



MODIFICATION OF LICENSED PREMISES
CHECKLIST OF REQUIRED DOCUMENTS

If license is modifying premise according to state regulations or if applicant is applying for Transfer of Ownership and will be making changes to premise (modifications, include, but not limited to: increasing/decreasing seating capacity, adding/moving bar, adding or deleting a patio, removal of any interior walls, or changing the way alcohol is circulated in the premise etc.) then they are required to also submit the following:

- Zoning/Planning Confirmation Step 1-(see attached instructions) to confirm that change is in compliance with local Zoning laws (not required for Temporary Modifications).
- Permit Application & Report of Changes** (State Form-DR8442) completed in pertinent areas and signed by authorized representative of applicant.
- Proof of Possession** - Of the new area to be licensed (Deed, Lease, or Landlord Letter for Modification or new Area)
- "Before" Floor Plan** - Must be submitted on 8-1/2" x 11" paper and must include all items referred to in "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 the "Rules of Procedure." Use a highlighter to indicate the area(s) that you want to have licensed.
- Fees**

Permanent Modifications:

- State Application Fee \$150.00 - Made payable to the "Colorado Department of Revenue"
- City Application Fee of \$100.00- Made Payable to "City of Boulder"

Temporary Modifications for Events:

- State Application Fee \$300.00- Made payable to "Colorado Department of Revenue"
- City Application Fee \$50.00 - Made payable to the "City of Boulder"

- Application Process:** Both Permanent Modifications and Temporary Modifications require a pre-scheduled in-person intake meeting with Licensing staff.

Permanent Modifications require posting for the legally required 10 day period, an Application Hearing before the Beverage Licensing Authority (BLA) and petitions should be submitted at least 10 days prior to the application public hearing to indicate the neighborhood's need and desire for the proposed change. If BLA approves application at hearing, licensing database should have change status updated to indicate form forwarded to state. For Permanent Modifications: when received back, applicant should be called or emailed to schedule premise inspection to observe modifications, collect Letter of Completion or Certificate of Occupancy indicating proper building permit close out, and to provide applicant with state approved copy of state form for their records.

Temporary Modifications require that the premise be posted for the legally required 10 day period, but that a BLA Hearing be held only if there is neighborhood or enforcement comment that would require a hearing. If negative comment is not received, Licensing staff may administratively approve Temporary Modifications for the City of Boulder without hearing and mail it to the state liquor enforcement division. Licensing database should have change status updated to indicate form forwarded to state. For Temporary Modifications, when received back, state approved copy of state form should be mailed to licensee applicant's business mailing address for their records.

STEP 1- ZONING APPROVAL OF LOCAL ZONING LAWS- Detailed Process Explanation

Zoning Confirmation for Beverage Licensing Authority (BLA) is a discretionary review process to determine if the use is appropriate in the proposed location. The review will evaluate the proposed operating characteristics and identify any potential additional reviews required. An approved Zoning Confirmation for BLA constitutes all zoning requirements have been met with the proposed use.

A request for a Zoning Confirmation for BLA is made by completing and filing an Administrative Review application in the Planning and Development Services Center at 1739 Broadway, 3rd floor. Administrative Review applications are accepted daily. Each application is assigned to a "track" based on availability of staff resources to conduct the review. The track assigned determines the land use review schedule that the project will follow and helps applicants to gauge the time needed to complete the review process. Track deadlines are at 10 a.m. on Mondays. The applications can be found at the following links:

- Administrative Review application:
https://www-static.bouldercolorado.gov/docs/PDS/forms/100_adr_application.pdf
- Zoning Confirmation application:
<https://www-static.bouldercolorado.gov/docs/PDS/forms/bla-zoning-confirmation-attachment.pdf>

The application requirements are described in this document under “Zoning Confirmation for Beverage Licensing Authority”.

If you would like more information about the Use Review process it is recommended that you visit the Planning and Development Services Center to discuss the proposal with a Project Specialist. The services center is located at 1739 Broadway, on the third floor (above Mustard’s Last Stand). The center is generally open from 8 a.m. to 4 p.m. on Mondays, Wednesdays, Thursdays, and Fridays; and 10 a.m. to 4 p.m. on Tuesdays. Appointments can be made at the following link, in order to help avoid extended wait times: <https://bouldercolorado.gov/plan-develop/pds-appointments>

Floor Plans Requirements for Liquor licensed premises according to BLA Rules of Procedure Section 3-3

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;
- (K) List the total seating capacity and,
- (L) Where books and records will be stored.

