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"

2014 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 2014, 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 for application filing will be changed to Tuesdays 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 16, 2013	February 19, 2014
**January 21, 2014	March 19, 2014
** February 18, 2014	April 16, 2014
March 17, 2014	May 21, 2014
April 21, 2014	June 18, 2014
May 19, 2014	July 16, 2014
June 16, 2014	August 20, 2014
July 21, 2014	September 17, 2014
August 18, 2014	October 15, 2014
September 15, 2014	November 19, 2014
October 20, 2014	December 17, 2014
November 17, 2014	January 21, 2015
December 15, 2014	February 18, 2015

Updated 11/29/13

2014 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	$1,376.25
Transfer	$750.00	$48.75	$798.75	$1,085.00	$1,025.00	$351.50	$1,376.25
Concurrent Review	$750.00	$48.75	$798.75	$1,085.00	$1,125.00	$351.50	$1,476.25
Renewal	$100.00	$48.75	$148.75	$1,085.00	$0.00	$351.50	$351.25
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

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

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

Occupation Tax listed above is for an entire year period. Occupation Tax is a yearly tax that is billed each January 1 and each July 1 for the next 6 month period and is due 30 days after the date of billing.

For new licenses, occupation tax need not be paid at the time of application but instead will be pro-rated and billed based on the date of license issuance. For Transfer licenses, occupation tax must be paid before a temporary license will be issued.

Occupation tax continues to accrue even in the instance of closures so it is in licensee's best interest to promptly surrender licenses.

2014 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	$75.00	None
Late Renewal Fee	$500.00	None	None
Manager Registration (Hotel-Restaurant & 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
LIQUOR ENFORCEMENT DIVISION
DENVER CO 80261

CLICK HERE to email a text ONLY version of this to yourself.

COLORADO LIQUOR RETAIL LICENSE APPLICATION

If you would like a copy of this form for your records, please print an extra copy.

☐ NEW LICENSE ☐ TRANSFER OF OWNERSHIP ☐ LICENSE RENEWAL

- ALL ANSWERS MUST BE PRINTED IN BLACK INK OR TYPEWRITTEN
- APPLICANT MUST CHECK THE APPROPRIATE BOX(ES)
- LOCAL LICENSE FEE $ _____
- APPLICANT SHOULD OBTAIN A COPY OF THE COLORADO LIQUOR AND BEER CODE (Call 303-370-2165)

1. Applicant is applying as a

☐ Corporation
☐ Partnership (includes Limited Liability and Husband and Wife Partnerships)
☐ Individual
☐ Limited Liability Company
☐ Association or Other

2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation	Fein Number

2a. Trade Name of Establishment (DBA)	State Sales Tax No.	Business Telephone

3. Address of Premises (specify exact location of premises)

City	County	State	ZIP Code

4. Mailing Address (Number and Street)	City or Town	State	ZIP Code

5. If the premises currently have a liquor or beer license, you MUST answer the following questions:

Present Trade Name of Establishment (DBA)	Present State License No.	Present Class of License	Present Expiration Date

LIAB	SECTION A	NONREFUNDABLE APPLICATION FEES
2300 ☐	Application Fee for New License	$1,025.00
2302 ☐	Application Fee for New License - w/Concurrent Review	$1,125 00
2310 ☐	Application Fee for Transfer	$1,025.00

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

LIAB	SECTION B (CONT.)	LIQUOR LICENSE FEES
1985 ☐	Resort Complex License (City)	$500.00
1986 ☐	Resort Complex License (County)	$500.00
1988 ☐	Add Related Facility to Resort Complex	$ 75.00 X ____ Total ___
1990 ☐	Club License (City)	$308.75
1991 ☐	Club License (County)	$308.75
2010 ☐	Tavern License (City)	$500.00
2011 ☐	Tavern License (County)	$500.00
2012 ☐	Manager Registration - Tavern	$ 75.00
2020 ☐	Arts License (City)	$308.75
2021 ☐	Arts License (County)	$308.75
2030 ☐	Racetrack License (City)	$500.00
2031 ☐	Racetrack License (County)	$500.00
2040 ☐	Optional Premises License (City)	$500.00
2041 ☐	Optional Premises License (County)	$500.00
2045 ☐	Vintners Restaurant License (City)	$750.00
2046 ☐	Vintners Restaurant License (County)	$750.00
2220 ☐	Add Optional Premises to H & R	$100.00 X ____ Total ___
2370 ☐	Master File Location Fee	$ 25.00 X ____ Total ___
2375 ☐	Master File Background	$250.00 X ____ Total ___

