF PROPERTY

[ ] **Deed or lease -** Properly executed by all parties with all attachments and addendums. (Must be on 8 ½ x 11 paper)

[ ] **Assignment of Lease -** Properly executed by all parties. You must also submit the original lease and all attachments and addendums. (Must be on 8 ½ x 11 paper)

C. FINANCIAL DOCUMENTS

[ ] **City Financial Statement -** Complete in all appropriate sections, listing all investment required to file license application and signed by an authorized representative

[ ] **Purchase Agreement -** Properly executed by all parties

[ ] **Notes & Loans -** All assumed, bank or previous owner. Properly executed by all parties.

D. <u>CORPORATE DOCUMENTS</u> (If applicable)

[ ] **Articles of Incorporation** - Must be stamped by the Secretary of State. Articles are required for all new corporations that are less than 2 years old

[ ] **Certificate of Good Standing -** Only needed if the corporation has been in existence for more than 2 years

[ ] **Certificate of Authority** - If foreign company

[ ] **Minutes of First Meeting** - For new corporations that are less than 2 years old

[ ] List of all officers, directors & stockholders <u>of parent corporation</u> - If applicable

E. <u>PARTNERSHIP DOCUMENTS</u> (If applicable)

[ ] **Partnership agreement** (not needed if husband and wife)

[ ] **Dissolution of partnership** (if applicable)

F. <u>LIMITED LIABILITY COMPANY DOCUMENTS</u> (If applicable)

[ ] **Articles of Organization** - Must be stamped by the Secretary of State

[ ] **Certificate of Good Standing** - Only needed if the corporation has been in existence for more than 2 years

[ ] **Certificate of Authority** - If foreign company

[ ] **Copy of Operating Agreement**

G. <u>BACKGROUND INFORMATION</u>

[ ] **Individual History Record (DR 8404-I)** - This form is required for each registered manager; sole owner, partner, or officer, director or stockholder of corporation and all owners with over a 10% interest in the application.

[ ] **Fingerprint Cards** - These must be on standard fingerprint cards but the prints can be taken at any local Police Department or Sheriff's Office in the United States.

H. <u>REGISTERED MANAGER</u> (If Applicable)

Hotel-Restaurant and Tavern type license applications with a separate manager (not a part of ownership), must also submit a $75.00 fee to both the City and the State.

[ ] **Individual History Record (DR 8404-I)**

[ ] **Fingerprint Card**

I. PHYSICAL INFORMATION

[ ] **Floor Plan -** Must be submitted on 8 ½ x 11 paper and must include all items referred to in Section 3-3 et seq. of "Rules of Procedure." Use a highlighter to indicate the area(s) you want licensed

J. OTHER INFORMATION

[ ] **Statement of Food Service -** If applicable

[ ] **Statement of Training –** Complete in all sections and signed by an authorized representative

[ ] **City Occupation Tax Registration - –** Complete in all sections and signed by an authorized representative. Effective immediately, all outstanding amounts must be paid prior to submittal of a transfer application. All new licenses will be prorated and collected prior to issuance of the liquor license.

[ ] **Petition -** Applicable to applications for new licenses, requests to change location, and, possibly, requests to change, alter or modify premises. City created and Applicant prepared petition is due in City Licensing Office: (9) days prior to the hearing.

[ ] **City Temporary Application -** Optional for Transfer of Ownership applications only. Application must be submitted within 30 days of original complete application. Temporary licenses are issued at the discretion of the City of Boulder within 5 business days of submission of a complete application packet. Temporary licenses will NOT be issued if there are any modifications to the premises.

[ ] **Other: (**Sole Proprietor Lawful Presence Affidavit w. DL, Class Change Surrender Consent)

_____

K. FEES

[ ] **State Application & License Fees** $_____ - Made payable to the "Colorado Department of Revenue"

[ ] **City Application & License Fees** $_____ - Made payable to "City of Boulder"

[ ] **Background Investigation Fees** $ _____ ($38.50 per fingerprint card) - Made payable to "City of Boulder" (pre-printed business checks or certified funds).

1= $38.50 2 = $77.00 3 = $115.50 4 = $154.00 5 = $192.50 6 = $231.00

STATE APPLICATIONS DETAILED REVIEW, please check off and review the following:

[ ] In the state application, does the Applicant name of the individual or business entity listed on question 2 match exactly the name of the Tenant name in question 11, and also the Tenant/Lessee in the submitted Lease and the Applicant name in all city application documents?

[ ] Has the Applicant gone through page 2 of the state application to ensure that all of those documents are included and questions addressed?

[ ] In the state application, under question 12, does your landlord or a manager get paid a percentage based on sales of your new business either in the Lease or in a Management Agreement? If so, then the person or entity name should be listed under question 12.

[ ] In the state application under question 19, the total percentage of all owners listed under this question or detailed in an attached list where this question is marked "see attached" should total 100% ownership.

[ ] In the Individual History Record form for each owner, officer or manager:
( ) I) under question 14 (a)- the answer should list the total purchase price or total initial investment (this will be the same for all owners or investors),
( ) II) under question 14 (b), this blank should list the value of the individual owner's contribution to the total purchase price or total initial investment and if all numbers in all owners listed in answers to questions 14(b) should total the whole,
( ) III) under question 14 (c), the source of the funds should be listed (cash, savings, home loan, 401K pay out etc) and the Bank Name where the funds are held should also be listed, and
( ) IV) question 14 (d) all loans, including construction reimbursement by landlords, should be listed here and loan documents explaining the repayment of loans should be attached to each form.

[ ] Premise diagrams should be detailed, including a separate page for each floor of the proposed licensed premise, and should also include, room dimensions, doors, walls, all locked and unlocked alcohol storage, point of sales areas, bars, tables and chairs/booths, patios, means of control (fencing, stationed employees, sightlines, landscaping), and for restaurants, the kitchen should be marked as "Kitchen" and should show kitchen equipment. The entire license premise should be surrounded with a bold, red line to show what is proposed to be license and what is excluded from licensure.

L. REQUEST TO CHANGE, ALTER OR MODIFY THE PREMISES

If applicant is applying for Transfer of Ownership and will be making changes to premise (including but not limited to: increasing/decreasing seating capacity, adding/moving bar, adding or deleting a patio, removal of any interior walls, etc.) then they are required to also submit the following:

[ ] **Permit Application & Report of Changes (DR8442)**

[ ] **Proof of Possession** - Of the new area to be licensed

[ ] **"Before" Floor Plan** - Must be submitted on 8-1/2" x 11" paper and must include all items referred to in Rule 11 of the "Rules of Procedure." Use a highlighter to indicate the area(s) that are currently licensed.

