



City of Boulder

Finance Department · Licensing Division

Brenton Building, 1136 Alpine Avenue, Boulder, Colorado 80304 · 303 441-4192

**APPLICATION FOR STATE OF COLORADO LIQUOR LICENSE SALES ROOMS
CHECKLIST OF REQUIRED DOCUMENTS**

If an applicant is filing either a temporary sales room (notice to local licensing authority of 10 business days before event) or permanent sales room (notice to local licensing authority of 45 days before state license issuance) for their Brewery, Winery, or Distillery Location, then they are required to also supply a copy of the State Application and All Attachments to the Beverage Licensing Authority (BLA). This local notice provides the BLA an opportunity to provide local input to the State Liquor Enforcement Division for state license approval or denial.

Applicants then are required to submit a complete application via fax (303-441-1919), email (LicensingOnline@bouldercolorado.gov), or by mailing to City of Boulder- Finance Dept, P.O. Box 791, CO 80306, Attn: Liquor Licensing, and they should submit the following:

- FOR PERMANENT SALES ROOMS: Local Zoning Laws Review Approval-** please complete Zoning Confirmation for Beverage Licensing Authority review process before proceeding to file application with City Licensing. The City of Boulder will not consider the copy of the state application filed locally until zoning approval is received by City Licensing.
- Application for Colorado Liquor Sales Room** (State Form-DR8057)- Required for both Temporary or Permanent Sales Room applications, completed in pertinent areas and signed by authorized representative of applicant.
- Proof of Possession** – Property Owner’s Signed Permission Letter for Temporary Uses and Executed Complete Lease for the Proposed Licensed Premise for Permanent Uses.
- Licensed Premise Floor Plan** - Must be submitted on 8-1/2" x 11" paper and must include alcohol service, alcohol storage, and alcohol production areas. Use a highlighter to indicate the area(s) that will be licensed. FOR PERMANENT SALES ROOMS, please use the stamped, approved premise diagrams from your zoning review.
- Premise Control Plan** – Applicant’s plan to ensure compliance with liquor code and rules, including avoiding sale to minors, avoiding service to visibly intoxicated persons, and preventing patrons from leaving premises with open alcohol containers. Please also include information about alternate rides home, food offerings, live entertainment, staffing, server training, and other operating characteristics that you would like the City of Boulder to be aware of. FOR PERMANENT SALES ROOMS, please also include the approved Notice of Disposition and any approved Written Statement from you from your zoning review.
- FOR TEMPORARY AND PERMANENT SALES ROOMS IN OUR CITY LIMITS: City of Boulder Business License Application** City Process that may be submitted on line to confirm that Brewery, Winery, or Distillery is approved to operate in their proposed City of Boulder address and set up to remit Boulder sales tax.

For both Temporary and Permanent Applications, please note that failure to submit state notice applications timely in accordance with the 10-business day prior to a permit event or timely 45 days prior to state license issuance and at the same time that application documents are filed with state can be a basis for recommending denial by local licensing.

For Temporary applications, among other criteria, failure to follow the state liquor code and state regulations at past permitted events is a basis for the local licensing authority to recommending denial to the state.

For Permanent applications, among other criteria, failure for the applicant to sufficiently mitigate local concerns as to impacts of traffic, noise or other neighborhood concerns is a basis for the local licensing authority to recommending denial to the state.

CITY OF BOULDER BREWERY, WINERY, AND DISTILLERY NEW LIQUOR LICENSE APPLICATION
WORKFLOW SUMMARY

STEP 1- LOCAL ZONING LAWS REVIEW APPROVAL (please see attached page for detailed process)

STEP 2- APPLICANT SUBMITS STATE APPLICATION MATERIALS TO CITY LICENSING AFTER ZONING APPROVAL- The City of Boulder considers this date, after local zoning review and approval, to be the date that the state application materials have been provided to the City of Boulder. The Beverage Licensing Authority (BLA) has up to 45 days to provide its opinion to the State Liquor Enforcement Division (State LED) regarding the pending manufacturer license application.

Additionally, the Authority traditionally appreciates receiving more information from the state license applicant about owner experience, server training, plans for food offerings, plans for live entertainment and amplified music, control of the premise for indoor areas and outdoor patio areas, and plans for traffic and parking mitigation.

At this same time, the applicant should apply for a **City Business License** using the below link:

<https://bouldercolorado.gov/finance/business-licensing-form>

STEP 3- BLA HEARING FOR APPLICATION- a public hearing will be scheduled for your application before the BLA, a 5- member volunteer city board that acts as the local licensing authority. The BLA provides opinion on if the applicant can mitigate local concerns of traffic, noise, or other neighborhood concerns.

STEP 4- BLA OPINION SENT TO STATE LIQUOR ENFORCEMENT DIVISION- City Licensing supplies the BLA's opinion as to approval or denial of the pending application discussed at the public hearing to the State LED

STEP 5- STATE LED ISSUES STATE LICENSE TO APPLICANT- if the State LED approves the state license after their application review, they will send the state license to the Applicant

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

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

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

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

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

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

Please apply for City Business Licenses via on-line application at the Tax and License Division webpage at:

www.bouldercolorado.gov/tax-license

and under Business License & Sales Use Tax heading,

then select “Sales and Use Tax (Business) License Application”