CITY OF MONTROSE

433 South First Street
P.O. Box 790
Montrose, Colorado
81402-0790
www.cityofmontrose.org

Dear Liquor License Applicant:

Licensing businesses to sell and serve alcohol in the State of Colorado is a two-tier process. Approval is required from the local licensing authority, which in Montrose is the City Council, as well as the Colorado Department of Revenue Liquor Enforcement Division. Locally, the City Clerk's Office will facilitate this process for you and will serve as the liaison between you and both liquor licensing authorities.

This application packet contains general licensing information and guidelines, as well as state and local application forms. Please keep in mind that all forms must be legible, accurate, complete, and properly signed and dated. When you are ready to submit your application and supporting documents, please call to schedule an appointment with the City Clerk to review your application in detail. ***For your benefit, the City Clerk's Office cannot process an incomplete application.***

Should you need additional information or have any questions, please do not hesitate to contact the City Clerk's Office at any time throughout the application process.

Sincerely,

Lisa DelPiccolo, CMC
City Clerk

970/240-1422
ldelpiccolo@ci.montrose.co.us

LIQUOR LICENSE APPLICATION PACKET

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LIQUOR LICENSE APPLICATION PROCESS
At A Glance

Step 1 Complete the application forms, and compile the required documentation including fingerprint cards, a lease or deed, a map of the premises, and corporation/LLC documentation, if necessary.

Step 3 Schedule an appointment with the City clerk to review the application and documents.

Step 4 The City Clerk will schedule a public hearing and City Council consideration of the application not less than 30 days after date the application is determined to be complete.

Step 5 Applicants for a new license (not the transfer of an existing license) should proceed with gathering proof of the neighborhood needs and desires, either by signatures on petitions and/or recruiting citizens to speak in support of the application.

Step 6 City Clerk's Office will begin processing the liquor license application, which may include the following steps: publication of a Notice of Public Hearing, providing applicant with Administrative Report and Findings (not less than five days prior to Public Hearing Date), and posting Notice of Public Hearing on property proposed for liquor licensure (not less than 10 days prior to Public Hearing).

Step 7 City Council, as the local licensing authority will consider liquor license application and hold a public hearing, then approve, deny, or continue the consideration of the application.

Step 8 Upon approval of application by the City Council, the City Clerk will forward the application to the Liquor Enforcement Division for consideration.

Step 9 A license issued by State Liquor Enforcement Division Licensing Section and a City license will be issued by the City Clerk's Office upon determination that all applicable codes for proposed establishment have been met, all fees have been paid, and all accounts are in good standing.

Step 10 The City Clerk will conduct an inspection to make sure the premises match the map provided by the applicant.

FREQUENTLY ASKED QUESTIONS

Let us help you with the application process!

How do I know which license to apply for? There are several types of licenses available. Generally, the license will depend on the type beverages served or sold and food service requirements. Ask the City Clerk for a copy of The Retail Licensee Handbook which explains requirements and rules for each license type.

How much does it cost to get a liquor license? Each license type carries its own state and local fees. There are fees that apply at the time of the initial application, as well as fees for renewal on an annual basis. A list of liquor license fees is included in this packet.

When do I need to submit the fees required by both the State and the City? All state and local fees must be included with your application. Please be aware that only a portion of the fees is refundable if a liquor license application is denied or withdrawn.

What are the requirements to obtain a liquor license? The requirements for obtaining a liquor license depend on what type of applicant is named on the license. In other words, requirements for an individual applicant will differ from those of a corporation, a partnership, or a limited liability company. In all cases, the moral character of the applicant(s) will be considered, and for new license applications, the needs and desires of the affected neighborhood must be demonstrated.

How long does it take to get a liquor license? Because liquor licensing is a two-tier process, involving both state and local approval, applicants should expect to receive their license three to four months after submitting a complete application.

Are there any other permits or licenses that I need to apply for? City and state sales tax licenses are required. City sales tax licenses information is available on the City website, and city sales tax license applications are submitted electronically at https://montrose.munirevs.com. For State sales tax information, please contact the Colorado Department of Revenue in Grand Junction at (970) 248-7141. Other possible licenses and permits include a food service license, a sign permit, and building permit.