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

- (M) The total floor area where meals shall be served;
- (N) Location of all bar counters;
- (O) Size and dimension of the kitchen and other food preparation areas;
- (P) Location, number and kinds of ranges, stoves or ovens, refrigerators, food lockers, dishwashers, sinks and restrooms; and
- (Q) 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.

2019 SCHEDULE OF HEARINGS AND APPLICATION DEADLINE DATES FOR LIQUOR LICENSES

You must schedule an appointment with City Licensing to submit your complete application prior to or on the deadline date. Please call 303-441-4192 at least 3 to 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 corrected documents, proper public notice and premise posting in accordance with State Liquor Code and Beverage Licensing Authority (BLA) Rules.

For 2019, deadline dates are generally on the Monday of each month that is at least 30 days from the earliest BLA hearing date that an application could be scheduled, but we reserve the right to move deadline dates to an earlier week as needed.

BLA public hearings occur on the 3rd Wednesday of every month, begin at 3PM, and generally occur in City Council Chambers- 2nd floor of the City Municipal Building.

Please note: deadline dates for filing will be changed as needed to: I) Tuesday to accommodate city holidays, or II) an earlier Monday so that new application hearings are at least 30 days from filing date.

Deadline to submit application by appointment only	Date of scheduled public hearing of application before Boulder’s Beverages Licensing Authority
Monday December 10, 2018	For Applications <u>without</u> petitioning: January 16, 2019 For Applications <u>with</u> petitioning: February 20, 2019
Monday January 14, 2019	For Application <u>without</u> petitioning: February 20, 2019 For Applications <u>with</u> petitioning: March 20, 2019
Monday February 11, 2018	For Applications <u>without</u> petitioning: March 20, 2019 For Applications <u>with</u> petitioning: April 17, 2019
Monday March 18, 2019	For Applications <u>without</u> petitioning: April 17, 2019 For Applications <u>with</u> petitioning: May 15, 2019
Monday April 15, 2019	For Applications <u>without</u> petitioning: May 15, 2019 For Applications <u>with</u> petitioning: June 19, 2019
Monday May 20, 2019	For Applications <u>without</u> petitioning: June 19, 2019 For Applications <u>with</u> petitioning: July 17, 2019

Monday June 17, 2019	For Applications <u>without</u> petitioning: July 17, 2019 For Applications <u>with</u> petitioning: August 21, 2019
Monday July 22, 2019	For Applications <u>without</u> petitioning: August 21, 2019 For Applications <u>with</u> petitioning: September 18, 2018
Monday August 19, 2019	For Applications <u>without</u> petitioning: September 18, 2019 For Applications <u>with</u> petitioning: October 16, 2019
Monday September 16, 2019	For Applications <u>without</u> petitioning: October 16, 2019 For Applications <u>with</u> petitioning: November 20, 2019
Monday October 21, 2019	For Applications <u>without</u> petitioning: November 20, 2019 For Applications <u>with</u> petitioning: December 18, 2019
Monday November 18, 2019	For Applications <u>without</u> petitioning: December 18, 2019 For Applications <u>with</u> petitioning: January 15, 2020
Monday December 16, 2019	For Applications <u>without</u> petitioning: January 15, 2020 For Applications <u>with</u> petitioning: February 19, 2020

Examples of liquor license applications without petitioning are renewal hearing, temporary modifications with comments or concerns, special event liquor permits with comments or concerns, and transfer applications where the criteria require BLA hearing and there are no permanent modifications planned.

Examples of liquor license applications with petitioning are new licenses, change of class, change of location, and permanent modifications with all of these applications requiring neighborhood boundary setting for petitioning during the hearing the month prior to the BLA application hearing.