[ ] **"After" Floor Plan** - Must be submitted on 8-1/2" x 11" paper and must include all items referred to in Rule 11 of the "Rules of Procedure." Use a highlighter to indicate the area(s) that you want to have licensed.

[ ] Zoning/Planning Confirmation Sheet Prior to Application.

M. FEES

[ ] The **State Application Fee** $150.00 - Made payable to the "Colorado Department of Revenue"

[ ] **City Application Fee**
Temporary Modification Fee $50.00 - Made payable to the "City of Boulder"
Permanent ModificationFee $100.00 – Made payable to the "City of Boulder"

2013 SCHEDULE OF HEARINGS AND APPLICATION DEADLINE DATES FOR LIQUOR LICENSES

You must schedule an appointment with the Manager to submit your complete application prior to or on the deadline date. Please call 303-441-3010 at least 3-4 days before you wish to submit to schedule a meeting, as appointments on deadline dates tend to fill up fast. Maintenance of this docketing schedule is necessary to ensure timing of proper public notice and premise posting.

For 2013, deadline dates are generally on the 3rd Monday of each month. Beverage Licensing Authority public hearings occur once a month, on the 3rd Wednesday of every month, and hearings begin at 3PM.

**Where noted, deadline dates will be changed to accommodate city holidays.

Deadline to submit application by appointment only with Manager	Date of scheduled public hearing of application before Boulder's Beverages Licensing Authority
December 17, 2012	February 20, 2013
**January 22, 2013	March 20, 2013
** February 19, 2013	April 17, 2013
March 18, 2013	May 15, 2013
April 15, 2013	June 19, 2013
May 20, 2013	July 17, 2013
June 17, 2013	August 21, 2013
July 22, 2013	September 18, 2013
August 19, 2013	October 16, 2013
September 16, 2013	November 20, 2013
October 21, 2013	December 18, 2013
November 18, 2013	January 15, 2014
December 16, 2013	February 19, 2014

Updated 10/5/2012

2013 LIQUOR LICENSE FEE SCHEDULE

Effective July 1, 2010

Checks should be made payable to the "**City of Boulder"** and the "**Colorado Department of Revenue**"

Liquor License Type	City Application Fee	City License Fee	Total City Fees	City Occupation Tax	State Application Fee	State License Fee	Total State Fees
Arts							
New	$1,000.00	$41.25	$1,041.25	$1,284.00	$1,025.00	$308.75	$1,333.75
Transfer	$750.00	$41.25	$791.25	$1,284.00	$1,025.00	$308.75	$1,333.75
Concurrent Review	$750.00	$41.25	$791.25	$1,284.00	$1,125.00	$308.75	$1,433.75
Renewal	$100.00	$41.25	$141.25	$1,284.00	$0.00	$308.75	$308.75
Art Gallery Permit							
New	$100.00	$3.75	$103.75	$0.00	$50.00	$21.25	$71.25
Transfer	$100.00	$3.75	$103.75	$0.00	$50.00	$21.25	$71.25
Concurrent Review	$100.00	$3.75	$103.75	$0.00	$50.00	$21.25	$71.25
Renewal	$100.00	$3.75	$103.75	$0.00	$50.00	$21.25	$71.25
Bed & Breakfast Permit							
New	$100.00	$25.00	$125.00	$0.00	$50.00	$25.00	$75.00
Transfer	$100.00	$25.00	$125.00	$0.00	$50.00	$25.00	$75.00
Concurrent Review	$100.00	$25.00	$125.00	$0.00	$50.00	$25.00	$75.00
Renewal	$100.00	$25.00	$125.00	$0.00	$50.00	$25.00	$75.00
Beer & Wine							
New	$1,000.00	$48.75	$1,048.75	$1,085.00	$1,025.00	$351.50	$1,376.50
Transfer	$750.00	$48.75	$798.75	$1,085.00	$1,025.00	$351.50	$1,376.50
Concurrent Review	$750.00	$48.75	$798.75	$1,085.00	$1,125.00	$351.50	$1,476.50
Renewal	$100.00	$48.75	$148.75	$1,085.00	$0.00	$351.50	$351.50
Brew Pub							
New	$1,000.00	$75.00	$1,075.00	$3,253.00	$1,025.00	$750.00	$1,775.00
Transfer	$750.00	$75.00	$825.00	$3,253.00	$1,025.00	$750.00	$1,775.00
Concurrent Review	$750.00	$75.00	$825.00	$3,253.00	$1,125.00	$750.00	$1,875.00
Renewal	$100.00	$75.00	$175.00	$3,253.00	$0.00	$750.00	$750.00
Club							
New	$1,000.00	$41.25	$1,041.25	$1,284.00	$1,025.00	$308.75	$1,333.75
Transfer	$750.00	$41.25	$791.25	$1,284.00	$1,025.00	$308.75	$1,333.75
Concurrent Review	$750.00	$41.25	$791.25	$1,284.00	$1,125.00	$308.75	$1,433.75
Renewal	$100.00	$41.25	$141.25	$1,284.00	$0.00	$308.75	$308.75
Drugstore							
New	$1,000.00	$22.50	$1,022.50	$988.50	$1,025.00	$227.50	$1,252.50
Transfer	$750.00	$22.50	$772.50	$988.50	$1,025.00	$227.50	$1,252.50
Concurrent Review	$750.00	$22.50	$772.50	$988.50	$1,125.00	$227.50	$1,352.50
Renewal	$100.00	$22.50	$122.50	$988.50	$0.00	$227.50	$227.50
Hotel-Restaurant							
New	$1,000.00	$75.00	$1,075.00	$3,253.00	$1,025.00	$500.00	$1,525.00
Transfer	$750.00	$75.00	$825.00	$3,253.00	$1,025.00	$500.00	$1,525.00
Concurrent Review	$750.00	$75.00	$825.00	$3,253.00	$1,125.00	$500.00	$1,625.00
Renewal	$100.00	$75.00	$175.00	$3,253.00	$0.00	$500.00	$500.00