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

LIABILITY INFORMATION

County	City	Industry Type	License Account Number	Liability Date FROM	License Issued Through (Expiration Date) TO

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

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

APPLICATION DOCUMENTS CHECKLIST AND WORKSHEET

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

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

I. APPLICANT INFORMATION

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

II. DIAGRAM OF THE PREMISES

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

III. PROOF OF PROPERTY POSSESSION

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

IV. BACKGROUND INFORMATION AND FINANCIAL DOCUMENTS

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

V. CORPORATE APPLICANT INFORMATION (If Applicable)

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

VI. PARTNERSHIP APPLICANT INFORMATION (If Applicable)

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

VII. LIMITED LIABILITY COMPANY APPLICANT INFORMATION (If Applicable)

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

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

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

6. Is the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager under the age of twenty-one years? Yes ☐ No ☐

7. Has the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager ever (in Colorado or any other state);
(a) been denied an alcohol beverage license? ☐ ☐
(b) had an alcohol beverage license suspended or revoked? ☐ ☐
(c) had interest in another entity that had an alcohol beverage license suspended or revoked? ☐ ☐
If you answered yes to 7a, b or c, explain in detail on a separate sheet.

8. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes," explain in detail. ☐ ☐

9. Are the premises to be licensed within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? ☐ ☐

10. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current or former financial interest in said business including any loans to or from a licensee. ☐ ☐

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

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

Landlord	Tenant	Expires

Attach a diagram and outline or designate the area to be licensed (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11". (Doesn't have to be to scale)

12. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business. Attach a separate sheet if necessary.

NAME	DATE OF BIRTH	FEIN OR SSN	INTEREST

Attach copies of all notes and security instruments, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

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

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

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

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

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

17a. Name of Manager (for all on-premises applicants) _____ (If this is an application for a Hotel, Restaurant or Tavern License, the manager must also submit an Individual History Record (DR 8404-I). Date of Birth

17b. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number. Yes ☐ No ☐

18. Tax Distraint Information. Does the applicant or any other person listed on this application and including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? Yes ☐ No ☐
If yes, provide an explanation and include copies of any payment agreements.

19. If applicant is a corporation, partnership, association or limited liability company, applicant **must list** ALL OFFICERS, DIRECTORS, GENERAL PARTNERS, AND MANAGING MEMBERS. In addition applicant **must list** any stockholders, partners, or members with OWNERSHIP OF **10% OR MORE** IN THE APPLICANT. ALL PERSONS LISTED BELOW must also attach form DR 8404-I (Individual History record), and submit finger print cards to their local licensing authority.

NAME	HOME ADDRESS, CITY & STATE	DOB	POSITION	% OWNED*

*If total ownership percentage disclosed here does not total 100% applicant must check this box

☐ Applicant affirms that no individual other than these disclosed herein, owns 10% or more of the applicant

Additional Documents to be submitted by type of entity

☐ **CORPORATION** ☐ Cert. of Incorp. ☐ Cert. of Good Standing (if more than 2 yrs. old) ☐ Cert. of Auth. (if a foreign corp.)

☐ **PARTNERSHIP** ☐ Partnership Agreement (General or Limited) ☐ Husband and Wife partnership (no written agreement)

☐ **LIMITED LIABILITY COMPANY** ☐ Articles of Organization ☐ Cert. of Authority (if foreign company) ☐ Operating Agrmt.