Permit Application and Report of Changes

Current License Number _____
All Answers Must Be Printed in Black Ink or Typewritten
Local License Fee \$ _____

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

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

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

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

Date License Issued	License Account Number	Period

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.	TOTAL AMOUNT DUE	\$.00
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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 8 on page 4. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

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. Submit to State Licensing Authority for approval.
- 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. Submit to State Licensing Authority for approval.
- 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. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 4) **To modify Premise**, go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 5) **For Optional Premises** go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County).
- 6) **To Change Location**, go to page 3 and complete question 7. Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 7) **Campus Liquor Complex Designation**, go to page 4 and complete question 10. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 8) **To add another Related Facility** to an existing Resort or Campus Liquor Complex, go to page 4 and complete question 11.

Storage Permit	<p>5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit</p> <p><input type="checkbox"/> Retail Warehouse Permit for:</p> <p style="padding-left: 20px;"><input type="checkbox"/> On–Premises Licensee (Taverns, Restaurants etc.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Off–Premises Licensee (Liquor stores)</p> <p><input type="checkbox"/> Wholesalers Branch House Permit</p> <p>Address of storage premise: _____</p> <p>City _____, County _____, Zip _____</p> <p>Attach a deed/ lease or rental agreement for the storage premises. Attach a detailed diagram of the storage premises.</p>				
Change Trade Name or Corporate Name	<p>6. Change of Trade Name or Corporation Name</p> <p><input type="checkbox"/> Change of Trade name / DBA only</p> <p><input type="checkbox"/> Corporate Name Change (Attach the following supporting documents)</p> <p style="padding-left: 20px;">1. Certificate of Amendment filed with the Secretary of State, or</p> <p style="padding-left: 20px;">2. Statement of Change filed with the Secretary of State, <u>and</u></p> <p style="padding-left: 20px;">3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Old Trade Name</td> <td style="width:50%;">New Trade Name</td> </tr> <tr> <td>Old Corporate Name</td> <td>New Corporate Name</td> </tr> </table>	Old Trade Name	New Trade Name	Old Corporate Name	New Corporate Name
Old Trade Name	New Trade Name				
Old Corporate Name	New Corporate Name				
Change of Location	<p>7. Change of Location</p> <p>NOTE TO RETAIL LICENSEES: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.</p> <p>Date filed with Local Authority _____ Date of Hearing _____</p> <p>(a) Address of current premises _____</p> <p style="padding-left: 20px;">City _____ County _____ Zip _____</p> <p>(b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee)</p> <p style="padding-left: 20px;">Address _____</p> <p style="padding-left: 20px;">City _____ County _____ Zip _____</p> <p>(c) New mailing address if applicable.</p> <p style="padding-left: 20px;">Address _____</p> <p style="padding-left: 20px;">City _____ County _____ State _____ Zip _____</p> <p>(d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.</p>				

Change of Manager	<p>8. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8).</p> <p>(a) Change of Manager (attach Individual History DR 8404-I H/R, Tavern and Lodging & Entertainment only) Former manager's name _____ New manager's name _____</p> <p>(b) Date of Employment _____ Has manager ever managed a liquor licensed establishment? Yes <input type="checkbox"/> No <input type="checkbox"/> Does manager have a financial interest in any other liquor licensed establishment? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give name and location of establishment _____ _____</p>
Modify Premises or Addition of Optional Premises or Related Facility	<p>9. 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.</p> <p>(a) Describe change proposed _____ _____ _____</p> <p>(b) If the modification is temporary, when will the proposed change: Start _____ (mo/day/year) End _____ (mo/day/year) NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00</p> <p>(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? (If yes, explain in detail and describe any exemptions that apply) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(d) Is the proposed change in compliance with local building and zoning laws? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.</p> <p>(g) Attach any existing lease that is revised due to the modification.</p>
Campus Liquor Complex Designation	<p>10. Campus Liquor Complex Designation An institution of higher education or a person who contracts with the institution to provide food services</p> <p>(a) I wish to designate my existing _____ Liquor License # _____ to a Campus Liquor Complex Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Additional Related Facility	<p>11. Additional Related Facility To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.</p> <p>(a) Address of Related Facility _____</p> <p>(b) Outlined diagram provided Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Oath of Applicant		
I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge		
Signature	Title	Date
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 44, Articles 4 and 3, 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 44, Article 3, C.R.S., as amended.		
Signature	Title	Date

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.