Liquor License Type	City Application Fee	City License Fee	Total City Fees	City Occupation Tax	State Application Fee	State License Fee	Total State Fees
Retail Liquor Store							
New	$1,000.00	$22.50	$1,022.50	$988.50	$1,025.00	$227.50	$1,252.50
Transfer	$750.00	$22.50	$772.50	$988.50	$1,025.00	$227.50	$1,252.50
Concurrent Review	$750.00	$22.50	$772.50	$988.50	$1,125.00	$227.50	$1,352.50
Renewal	$100.00	$22.50	$122.50	$988.50	$0.00	$227.50	$227.50
Tastings Permit	$0.00	$50.00	$50.00	N/A	$0.00	$0.00	$0.00
Delivery Permit	$0.00	$0.00	$0.00	N/A	$0.00	$0.00	$0.00
Out of State D.P.	$0.00	$0.00	$0.00	N/A	$0.00	$100.00	$100.00
Tavern							
New	$1,000.00	$75.00	$1,075.00	$3,253.00	$1,025.00	$500.00	$1,525.00
Transfer	$750.00	$75.00	$825.00	$3,253.00	$1,025.00	$500.00	$1,525.00
Concurrent Review	$750.00	$75.00	$825.00	$3,253.00	$1,125.00	$500.00	$1,625.00
Renewal	$100.00	$75.00	$175.00	$3,253.00	$0.00	$500.00	$500.00
3.2% Beer Off-Premise							
New	$1,000.00	$3.75	$1,003.75	$275.00	$1,025.00	$96.25	$1,121.25
Transfer	$750.00	$3.75	$753.75	$275.00	$1,025.00	$96.25	$1,121.25
Concurrent Review	$750.00	$3.75	$753.75	$275.00	$1,125.00	$96.25	$1,221.25
Renewal	$100.00	$3.75	$103.75	$275.00	$0.00	$96.25	$96.25
3.2% Beer On-Premise							
New	$1,000.00	$3.75	$1,003.75	$275.00	$1,025.00	$96.25	$1,121.25
Transfer	$750.00	$3.75	$753.75	$275.00	$1,025.00	$96.25	$1,121.25
Concurrent Review	$750.00	$3.75	$753.75	$275.00	$1,125.00	$96.25	$1,221.25
Renewal	$100.00	$3.75	$103.75	$275.00	$0.00	$96.25	$96.25
3.2% Beer On/Off Premise							
New	$1,000.00	$3.75	$1,003.75	$275.00	$1,025.00	$96.25	$1,121.25
Transfer	$750.00	$3.75	$753.75	$275.00	$1,025.00	$96.25	$1,121.25
Concurrent Review	$750.00	$3.75	$753.75	$275.00	$1,125.00	$96.25	$1,221.25
Renewal	$100.00	$3.75	$103.75	$275.00	$0.00	$96.25	$96.25
Special Event Permit (Liquor)							
Fee per day (Limit 15 days @ year)	$50 for 250 people or less or $100 for 251 people or more	$0.00	$50 for 250 people or less or $100 for 251 people or more	N/A	N/A	$0.00	$0.00
Special Event Permit (3.2% Beer)							
Fee per day (Limit 15 days @ year)	$50 for 250 people or less or $100 for 251 people or more	$0.00	$50 for 250 people or less or $100 for 251 people or more	N/A	N/A	$0.00	$0.00

Local Fee and State Fee checks should be made payable to the **"City of Boulder"** and/or the **"Colorado Department of Revenue".**

Checks should be made payable to **"City of Boulder"** and the fee is $38.50 per individual.

2013 FEES FOR LIQUOR LICENSE CHANGES

Effective July 1, 2010

Change	Local Fee	State Fee	Background Fee
Change of Business Entity or Trade Name	$50.00	$50.00	$38.50 per person
Change of Location	$750.00	$150.00	$38.50 per person
Corporate Changes (per person- may be charged by city **or** state)	$100.00	None	$38.50 per person
Duplicate License	$50.00	$50.00	None
Expansion- add Optional Premises (each permit)	None	$100.00	None
Late Renewal Fee	$500.00	None	None
Manager Registration (H&R, Brew Pub, & Tavern licenses)	$75.00	$75.00	$38.50 per person
Modification of Premises (Temporary/ Permanent)	$50/$100	$300/$150	None
Temporary Permit for Transfers	$100.00	None	None
500' Measurement Request	$50.00	None	None

Local Fee and State Fee checks should be made payable to the **"City of Boulder"** and/or the **"Colorado Department of Revenue".**

Checks should be made payable to **"City of Boulder"** and the Background fee is $38.50 per individual.

PLEASE NOTE THE FOLLOWING FOR 3.2% BEER, CHANGE OF CLASS AND CHANGE OF LOCATION LICENSE APPLICATIONS:

- If applicant wishes to apply for a 3.2% Beer license, then please complete the State Fermented malt Beverage (3.2% Beer) License Application (DR 8403) instead of the State Liquor Retail Liquor License Application (DR 8404) included here.

- If a change in class of liquor license application is to be filed, then all state and city application requirements are the same and the applicant must include a signed letter on letterhead that states that the licensee will surrender the old license if approved for the new license at the time of the city inspection. For changes of class, the licensee should pay the occupation tax in the proper amount for the old license and they will be billed in a pro-rated amount if approved for the new license type.

- For change of location applications, please complete State Permit Application and Report of Changes (DR 8442) and pay the state fee indicated on that form instead of completion of the Liquor Retail Liquor License Application (DR 8404). All city forms and fees are the same as for a new liquor license.

COLORADO DEPARTMENT OF REVENUE
DENVER, COLORADO 80261

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PERMIT APPLICATION & REPORT OF CHANGES

CURRENT LICENSE NUMBER _____
ALL ANSWERS MUST BE PRINTED IN BLACK INK OR TYPEWRITTEN
LOCAL LICENSE FEE $ _____
APPLICANT SHOULD OBTAIN A COLORADO LIQUOR & BEER CODE BOOK
TO ORDER CALL (303) 370-2165