☐ **ASSOCIATION OR OTHER** Attach copy of agreements creating association or relationship between the parties

Registered Agent (if applicable)	Address for Service

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.

Authorized Signature	Title	Date

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

Date application filed with local authority	**Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application 12-47-311 (1)) C.R.S.**

THE LOCAL LICENSING AUTHORITY HEREBY AFFIRMS:

That each person required to file DR 8404-I (Individual History Record) has:

	Yes	No
☐ Been fingerprinted	☐	☐
☐ Been subject to background investigation, including NCIC/CCIC check for outstanding warrants	☐	☐
That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with, and aware of, liquor code provisions affecting their class of license	☐	☐

(Check One)

☐ Date of Inspection or Anticipated Date _____

☐ Upon approval of state licensing authority.

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 12, Article 46 or 47, C.R.S. **THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority for	Telephone Number	☐ TOWN, CITY ☐ COUNTY
Signature	Title	Date
Signature (attest)	Title	Date

Colorado Retail Liquor and Beer Licenses and Permits

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AFFIDAVIT OF TRANSFER AND STATEMENT OF COMPLIANCE

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

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

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

_____

_____

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

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

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

☐ No alcohol beverage inventory transferred or sold.

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

Dated this_____ day of_____, 20 ____ .

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

CITY OF BOULDER
BEVERAGE LICENSING AUTHORITY
ACKNOWLEDGEMENT OF TRANFER OF LICENSE SUBJECT TO PAST, PENDING, OR POSSIBLE FUTURE DISCIPLINARY ACTION

I, _____ (Person's Name) on behalf of _____ (Business Applicant Name) am the applicant for transfer of the liquor license currently issued to _____
at the licensed premise location of _____.

I understand and agree that if the transfer of the license is approved, the license may continue to be subject to any restrictions and conditions currently on the license. I understand that if there are any days of suspension currently held in abeyance against the license, the license may continue to be subject to those days in abeyance even after the transfer.

I further understand that if any incidents, which could subject the license to disciplinary action, have either occurred or will occur on the licensed premise prior to approval of the transfer, the license may still be subject to possible disciplinary actions that could affect the license, even after the transfer, only where myself, my agents(s) and/or my employees either knew or should have known of the incidents.

I understand that it is my sole responsibility to inquire and investigate all possible sources of information to learn of any past, ongoing or possible future disciplinary actions that could result in any revocation, suspension, or fines being imposed. These sources include, but are not limited to the inquiry and investigation of the current licensee, manager(s), employees of the licensed premise, and the review of the public records of the Colorado Department of Revenue, the Boulder City Licensing Division, the Boulder Police Department, the Boulder District Court, the Boulder Municipal Court, and/or the Boulder County Court Criminal Divisions.

I also understand that I have the option to withdraw the application for the transfer of the license and file an application for the issuance of a new liquor license. Should a new liquor license be issued, that license would NOT be subject to any disciplinary action based upon incidents prior to the issuance of the new license.

_____	_____
Applicant	Trade Name
_____	_____
Authorized Signature	Print Name, Title, and 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.

Valid Proof of Age

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

Identification

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

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

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

False Identification

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

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

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.

DR 8487 (04/15/09)
COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION

MULTIPLE INTERESTS

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

Example: a person owning or having a financial interest in a hotel and restaurant license can own or have an interest in a tavern license or in other hotel and restaurant licenses; but he/she may not own or have an interest in a retail liquor store license.