DM 65795 Revised July 2016

What happens after my application packet is accepted as complete by the City Clerk? Applicants who are applying for a NEW liquor license will need to be able to prove the "needs and desires of the adult inhabitants of the community. While it is not required, the City of Montrose suggests circulating a petition. Petitions must be turned in to the City Clerk no later than 14 days before the hearing for the new liquor license. The City Clerk will publish a legal notice for the liquor license hearing and post a notice on the premises of the proposed license. Applications for the TRANSFER of an existing license do not require a hearing, but the applicants must appear before City Council, on the date specified by the City Clerk, to allow Council the opportunity to consider the moral character of the applicants.

Can I get a temporary license? Applicants applying for the transfer of an existing liquor license can apply for a temporary permit that allows for the sale of alcohol while the application in is process.

What questions will City Council and City Attorney ask me? Aside from considering the needs and desires of the affected neighborhood, applicants may be asked about their experience in the liquor industry, funding sources for the proposed establishment, formal training plans for employees and managers, and any other questions relative to the applicant's ability to hold a liquor license. If the applicant has a police record which may arise during a background check, the applicant may be asked to explain this history and demonstrate rehabilitation.

What types of rules and regulations should the licensees review? The dispensing of alcohol beverages is a highly regulated venture and merits awareness of the laws and practices governing these beverages. Recognizing the responsibility and liability associated with serving an alcohol beverage, those responsible for selling/serving alcohol beverages should become familiar with and plan to operate in accordance with local and state laws concerning alcohol. Those rules laws can be found in Colorado Revised Statutes Title 12, Articles 46, 47, & 48, and also the Colorado Code of Regulations 1, Section 203-2.

Am I required to attend training? No, but it is strongly recommended. The City of Montrose offers a state certified alcohol server training class quarterly, free of charge, through the Montrose Police Department and the City Clerk's Office. This four-hour class is encouraged for anyone involved in the distribution of alcohol beverages. Call 240-1422 for more information.

***THIS INFORMATION HAS BEEN PROVIDED AS A COURTESY BY THE CITY OF MONTROSE AND IS ONLY A GUIDE. THIS MAY NOT BE ALL THAT IS INVOLVED IN OBTAINING A LIQUOR LICENSE - OTHER AGENCIES ARE INVOLVED, AND INFORMATION CONTAINED HEREIN MAY CHANGE FROM TIME TO TIME. THIS INFORMATION IS NOT INTENDED TO BE LEGAL ADVICE, AND APPLICANTS ARE ENCOURAGED TO CONTACT A PRIVATE ATTORNEY FOR ANSWERS TO LEGAL QUESTIONS AND CONCERNS.**

For additional information, please contact the City Clerk's Office at 970-240-1422 or visit https://www.colorado.gov/pacific/enforcement/liquor.

DM 65795 Revised July 2016

LIQUOR LICENSE FEES

LICENSE TYPE	CITY FEES			STATE FEES	
	Annual Renewal	New License	Transfer	Annual Renewal	New/Transfer
3.2% Beer (On Premises Consumption)	$103.75	$1,003.75	$753.75	$96.25	$2,046.25
3.2% Beer (Off Premises Consumption)	$103.75	$1,003.75	$753.75	$96.25	$2,046.25
Arts	$141.25	$1,041.25	$791.25	$308.75	$2,258.75
Beer and Wine	$148.75	$1,048.75	$798.75	$351.25	$2,301.25
Brew Pub	$175.00	$1,075.00	$825.00	$750.00	$2,700.00
Club License	$141.25	$1,041.25	$791.25	$308.75	$2,258.75
Hotel & Restaurant (H&R)	$175.00	$1,075.00	$825.00	$500.00	$2,450.00
Hotel & Restaurant w/Optional Premises*	$175.00	$1,075.00	$825.00	$600.00	$1,520.00
*Fee for each Optional Premises				$100.00	$100.00
Liquor Licensed Drugstore	$122.50	$1,022.50	$772.50	$227.50	$2,457.50
Lodging & Entertainment	$175.00	$1,075.00	$825.00	$500.00	$2,450.00
Manager Registration (H&R / Tavern)		$75.00	$75.00		$75.00
Optional Premises License	$175.00	$1,075.00	$825.00	$500.00	$2,450.00
Racetrack	$175.00	$1,075.00	$825.00	$500.00	$2,450.00
Resort Complex	$175.00	$1,075.00	$825.00	$500.00	$2,450.00
Retail Gaming Tavern License	$175.00	$1,075.00	$825.00	$500.00	$2,450.00
Retail Liquor Store	$122.50	$1,022.50	$772.50	$227.50	$2,177.50
Tavern	$175.00	$1,075.00	$825.00	$500.00	$2,450.00
Vintner's Restaurant	$175.00	$1,075.00	$825.00	$750.00	$2,700.00
Concurrent Review (w/new license application only)					$100.00
Late Renewal	$500.00				$0.00
Temporary Permit (w/transfer application only)			$100.00		