DO NOT WRITE IN THIS SPACE

PRESENT LICENSE NUMBER

1. Applicant is a

☐ Corporation ☐ Individual
☐ Partnership ☐ Limited Liability Company

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

- **License Account No.** _____

1983-750 (999) ☐ Manager's Registration (Hotel & Restr.) **$75.00**

2012-750 (999) ☐ Manager's Registration (Tavern) **$75.00**

☐ Change of Manager (Other Licenses) ..... NO FEE

2315-100 (999) ☐ Concurrent Review **$100.00**

SECTION B – DUPLICATE LICENSE

- **LIQUOR LICENSE No.** _____

☐ **2270-100 (999) DUPLICATE LICENSE** ..... **$ 50.00**

SECTION C

1) ☐ **2210-100 (999)** Retail Warehouse Storage Permit (ea) ..... **$ 100.00**

2) ☐ **2200-100 (999)** Wholesale Branch House Permit (ea) **100.00**

3) ☐ **2260-100 (999)** Change Corp or Trade Name Permit (ea) **50.00**

4) ☐ **2230-100 (999)** Change Location Permit (ea) **150.00**

5) ☐ **2280-100 (999)** Change, Alter or Modify Premises

$150.00 x _____ Total Fee _____

6) ☐ **2220-100 (999)** Addition of Optional Premises to Existing H/R

$100.00 x _____ Total Fee _____

7) ☐ **1988-100 (999)** Addition of Related Facility to Resort Complex

$75.00 x _____ Total Fee _____

8) ☐ **2340-100 (999)** Bed and Breakfast Permit **50.00**

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

DATE LICENSE ISSUED	LICENSE ACCOUNT NUMBER	PERIOD

-750 (999)	-100 (999)	TOTAL

INSTRUCTION SHEET

For all sections, complete questions 1-4 located on page 1

☐ Section A

To Register or Change Managers, check the appropriate box in section A and complete question 9 on page 4. Proceed to the Oath of Applicant for signature (Please note: Hotel, Restaurant, and Tavern licensees are required to register their managers).

☐ Section B

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 4 for Oath of Applicant signature.

☐ Section C

Check the appropriate box in section C and proceed below.

1) ***For a Retail Warehouse Storage Permit,*** go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature.

2) ***For a Wholesale Branch House Permit,*** go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature.

3) ***To Change Trade Name or Corporation Name,*** go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature.

4) ***To modify Premise,*** go to page 3 and complete question 7. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.

5) ***For Optional Premises or Related Facilities*** go to page 3 and complete question 7. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.

6) ***To Change Location,*** go to page 3 and complete question 8. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.

7) ***For a Bed and Breakfast Permit,*** go to page 4 and complete question 10. Submit the necessary information and proceed to Oath of Applicant signature.

STORAGE PERMIT

5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit

☐ Retail Warehouse Permit

☐ Wholesalers Branch House Permit

Include full address of storage premises. _____

If granted, will the proposed warehouse or branch house be in compliance with local building and zoning laws? Yes ☐ No ☐

Name and title of Person in Charge of Premises _____

☐ Attach a lease/deed and a diagram of storage premises.

CHANGE DBA OR CORP. NAME

6. Change of Trade Name or Corporation name

☐ Trade/DBA Name Change only

☐ Corporate Name Change (Attach a Certificate of Amendment from Secretary of State)

Old Name	New Name

MODIFY PREMISES OR ADDITION OF OPTIONAL PREMISES OR RELATED FACILITY

7. Modification of Premises, Addition of an Optional Premises, or Addition of Related Facility

NOTE: LICENSEES MAY NOT MODIFY OR ADD TO THEIR LICENSED PREMISES UNTIL APPROVED BY STATE AND LOCAL AUTHORITIES.

(a) Describe change proposed

(b) **If the modification is temporary,** when will the proposed change:

Start _____ (mo/day/year) End _____ (mo/day/year)

NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS $300.00

(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 ☐ No ☐

(d) Is the proposed change in compliance with local building and zoning laws? Yes ☐ No ☐

(e) If this modification is for an additional Hotel and Restaurant Optional Premises or Resort Complex Related Facility, has the local authority authorized by resolution or ordinance the issuance of optional premises? Yes ☐ No ☐

(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.

(g) Attach any existing lease that is revised due to the modification.

CHANGE OF LOCATION

8. Change of Location

(a) Address of current premises _____

City _____ County _____ ZIP _____

(b) Address of proposed New Premises (Attach a copy of the deed or lease that establishes possession of the premises by the licensee)

Address _____

City _____ County _____ ZIP _____

(c) New mailing address if applicable

Address _____

City _____ County _____ ZIP _____

(d) Attach a diagram of the premises showing the area where alcohol beverages will be stored, served, possessed or consumed. Include food preparation facilities for Hotel and Restaurants.

CHANGE OF MANAGER

9. **Change of Manager** or to **Register the Manager** of a Tavern or a Hotel and Restaurant liquor license.

(a) Change of Manager (attach Individual History DR 8404-I H/R and Tavern only)

Former manager's name _____

New manager's name _____

(b) Compensation of Mgr. _____ Date of Emp. _____ Exp. Date _____

Has manager ever managed a Liquor licensed establishment? ☐ Yes ☐ No

Does manager have a financial interest in any other liquor licensed establishment? ☐ Yes ☐ No

If yes, give name and location of establishment _____

BED AND BREAKFAST PERMIT

10. **Bed and Breakfast Permit**

- Attach a copy of a deed or lease in the **exact name** of the applicant **only**, reflecting possession of the permitted area for at least the minimum duration of this permit (1 year from date of issuance).
- Attach a diagram of the premises which accurately reflects the area where alcohol beverages will be stored, served, possessed or consumed.

1. Applicant is a:

☐ Corporation ☐ Partnership

☐ Individual ☐ Limited Liability Company

2. Name of Applicant _____

3. Trade Name of Establishment *(DBA)* _____

4. Address of Premises *(specify exact location)* _____

5. State Sales Tax Number _____ Business Phone

Pursuant to 12-47-410, C.R.S., Applicant hereby states that it qualifies for a Bed and Breakfast Permit, in order to serve complimentary alcohol beverages, and certifies to the State Licensing Authority:

_____That it has **no more than** 20 sleeping rooms, and

_____That it provides at least **1 meal per day at no charge** other than for overnight lodging, and

_____That it **does not** sell alcohol beverages by the drink or in sealed containers, and

_____That it will not serve alcohol beverages for more than **4 hours in any one day**, as follows:

MONDAY HOURS	TUESDAY HOURS	WEDNESDAY HOURS	THURSDAY HOURS	FRIDAY HOURS	SATURDAY HOURS	SUNDAY HOURS
From: m.	From: m.	From: m.	From: m.	From: m.	From: m.	From: m.
To: m.	To: m.	To: m.	To: m.	To: m.	To: m.	To: m.

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

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY / COUNTY)

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 12, Articles 46 and 47, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County)		**Date filed with Local Authority**
Signature	Title	Date

REPORT OF STATE LICENSING AUTHORITY

The foregoing has been examined and complies with the filing requirements of Title 12, Article 47, C.R.S., as amended.

Signature	Title	Date

CITY OF BOULDER
LIQUOR LICENSE APPLICATION

This application must be filed in duplicate with the Office of the City Clerk, City of Boulder, 1777 Broadway, P. O. Box 791, Boulder, Colorado 80306. ALL INFORMATION MUST BE PRINTED LEGIBLY IN INK OR TYPEWRITTEN.