	Mini Bar Permit	Bed & Breakfast Permits	Art Gallery Permit	Manufacturer (Spirits)*	Manufacturer (Wine)*	Manufacturer (Beer)	Limited Winery	Nonresident Manufacturer (Beer)	Importer (Wine & Spirits)	Importer (Beer)	Wholesale (Beer)	Wholesale (Wine & Spirits)*	RETAIL: Brew Pub	RETAIL: Retail Liquor Store	RETAIL: Liquor Licensed Drug Store	RETAIL: Beer & Wine	RETAIL: Hotel & Restaurant	RETAIL: Tavern	RETAIL: Club**	RETAIL: Arts	RETAIL: Race Track	RETAIL: Public Transportation-Air	RETAIL: Public Transportation-Surface	RETAIL: Optional Premises License	RETAIL: Retail Gaming Tavern	RETAIL: Vintner's Restaurant
Mini Bar Permit	●																●									
Bed & Breakfast Permits		●											●			●	●	●		●	●	●	●	●	●	●
Art Gallery Permit			●										●			●	●	●		●	●	●	●	●	●	●
Manufacturer (Spirits)*				●	●	●	●	●	●	●	●	●														
Manufacturer (Wine)*				●	●	●	●	●	●	●	●	●														
Manufacturer (Beer)				●	●	●	●	●	●	●	●	●														
Limited Winery				●	●	●	●	●	●	●	●															
Nonresident Manufacturer (Beer)				●	●	●	●	●	●	●	●	●														
Importer (Wine & Spirits)				●	●	●	●	●	●	●	●															
Importer (Beer)				●	●	●	●	●	●	●	●	●														
Wholesale (Beer)				●	●	●	●	●	●	●	●	●														
Wholesale (Wine & Spirits)*				●	●	●		●		●	●	●														
RETAIL: Brew Pub		●	●										●			●	●	●		●	●	●	●	●	●	●
RETAIL: Retail Liquor Store																				●		●				
RETAIL: Liquor Licensed Drug Store																				●		●				
RETAIL: Beer & Wine		●	●										●			●	●	●		●	●	●	●	●	●	●
RETAIL: Hotel & Restaurant	●	●	●										●			●	●	●		●	●	●	●	●	●	●
RETAIL: Tavern		●	●										●			●	●	●		●	●	●	●	●	●	●
RETAIL: Club**																				●		●				
RETAIL: Arts		●	●										●	●	●	●	●	●	●	●	●	●	●	●	●	●
RETAIL: Race Track		●	●										●			●	●	●		●	●	●	●	●	●	●
RETAIL: Public Transportation-Air		●	●										●	●	●	●	●	●	●	●	●	●	●	●	●	●
RETAIL: Public Transportation-Surface		●	●										●	●	●	●	●	●		●	●	●	●	●	●	●
RETAIL: Optional Premises License		●	●										●			●	●	●		●	●	●	●	●	●	●
RETAIL: Retail Gaming Tavern		●	●										●			●	●	●		●	●	●	●	●	●	●
RETAIL: Vintner's Restaurant		●	●										●			●	●	●		●	●	●	●	●	●	●

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

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

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

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.

What Constitutes a licensed premises

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

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

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

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

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

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
TEMPORARY LIQUOR LICENSE
APPLICATION PENDING TRANSFER
OF OWNERSHIP APPROVAL

This application must be filed in duplicate as part of a Transfer of Ownership with Boulder Licensing Office, 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: _____

Current Licensee: _____ Contact Person: _____

Liquor License Number: _____ Expiration Date: _____

Type of License: _____

REQUIREMENTS FOR ISSUANCE

[ ] Complete Transfer of Ownership Application

[ ] Applied For Within Thirty (30) Days of Original Application

[ ] State of Colorado Sales Tax License/Application – Copy

[ ] City of Boulder Sales Tax License/Receipt – Copy

[ ] Boulder County Health Dept. Inspection Report – Contact

[ ] Boulder Fire Dept. Inspection (Call 303-441-3353 to arrange) - Copy

[ ] Boulder Police Dept. Background Check Completed by City

[ ] No Modifications to Premises

[ ] Sales Tax Account Must be Current and Properly Paid (Call 303-441-4026 for questions)

[ ] Occupation Tax Account Must be Current and Properly Paid (Call 303-441-3068 for questions)

[ ] $100 Fee – Made Payable to: "City of Boulder"

If there are any inconsistencies with the background check or an incomplete application has been filed, the City Licensing office reserves the right to refer the temporary license issuance to Beverages Licensing Authority.

CONSENT OF LICENSEE (Seller)

I consent to the transfer of the above referenced liquor license.