Finger Print Fee	TBD by local agency that provides finger prints - in Montrose call 252-4023
CBI/FBI Background Check Fee	$38.50 per applicant with a 10% or greater interest

Payable to the CITY OF MONTROSE

Payable to the COLORADO DEPARTMENT OF REVENUE

APPLICANT FINGERPRINTING PROCEDURES

Fingerprinting can be done at the Montrose County Justice Center, located at 1200 Grand Avenue, Montrose, Colorado.

Fingerprints are processed weekdays (except Wednesdays) between the hours of 8:00-11:00 a.m. and 12:00-4:00 p.m.

The cost for fingerprinting is $10.00 (cash) and exact change is required. Employees at the Justice Center do not have access to change and can not process checks or credit card payments.

REMEMBER:

- ✓ Bring cash in the amount of $10 per individual being fingerprinted.
- ✓ Bring valid photo identification such as a driver's license or ID card.
- ✓ Tell the deputy you need to be printed for liquor licensing purposes.
- ✓ State law requires that any person with 10 percent or more ownership in the business requesting a liquor license must be fingerprinted.

*****Please note that fingerprints can be taken at any law enforcement agency that provides fingerprints, anywhere in the United States.**

Helpful Information for First-Time Licensees

Once a liquor license is issued, it is valid for one year from the date of the approval by the Colorado Liquor Enforcement Division and must be renewed annually.

Approximately 90 days prior to the license expiration date, Colorado Liquor Enforcement Division sends a renewal form to the licensee to be completed, signed by an authorized agent, and submitted to the Montrose City Clerk at the address listed below, along with state and local renewal fees. Approximately 60 days prior to expiration date, the City Clerk's Office also sends a reminder to the licensee.

Renewal applications must be accompanied by ***both*** City and State fees (please see the fee schedule on **page 6**) and submitted to the City Clerk 45 days before the license expires. Licensees who lose or do not receive a renewal form should contact the City Clerk's Office at the phone number listed below.

Renewals do not require City Council approval unless a violation of law occurred during the current licensing period.

Please remember that any of the following must be reported to the City Clerk's Office for consideration by both the local and the State Licensing Authorities:

- Change in operating manager
- Change in corporate or trade name
- Modification to the licensed premises
- Change in corporate, LLC, or partnership membership
- Change in location
- Transfer of ownership

It is also important to remember that licensees must maintain possession of the premises for entire licensed period by virtue of a lease, assignment of lease, or deed.

Contact Information:

City Clerk's Office (970) 240-1422
433 S. First Street, P.O. Box 790
Montrose, CO 81402

State Liquor Enforcement Division Licensing Section(303) 205-2300

DR 8404 (12/15/16)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
(303) 205-2300

Colorado Liquor Retail License Application

☐ **New License** ☐ **New-Concurrent** ☐ **Transfer of Ownership** ☐ **State Property Only**

- **All answers must be printed in black ink or typewritten**
- **Applicant must check the appropriate box(es)**
- **Applicant should obtain a copy of the Colorado Liquor and Beer Code:** *www.colorado.gov/enforcement/liquor*

1. Applicant is applying as a/an

☐ 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 Number	Business Telephone

3. Address of Premises (specify exact location of premises, include suite/unit numbers)

City	County	State	ZIP Code

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

5. Email Address

6. If the premises currently has a liquor or beer license, you **must** answer the following questions

Present Trade Name of Establishment (DBA)	Present State License Number	Present Class of License	Present Expiration Date