Name of Applicant(s):_____

Trade Name: _____

Phone No: _____ Contact Person: _____

Business Address: _____

Mailing address: _____

Property Owner: _____ Phone Number (local): _____

Property Manager: _____ Phone Number (local): _____

Property Manager's Mailing Address: _____

General Manager: _____ Phone Number (local): _____

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

Type of Application (fee):

- ☐ New License ($1,000.00)
- ☐ Change in Location ($750.00)
- ☐ Change in Class ($750.00)
- ☐ Transfer of Ownership ($750.00)
- ☐ Temporary Permit ($100.00)

Type of License (fee):

- ☐ Hotel-Restaurant ($75.00)
- ☐ Hotel-Restaurant w/Optional Premises ($75.00)
- ☐ Beer and Wine ($48.75)
- ☐ 3.2% Beer On & Off Premises ($3.75)
- ☐ Club ($41.25)
- ☐ Race Track ($75.00)
- ☐ Tavern ($75.00)
- ☐ Retail Liquor Store ($22.50)
- ☐ Brew Pub (75.00)
- ☐ Liquor Licensed Drug Store ($22.50)
- ☐ Arts ($41.25)

☐ Bed and Breakfast Permit ($125.00 Total)

☐ Art Gallery Permit ($103.75 Total)

☐ Manager Registration – If separate from owners (H&R, Brewpub & Tavern - $75.00)

TOTAL FEES: $_____

[Fees effective as of July 1, 2010]

****

APPLICANTS DO NOT FILL THIS AREA OUT

****

STATEMENT OF THE NEIGHBORHOOD. (Not applicable to applications for Transfer of Ownership or applications for Club license.). **NEIGHBORHOOD BOUNDARIES WILL BE SET BY THE AUTHORITY AT THEIR MEETING ON _____.**

The Authority sets the following geographical area as the designated neighborhood which will be served by the license applied for:

North Boundary_____

South Boundary_____

East Boundary_____

West Boundary_____

****

****

ALL APPLICANT'S MUST ANSWER THESE QUESTIONS

CITY QUESTIONNAIRE: On a separate sheet of paper please answer the following questions for the Beverages Licensing Authority (BLA).

1) Describe the nature of the proposed establishment and the target market (i.e., restaurant, tavern, sports bar, families, college students, etc.). Please attach a menu for BLA.
2) What are the proposed hours and days of operation for this establishment?
3) What is the seating capacity of the establishment?
4) Have you applied for an "occupant load" for the interior and exterior seating from the Boulder Fire Department?
5) Do you have an emergency plan for your business (exit locations, fire protection system(s), etc.)? (yes or no)
6) How many individuals will be employed at this proposed establishment and how many will be full-time versus part-time? Please provide responsibilities, (i.e., manager, assistant manager, bartender, waitstaff, etc.).
7) Describe your past training and experience in the sale/service of alcohol beverages, include any special or certified training received.
8) Describe your proposed General Manager's past training and experience in the sale/service of alcohol beverages, include any special or certified training received.
9) Besides the state-certified Responsible Vendor classes, what other types of training are proposed for employees at this establishment in the safe and legal sale/service of alcohol beverages?

10) What policies & procedures do you have in place to determine a patron's level of intoxication?
11) What policies & procedures do you have in place to refuse service to a patron?
12) Describe any other types of training or operating procedures that employees will be following in the day-to-day operation of this proposed establishment?
13) What methods will be used in checking identification for proper age of patrons (at the door, at the bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (stamp, mark on the hand, etc.)
14) What types of entertainment will be offered, if any, at this proposed establishment (i.e., music, pool, darts, etc.)?
15) Do you plan to have any exterior amplified sound?
16) What types of security, if any, will be provided at this proposed establishment?
17) What time will your kitchen close each night? Describe your food service plans after your kitchen closes.
18) What is the estimated ratio of food to alcohol beverage sales at this establishment?
19) If you plan on hosting a "Private Party," what extra measures will you take regarding security, staffing and communications with the Boulder Police Department?
A private party is defined as: *"An event where there is a single contact person who represents a group of people who are gathering for social and/or business reasons, the event will be held after 10:00 p.m., there will be both underage and of-age people present and there will be enough people to constitute an occupancy capacity of 75% or greater."*

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 and Beer Code and all City of Boulder rules, regulations and codes which affect my license.

_____

Authorized Signature Date

_____

Print Name & Title

CITY OF BOULDER
BEVERAGE LICENSING AUTHORITY
ZONING / PLANNING CONFIRMATION PRIOR TO LICENSE APPLICATION

Liquor License Applicant Completes Top Portion:

Applicant: _____ Trade Name: _____

Applicant Phone: _____ Applicant Email: _____

Premise Address: _____

Indoor Premise Square Footage: _____ Outdoor Patio Square Footage: _____

Approved Indoor Premise:_____, and Outdoor Patio: _____ Occupancy Load/Seating Capacity.

Hours of Operation: _____

[___] New [___] Transfer [___] Modification; Liquor License Type: _____

Applicant's Signature: _____ Applicant's Printed Name: _____

Responsive to C.R.S. 12-47-313(1) and (1)c which states in pertinent part, "(1) No application for the issuance of any license… shall be received or acted upon …(c) For a location in an area where the sale of alcohol beverages as contemplated is not permitted under the applicable zoning laws of the municipality, city and county, or county…" and Beverage Licensing Authority Rules of Procedure, Subsection 5-1-1 (c) available at: http://www.bouldercolorado.gov/files/Clerk/Licensing/Rules%20of%20Procedure.pdf

Applicant should bring this sheet AND PROPOSED PREMISE DIAGRAM complying with BLA Rule Section 3-3 et seq. to Licensing Clerk for the use of Boulder Planning and Zoning at 1739 Broadway-Park Central Building, 3rd Floor, 303-441-1880 to address the four below questions. NOTE: This review is for zoning purposes only and is not approval for any change of occupancy or use pertaining to the building code. A separate building permit is required for building modifications, including a change of use or occupancy.