_____

Authorized Signature Date

_____

Print Name & Title

OATH OF APPLICANT (Buyer)

I acknowledge that it is my responsibility and the responsibility of my agents and employees to have knowledge of and 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 BUSINESS LICENSE APPLICATION
SALES/USE TAX - ADMISSIONS - ACCOMMODATIONS LICENSE

City of Boulder - Finance Department
Tax and License Office; #303-441-3050
P.O. Box 791; 1777 Broadway
Boulder, Colorado 80302
www.bouldercolorado.gov/licensing

Official Use Only:
Lot size _____ Zoning _____
Zoning Review ____Approved____Denied
Signature _____

Owner Name _____
DBA (Doing Business As) _____
Business Address _____
City/State/Zip _____

Type of Location (Check one) ☐ Commercial ☐ Home Based *
(*Note: Home Based, Restaurant, Medical Marijuana, or Alcohol Businesses must also complete Zoning Form)

Type of Business (Check One)
☐ Sole Proprietor ☐ Corporation ☐ Limited Liability Company
☐ Partnership ☐ Limited Liability Partnership
☐ Other (Explain _____

Nature of Business (Describe Briefly) _____

Phone ( )_____ FAX( ) _____ E-Mail _____

Start of Business Operation in Boulder _____/_____/_____ (Month/Day /Year - REQUIRED)

Contact for Audit Records _____
Name:_____ Phone: ( ) _____
Address: _____

TYPE OF LICENSE

☐ Sales & Use Tax License ($25)
(For reporting purposes, please check all categories that apply)
☐ Retail ☐ Restaurant
☐ Wholesale ☐ Contractor
☐ Service ☐ Manufacturing

☐ Admission License ($25)
Seating Capacity _____

☐ Accommodation License ($25)
Number of Rooms _____

FILING PERIOD (Please indicate which filing period applies)

If amount remitted is:	Filing period is:
☐ Over $300 per month	Monthly
☐ $15.01 - $300 per month	Quarterly
☐ Up to $15 per month	Annual

Select to Clear This Form

Select to Print This Form

SIC CODING (Please check the category(ies) that best describes your business activity. See General Information Regarding)
Please note that the categories below may differ from the use categories found in the City of Boulder's Land Use Regulations.

- ☐ Food Stores (5400)
- ☐ Eating Places (5800)
- ☐ Apparel Stores (5600)
- ☐ Home Furnishings (5700)
- ☐ Consumer Electronics (5734)
- ☐ Building Material – Retail (5200)
- ☐ Automotive Trade (5500)
- ☐ General Retail (5900)
- ☐ Computer Related Business (3573/7371-7379)
- ☐ Transportation/Utilities (4000)
- ☐ Services (7000)
- ☐ Construction/Contractors (15/16/1700)
- ☐ Hotels/Lodging (7060)
- ☐ Admissions (7970)
- ☐ Wholesalers
- ☐ Manufacturers
- ☐ Other not listed above

Please provide a **detailed description** of the nature of your business:

OWNER INFORMATION

Owner Name (Last, First) _____

Address _____

City/State/Zip _____

Phone ( ) _____ FAX ( ) _____ E-Mail _____

MAIL TO AND CONTACT PERSON/COMPANY

Contact Name (Last, First) _____

Address _____

City/State/Zip _____

Phone ( ) _____ FAX ( ) _____ E-Mail _____

OTHER INFORMATION

Federal ID # or Social Security # _____

State Tax License # _____

(You will also need to contact the Colorado Department of Revenue for a State Sales Tax License).

I declare under penalty of perjury, that this application has been examined by me and that the statements made herein are to the best of my knowledge and belief, true correct and complete.

