



APPLICATION FOR STATE OF COLORADO LIQUOR LICENSE SALES ROOMS

CHECKLIST OF REQUIRED DOCUMENTS

If an applicant is filing either a temporary sales room or permanent sales room application for a 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). Applicants must provide notice to the BLA at least 10 business days before a temporary sales room event or 45 days before state license issuance of a permanent sales room.

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, email, online submission, or by mailing to City of Boulder, 1777 Broadway, Boulder, CO 80302, Attn: Liquor Licensing, and they should submit the following:

- 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) or 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.
- 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.
- FOR PERMANENT SALES ROOMS: Zoning/Planning Confirmation Form** (City Form) to confirm that the Sales Room location is in compliance with local Zoning laws.
- FOR PERMANENT SALES ROOMS: City of Boulder Business License Application** (City application that may be submitted on line or submitted via paper form) to confirm that the 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 can be a basis for recommending denial by local licensing. Temporary sales room applications must be submitted at least 10 business days prior to the permit event and permanent sales room applications must be submitted at least 45 days prior to state license issuance and at the same time that application documents are filed with the state.

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 recommend denial to the state.

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



**CITY OF BOULDER
BEVERAGE LICENSING AUTHORITY ZONING/ PLANNING CONFIRMATION FOR BLA
REVIEW OF APPLICATION FOR WHOLESALE AND SUPPLIER TASTING ROOMS**

Applicant: _____ Trade Name: _____

Applicant Phone: _____ Applicant Email: _____

Premise Address: _____

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

Approved Maximum Occupancy Load or Seating Capacity: _____ and _____
[Indoor] [Outdoor]

Hours of Operation: _____

New Transfer Permanent Modification for Tasting/Sales Rooms operating for 4 or more days.

[Applicant should attach Dimensioned Premise Diagrams of Whole Facility and Tasting Room Detail]

Liquor License Type: _____

Have you filed a City of Boulder business license application for your location? Yes No

NOTE: This review is for zoning purposes only and is not approval for any change in occupancy or business use pertaining to the building codes. A separate building permit is required for building modifications, including a change of use or occupancy.

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

Responsive to C.R.S. §§ 12-47-103, 12-47-202, 12-47-402, 12-47-403, and 12-47-406, this City of Boulder zoning form is submitted for the purpose of local review, with these state laws quoted in pertinent part: At the time of application to the state licensing authority, an applicant shall send a copy of the application or supplemental application to the authority and "within forty-five days after... [the applicant] submits its sales room application ... the local licensing authority may submit a determination to the state that the approval of the proposed sale room will impact traffic, noise, or other neighborhood concerns in a manner that is inconsistent with local regulations or ordinances ... or that the applicant cannot sufficiently mitigate any potential impacts identified by the local licensing authority."

For Planning and Zoning Completion:

_____ Is the Use at the Site Allowed? Comments/Limitations: _____

YES/NO

_____ Does the Use Require a Use Review or Site Review? Comments: _____

YES/NO

_____ If Yes, has a Use/Site Review is required has a Use/Site Review been approved?

YES/NO

Comments (such as Case Number/ Date of Approval): _____

_____ Are there any zoning restrictions or approval conditions related to impacts of traffic, noise or other neighborhood concerns? Is mitigation by applicant possible?

YES/NO

Comments/Limitations: _____

Planner's Signature

Planner's Printed Name

Planner's Signature Date