Planning and Zoning Department Completes Bottom Portion:

_____ Is the Use at the Site Allowed?
YES/NO Comments/Limitations: _____

_____ Does the Use Require a Use Review or Site Review?
YES/NO Comments: _____

_____ If Use/Site Review is required has a Use Review/Site Review been approved?
YES/ NO Comments (such as Case Number/ Date of Approval): _____

_____ Are there any zoning restrictions or conditions of approval on the property
YES/NO that would prevent this property from being open from the hours of 7:00 am to 2:00 am?
Comments/ Limitations: _____

_____ _____
Planner's Signature Planner's Printed Name

_____ _____
Planner's Title Planner's Signature Date

CITY OF BOULDER
BEVERAGES LICENSING AUTHORITY
FINANCIAL STATEMENT

The applicant hereby agrees that any knowingly false or incomplete answer to the following questions shall constitute cause for the suspension or revocation of the license applied for:

Name of Applicant(s): _____

Trade Name: _____

Business Address: _____

Phone No: _____ Contact Person: _____

Mailing address: _____

Other Liquor Licensed Establishments that principals or managers of Applicant(s) now holds:

_____

If applicant is a corporation or LP or LLC, names of persons purchasing stock or membership units:

_____

Is this a new or existing business: _____

If **new business**, state approximate investment amount: $_____

Where will these funds come from? _____

If **existing business**, state purchase price including inventory: $_____

Where will these funds come from? _____

If cash is to be invested, please complete the following:
(If you need additional space, please attach additional pages)

Person or business investing: _____

Address of Investor: _____

Amount of Investment: _____

Source of Investment: _____
(Checking, Savings, Bonds, etc.)

If loans are to be obtained, please complete the following:
(If you need additional space, please attach additional pages)

Name of Lender: _____

Address of Lender: _____

Type of Loan: _____

Amount of Loan: _____

Security: _____

Term of Obligation: _____

Business Bank Account Information

What bank will the business account be maintained at? _____

What name will the account be under? _____

Who will be authorized to sign on the account? _____

Applicant hereby agrees to notify the Beverages Licensing Authority of the City of Boulder of any changes in the financing of this business should such changes occur during the period for which this license is issued.

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 and Beer Code and all City of Boulder rules, regulations and codes which affect my license.

_____

Authorized Signature Date

_____

Print Name & Title

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.

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

Fingerprinting Information

Fingerprinting procedures for City of Boulder liquor licensing and medical marijuana licensing purposes:

1) Applicants are preferred to be fingerprinted on Boulder Police Department (BPD) fingerprint cards. If the liquor license applicant or medical marijuana applicant lives out of state or out of the City of Boulder, you may be fingerprinted at your local police department or sheriff's office if the outside agency prints on and you are able to provide the Licensing Clerk with standard cardstock FBI fingerprint cards. Please contact the Licensing office at 303-441-4192 to discuss other arrangements.

2) Applicants should be prepared to let the BPD department employee who is fingerprinting them know whether they live in the City of Boulder or, because they have a signed lease or deed for their proposed licensed establishment, that they currently work in the City of Boulder qualifying them for BPD printing.

3) On the fingerprint card there is a box that asks "Reason Fingerprinted." Unless the police department directs you otherwise, you can leave this box blank. The city licensing office and the police department may have stickers to put in this section. The stickers says: "Liquor License, City of Boulder, CO; C.R.S. 12-47-307(3)(a)(b)." for liquor licensing or " Med. Marijuana License, City of Boulder, CO; C.R.S. 12-43.3-307 (2) (a) (c)" for medical marijuana city licensing. If the police officer printing you wants you to write something in, then you should write the above information in.

4) When you submit your application, you must submit $38.50 for liquor licensing prints or $39.50 for medical marijuana licensing prints per person in certified funds or pre-printed business checks. Please make your money orders or cashier's checks payable to the **City of Boulder**.

There are 2 locations to be fingerprinted for City of Boulder license applications. Fingerprinting services are offered at the main police station and the downtown Community Police Center (CPC). There is an $11.00 fee per fingerprint card. Please call the below PD location to ensure that the fingerprint specialist is on duty that day.

Boulder Police Department
Public Safety Building
1805 33rd Street
Phone: 303-441-3300
Days & Hours: Tuesdays & Thursdays: 8:00 a.m. - 6:00 p.m.

Downtown Mall CPC
1500 Pearl St., Ste. E
Phone: 303-441-3300 or 303-413-7324

Updated Days & Hours: Monday - Thursday: 10:00 a.m. - 2:00 p.m.

Section 3-3 Plans & Specifications

The applicant shall file at the time of application plans and specifications for the interior of the building if the building to be occupied is in existence at the time. If the building is not in existence, the applicant shall file a plot plan and a detailed sketch for the interior and submit an architect's drawing of the building to be constructed.

Subsection 3-3-1 Plans & Specifications

All plans, specifications and detailed sketches or drawings shall be to scale on 8-1/2" x 11" paper and shall show the floor plan and layout of the interior of the building where the license is sought to be exercised.

If a liquor or fermented malt beverage on-premise license is applied for, the plans and specifications shall show, as a minimum, the following:

(A) A separate page for each level or floor to be licensed;
(B) Walls, partitions, entrances and exits;
(C) Dimensions of the premises;
(D) Clearly identify the nearest streets;

(E) Indicate the North direction;
(F) Clearly identify the bar(s);
(G) Clearly identify where alcohol shall be stored;
(H) Clearly identify any patio(s), if applicable;
(I) Identify the type of barrier surrounding the patio, if applicable;
(J) All tables and chairs; and,
(K) List the total seating capacity.

If a hotel-restaurant license is applied for, plans and specifications shall, in addition to the above, show the following:

(L) The total floor area where meals shall be served;
(M) Location of all bar counters;
(N) Size and dimension of the kitchen and other food preparation areas;
(O) Location, number and kinds of ranges, stoves or ovens, refrigerators, food lockers, dishwashers, sinks and restrooms; and
(P) Location and dimension of food storage areas, and any other fixtures and equipment to be installed and used in connection with the preparation and serving of meals.

CITY OF BOULDER
BEVERAGES LICENSING AUTHORITY
STATEMENT OF TRAINING

The applicant hereby states that he/she understands the importance of being familiar with and complying with the Liquor and Fermented Malt Beverage Codes 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:

All employees involved in the service of alcohol, including, without limitation, managers, clerks, bartenders, and waitpersons, shall attend a state-certified Responsible Vendor alcohol service class within six months from the approval of this license. New employees shall take a class within six months of their hire. Any employee paticipating in a Tastings must have already completed a state-certified Responsible Vendor alcohol service class. Training Certification is valid for a 3 year term from training date.

The applicant agrees that the above mentioned training shall be a continuing condition of the license if the Authority approves this application.

Oath of Applicant

I declare under penalty of perjury in the second degree that I acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor and Beer Code and all City of Boulder rules, regulations and codes which affect my license.