Signature_____ Date _____

Title _____

Please make checks payable to "City of Boulder"

*** It may take up to 4 weeks for licensure ***

CITY OF BOULDER BUSINESS LICENSE APPLICATION
SALES/USE TAX - ADMISSIONS - ACCOMMODATIONS LICENSE

ATTACHMENT FOR BUSINESS LICENSES:

ZONING CONFIRMATION FORM

City of Boulder – Planning & Development Services
1739 Broadway, 3rd Floor
P.O. Box 791, Boulder, Colorado, 80306
(303) 441-1880

The information provided on this form is intended to help specify the use category of the business operation. Please note that the type of business specified for Standard Industrial Coding (SIC) and sales tax licensing may be different than the use category determined for planning purposes.

GENERAL DATA

(To be completed by the applicant.)

PROPERTY

- Street Address: _____
- Lot Area (in square feet or acres): _____ Existing Zoning: _____
- Existing Use of Property: _____
- Is this application a renewal of current sales tax license? (check one) ❒ New ❒ Modification

PROPOSED USE

- Business Name: _____
- Description of proposed use (Include as applicable, proposed use, if it is a home occupation business, and summarize type of business activity):

_____

_____

_____

CONTACT INFORMATION

- Name of Owner or Representative: _____ E-mail: _____
- Address: _____ Phone: _____
- City: _____ State: _____ Zip Code: _____ FAX: _____
- Size of Business (in square feet): _____
- Hours of Operation: _____
- Use Category (see page 2): _____

Complete all applicable portions of page 2 of this form and return this form with your sales tax application.

I have read and understood and agree to all of the conditions in this 2 page form. I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I understand that there may be additional reviews required to complete the planning process.

Signature: _____ Date: _____

STAFF USE ONLY

Application reviewed by: _____ Date: _____

Zoning District: _____ Use Category: _____

Previous Reviews: _____

Further Discretionary Review Required: _____

Last Updated 11/15/11

☐ ___ **For Restaurant Businesses:**

- Total Business Size (in square feet): _____ Number of Interior Seats (if applicable): _____
- Size of Outdoor Patio (in square feet): _____ Number of Patio Seats (if applicable): _____
- Hours of Operation: _____
- Use Category (see page 3): _____

☐ ___ **For Home Occupation Businesses:**

I, _____, understand the provisions of the Home Occupations Statute (Title 9, Chapter 6-3 (e) of the Revised Code of the City of Boulder) which are listed below, and agree that all actions at my home located at _____, will be in conformance with these regulations. The nature of my home occupation business is as described in the description of proposed use herein.

Title 9, Chapter 6-3 (e) Home Occupations.

(a) Standards. A home occupation is a permitted accessory use if the following conditions are met.

(1) Such use is conducted entirely within a principal or accessory building and is not carries on by any other person other than the inhabitants living there.

(2) Such use is clearly incidential and secondary to the residential use of the dwelling and does not change the residential character thereof.

(3) The total area used for such purposes does not exceed one-half the first floor area of the user's dwelling unit.

(4) There is no change in the outside appearance of the dwelling unit or lot indicating the conduct of such home occupation, including without limitation, advertising signs or displays.

(5) There is no sale of materials or supplies except incidential retail sales.

(6) There is no exterior storage of material or equipment used as part of the home occupation.

(7) No equipment or process is used in such home occupation that creates any glare, fumes, odors, or other objectionable condition detectable to the normal senses at boundary of the lot if the occupation is conducted in a detached dwelling unit, or outside the dwelling unit if conducted in an attached dwelling unit.

(8) No traffic is generated by such home occupation in a volume that would create a need for parking greater than that which can be accommodated on the site or which is consistent with the normal parking of the district.

(b) Prohibitions. No person shall engage in a home occupation except in conformance with all of the requirements of subsection (a) of this section.

☐ ___ **For Medical Marijuana Businesses:** ☐ New Application ☐ Modification to an Existing Application

- Size of Business (in square feet): _____ Hours of Operation: _____ No. of Rooms: _____
- Use Category (please check one): ☐ Medical marijuana business, Personal Service ☐ Medical marijuana business, Greenhouse/Nursery ☐ Medical marijuana business, Manufacturing

☐ ___ **For All City Businesses:**

- Will you allow consumption of alcohol on your business premise: _____
- Will you obtain a liquor license from the state or city for alcohol service: _____

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