Applicant	Trade Name
Authorized Signature	Print Name, Title & Date

CITY OF BOULDER
BEVERAGES LICENSING AUTHORITY
STATEMENT OF FOOD SERVICE

Pursuant to Section 12-47-411, C.R.S., as amended, the applicant hereby certifies that they have read and fully understand the following excerpts:

Hotel-Restaurant license

> "Restaurants shall sell malt, vinous, and spirituous liquors as provided in this section only to customers of such restaurant and only if meals are actually and regularly served and provide not less than twenty-five percent (25%) of the gross income from sales of food and drink of the business of the licensed premises. It is the intent of this section to require hotel and restaurant licensees to maintain a bona fide restaurant business and not a mere pretext of such for obtaining a hotel and restaurant license."

Brew-Pub license

> "A brew pub licensee shall sell malt, vinous, and spirituous liquors for on-premises consumption only if at least fifteen percent (15%) of the gross on-premises food and drink income of the business of the licensed premises is from the sale of food."

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 12-47-103(20) C.R.S., as amended.

Oath of Applicant

I declare under penalty of perjury in the second degree that I acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquorand Beer Code and all City of Boulder rules, regulations and codes which affect my license.

_____	_____
Applicant	Trade Name
_____	_____
Authorized Signature	Print Name, Title & Date

CITY OF BOULDER
OCCUPATION TAX REGISTRATION

This application must be filed in duplicate with the Office of the City Clerk, City of Boulder, 1777 Broadway, Boulder, Colorado 80306. ALL INFORMATION MUST BE PRINTED LEGIBLY IN INK OR TYPEWRITTEN. Effective immediately, all outstanding amounts must be paid prior to submittal of a transfer application. All new licenses will be prorated and collected prior to the issuance of the liquor license.

Name of Applicant(s):_____

Trade Name: _____

Business Location: _____

Contact Person: _____ Business Phone No: _____

Mailing address: _____
(If different from above)

Date you intend to start business: _____

Type of License Applying for:

☐ New License ☐ Transfer of Ownership ☐ Change in Location

Type of License/Occupation Tax:

☐ 3.2% On Premises ($400.00)

☐ 3.2% Off Premises ($275)

☐ 3.2% Beer On & Off Premises ($400.00)

☐ Tavern ($3,253.00)

☐ Beer and Wine ($1,085.00)

☐ Liquor Licensed Drug Store ($988.50)

☐ Arts ($1,284.00)

☐ Hotel-Restaurant ($3,253.00)

☐ Hotel-Restaurant ($3,253.00) w/Optional Premises

☐ Retail Liquor Store ($988.50)

☐ Brew Pub ($3,253.00)

☐ Club ($1,284.00)

****

TRANSFER APPLICATIONS ONLY: If the application is for a transfer of ownership, the previous owners must fill out the following:

Licensee: _____ Contact Person: _____

Trade Name: _____

Business Location: _____ Business Phone No: _____

Mailing address: _____
(Please provide a different mailing address from the business location in case a refund needs to be issued)

****

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 and Beer Code and all City of Boulder rules, regulations and codes which affect my license. I hereby acknowledge that I have read and understand the attachment to this application.

_____
Authorized Signature Date

_____
Print Name & Title

****

FOR OFFICE USE ONLY

****

For Transfers Only

Date Temporary License Issued: _____ Date Liquor License Issued: _____

Amount to Charge Applicant: _____ Amount to Charge Current Licensee: _____
(Prorated amount for current half of year)

Amount to Charge Applicant: _____Amount to Adjust for Previous Licensee: _____
(Yearly amount due)

NOTES: _____

_____

For New Licenses

Date Liquor License Issued: _____ Amount to Charge Applicant: _____
(Prorated amount for current half of year)

Amount to Charge Applicant: _____
(Yearly amount due)

For Change of Location Licenses

Date Liquor License Issued: _____*****

*****Tax Department:** Change of physical location only. Please verify mailing/billing address for your records.

Liquor License
Occupation Tax
Attachment to Registration

Pursuant to Title 3 Chapter 7 of the Boulder Revised Code all persons licensed to sell alcohol in the City of Boulder shall pay an occupation tax according to the type of license held. The fees are due and payable on the first day of January and the first day of June of each year that a valid liquor license is held. If a licensee goes out of business, occupation tax will be assessed until the State and Local licenses are surrendered to the Licensing Clerk. If a licensee wishes to transfer their liquor license, occupation tax will be assessed to the current owner until the new license is issued or a temporary license is issued. A new or temporary license is considered issued on the day that the Local Authority hand delivers or mails the liquor licenses to the new owner. For purposes of proration of taxes, the City will prorate on a monthly basis. If a license is issued/transferred from the 1st through the 15th of a month, it will be prorated back to the beginning of the month. If a license is issued/transferred from the 16th - 31st of a month, it will be prorated to the end of the month.

The taxes are as follows:

Retail Liquor Store	$988.50
Liquor-licensed Drug Store	$988.50
Beer & Wine License	$1,085.00
Hotel-Restaurant License	$3,253.00
Hotel-Restaurant License w/Optional Premises	$3,253.00
Brew-Pub License	$3,253.00
Tavern License	$3,253.00
Club License	$1,284.00
Arts License	$1,284.00
3.2% On Premise	$400.00
3.2% Off Premise	$275.00
3.2% On/Off Premise	$400.00

If a licensee fails to pay their occupation tax, the City of Boulder has the authority to seize personal property in order to satisfy the occupation tax debt.

TITLE 3 REVENUE AND TAXATION

Chapter 7 Occupation Tax 1

1 Adopted by Ordinance No. 4651. Derived from Ordinance Nos. 3887, 4130.

3-7-1 Legislative Intent.

The purpose of this chapter is to impose an occupation tax upon persons engaged in the business of manufacture or sale of malt, vinous, or spirituous liquor or fermented malt beverages in the city2.

2 See Tom's Tavern v. City of Boulder, 526 P.2d 1328 (1974).

3-7-2 Imposition and Rate of Tax.

(a)No person licensed to manufacture or sell malt, vinous, or spirituous liquor or fermented malt beverage in the city shall fail to pay to the city manager an occupation tax upon the business of manufacturing or selling malt, vinous, or spirituous liquors or fermented malt beverages according to the following schedule:

(1)The holder of a malt, vinous, or spirituous liquor license shall pay an annual occupation tax as follows:

(A) Manufacturer-s liquor license	2,957.50
(B) Wholesaler-s liquor license	2,957.50
(C) Wholesaler-s beer license	2,957.50
(D) Retailer liquor store license	988.50
(E) Liquor-licensed drug store	988.50
(F) Beer and wine license	1,085.00
(G) Hotel and restaurant license	3,253.00
(H) Brew pub license	3,253.00
(I) Tavern license	3,253.00
(J) Club license	1,284.00
(K) Arts license	1,284.00
(L) Race track license	2,957.50

(2)A fermented malt beverages licensee shall pay an annual occupation tax as follows:

(A) Consumption on the premises	400.00
(B) Consumption off the premises	275.00
(C) Consumption on and off the premises	400.00

(b)The occupation tax is due and payable to the city manager for each year for which a license has been obtained on the first day of January of each year, or as soon thereafter as the license is issued. If the city manager issues a beverage license for less than a full year, the manager shall prorate the occupation tax on the number of whole months remaining in the year. If a license under this chapter is issued for any applicant who previously paid an occupation tax for the current year for the exercise of a fermented malt beverage or liquor license, the manager shall prorate the tax and credit it to the new occupation tax applicable to the new license after the licensee surrenders the old license.

(c)No delinquency in the payment of the occupation tax imposed by this section is a ground for suspension or revocation of a fermented malt beverage or liquor license issued by the city or state.

(d)No person shall operate any malt, vinous, or spirituous liquor or fermented malt beverage establishment in the city unless such person has paid the appropriate occupation tax. Each day of operation in violation of this subsection constitutes a separate offense.

(e)Any person obligated to pay the tax imposed by this chapter may elect to pay the occupation tax in installments, one-half of the tax on or before January 1 of the year for which the tax is due and the remaining one-half on or before July 1 of the same year.

On any new license issued after January 1 but prior to July 1, such person may also make such an election.

(f)If a person obligated to pay the tax imposed by this chapter goes out of business or otherwise intends not to make use of its city or state license and so certifies to the city manager under oath, the manager shall refund a prorated amount of the occupation tax previously paid attributable to the time that the license will be unused, at the rate of one-twelfth of the fee for each whole month remaining in the year. No person shall make a false statement on such certificate.

(g)Payment of $295.50 of the occupation tax for a license that did not possess an extended hours license as of June 30, 1997, shall be waived if the licensee submits an annual notarized statement to the city manager that malt, vinous, or spirituous liquor has not and will not be sold during the hours from 8:00 p.m. to 2:00 a.m. on Sundays and on Christmas Day.

Ordinance Nos. 5425 (1991); 5835 (1996); 5899 (1997).

3-7-3Enforcement of Tax Liability.

(a)The occupation tax imposed by this chapter is a first and prior lien on tangible personal property in which the person responsible to remit the tax has an ownership interest, subject only to valid mortgages or other liens of record at the time of and prior to the recording of notice of tax lien as provided in Subsection 3-2-27(c), B.R.C. 1981.

(b)The provisions of Sections 3-2-27, ATax Constitutes Lien,@ 3-2-29, ASale of Business Subject to Lien,@ 3-2-30, ACertificate of Discharge of Lien,@ 3-2-31, AJeopardy Assessment,@ 3-2-32, AEnforcing the Collection of Taxes Due (Applies to Entire Title),@ 3-2-33, ARecovery of Unpaid Tax by Action at Law,@ 3-2-34, ACity May be a Party Defendant,@ 3-2-35, AInjunctive Relief,@ 3-2-36, AObligations of Fiduciaries and Others,@ and 3-2-38, ALimitations,@ B.R.C. 1981, providing for enforcement of collection of taxes due, govern the authority of the city manager to collect the occupation tax imposed under this chapter.

Boulder Neighborhood Needs & Desire Petitioning

After you have completed your application and submitted it for consideration, the Licensing Office will set hearing dates for your neighborhood boundaries and for your application public hearing.

The neighborhood boundaries set are typically not less than 1/2 mile radius from the site proposed for a liquor license. The public hearing date will be not less than thirty (30) days from the date of receipt of your complete application by the Licensing Office.

The Beverages Licensing Authority (the "Authority") will set your neighborhood boundaries, usually at the hearing the month before your public hearing. You are welcome to attend your boundary setting hearing or to submit suggested boundaries, but you are not required to do so.

Before approving a liquor license application, the Authority must consider the reasonable requirements of the neighborhood and the desires of the adult inhabitants as evidenced by petitions, remonstrance, supporting witnesses or other evidence submitted by the applicant and by residents and business owners/managers of the designated neighborhood. In person witness testimony may be given at the hearing. Letters in favor or opposed to the application should be submitted prior to the hearing.

Although the law does not require that an applicant petition the neighborhood, it is the most common form of evidence presented. Signatures obtained from door to door petitioning must be from residents and business owners/managers of the Authority defined neighborhood. Please note that only door to door petitions will be considered by the Beverage Licensing Authority. For the resident petitions, all persons signing must be at least 21 years of age and reside in the neighborhood. For the business petitions, all persons signing must be at least 21 years of age and own and/or manage a business in the defined neighborhood. 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 designated neighborhood was taken.

If you choose to use the petitioning method for proving neighborhood needs and desires, the "Resident Petition Form" and the "Business Petition Form" created by the Licensing Office must be used in this process. Each door to door petitioner must carry and show at the door a copy of the "Designated Neighborhood Map" and the "Existing Licenses List" provided by the Licensing Office. The prepared "Petition Results Summary" should also be included with your petition signature pages to summarize the results.

Each petitioner who has collected petition results door to door must include a signed "Affidavit of Circulator" that is notarized 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, may cause petition invalidity concerns to be raised by the Authority.

There are professional petitioning firms that you may contract with; however, the decision to use any such firm is entirely yours. If you choose a professional petitioning firm, they must also use the prepared petition forms and results summary. This information is meant only as a guideline provided as a courtesy by the City of Boulder. Applicants are encouraged to consult a private attorney for answers to legal questions or concerns.

CITY OF BOULDER
IMMIGRATION STATUS AFFIDAVIT

SECTION 1: IDENTIFICATION DOCUMENTS

I, _____, currently lawfully possess and am able to produce upon request the following identification document as evidence of my lawful presence in the United States (check one):

___ Valid Colorado driver's license or a Colorado identification card issued by the Department of Revenue

___ United States military card or a military dependent's identification card

___ United States Coast Guard Merchant Mariner card

___ Native American tribal document

___ Other Document Allowed By Emergency Rules ***(Only allowed until March 1, 2007)***

List the identification number from the document you are relying upon to show your lawful presence in the United States (for example, your driver's license number):

_____

SECTION 2: CITIZENSHIP AFFIDAVIT

See State of Colorado Affidavit Form

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