Section A	**Nonrefundable Application Fees**
☐ Application Fee for New License	$1950.00
☐ Application Fee for New License w/Concurrent Review	$2050.00
☐ Application Fee for Transfer	$1950.00

Section B	**Liquor License Fees**
☐ Add Optional Premises to H & R	$100.00 X _____ Total _____
☐ Add Related Facility to Resort Complex	$75.00 X _____ Total _____
☐ Arts License (City)	$308.75
☐ Arts License (County)	$308.75
☐ Beer and Wine License (City)	$351.25
☐ Beer and Wine License (County)	$436.25
☐ Brew Pub License (City)	$750.00
☐ Brew Pub License (County)	$750.00
☐ Club License (City)	$308.75
☐ Club License (County)	$308.75
☐ Distillery Pub License (City)	$750.00
☐ Distillery Pub License (County)	$750.00
☐ Hotel and Restaurant License (City	$500.00
☐ Hotel and Restaurant License (County)	$500.00
☐ Hotel and Restaurant License w/one opt premises (City)	$600.00
☐ Hotel and Restaurant License w/one opt premises (County)	$600.00
☐ Liquor–Licensed Drugstore (City)	$227.50
☐ Liquor–Licensed Drugstore (County)	$312.50
☐ Lodging & Entertainment - L&E (City)	$500.00

Section B (Cont.)	**Liquor License Fees**
☐ Lodging & Entertainment - L&E (County)	$500.00
☐ Manager Registration - H & R	$75.00
☐ Manager Registration - Tavern	$75.00
☐ Manager Registration - Lodging & Entertainment	$75.00
☐ Master File Location Fee	$25.00 X _____ Total _____
☐ Master File Background	$250.00 X _____ Total _____
☐ Optional Premises License (City)	$500.00
☐ Optional Premises License (County)	$500.00
☐ Racetrack License (City)	$500.00
☐ Racetrack License (County)	$500.00
☐ Resort Complex License (City)	$500.00
☐ Resort Complex License (County)	$500.00
☐ Retail Gaming Tavern License (City)	$500.00
☐ Retail Gaming Tavern License (County)	$500.00
☐ Retail Liquor Store License--Additional (City)	$227.50
☐ Retail Liquor Store License--Additional (County)	$312.50
☐ Retail Liquor Store (City)	$227.50
☐ Retail Liquor Store (County)	$312.50
☐ Tavern License (City)	$500.00
☐ Tavern License (County)	$500.00
☐ Vintners Restaurant License (City)	$750.00
☐ Vintners Restaurant License (County)	$750.00

Questions? Visit: *www.colorado.gov/enforcement/liquor* **for more information**

Do not write in this space - For Department of Revenue use only

Liability Information

License Account Number	Liability Date	License Issued Through (Expiration Date)	**Total**
			$

8

Application Documents Checklist and Worksheet

Instructions: This checklist 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.

Questions? Visit: *www.colorado.gov/enforcement/liquor* **for more information**

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
- ☐ F. All sections of the application need to be completed

II. Diagram of the premises

- ☐ A. No larger than 8 1/2" X 11"
- ☐ B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.)
- ☐ C. Separate diagram for each floor (if multiple levels)
- ☐ D. Kitchen - identified if Hotel and Restaurant
- ☐ E. Bold/Outlined Licensed Premises

III. Proof of property possession (One Year Needed)

- ☐ A. Deed in name of the applicant (or) (matching question #2) date stamped / filed with County Clerk
- ☐ B. Lease in the name of the applicant (or) (matching question #2)
- ☐ C. Lease assignment in the name of the applicant with proper consent from the Landlord and acceptance by the Applicant
- ☐ D. Other agreement if not deed or lease. (matching question #2)
  (Attach prior lease to show right to assumption)

IV. Background information and financial documents

- ☐ A. Individual History Records(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 (Copies to also be attached)

V. Sole proprietor/husband and wife partnership (if applicable)

- ☐ A. Form DR 4679
- ☐ B. Copy of State issued Driver's License or Colorado Identification Card for each applicant

VI. Corporate applicant information (if applicable)

- ☐ A. Certificate of Incorporation date stamped by the Colorado Secretary of State's Office
- ☐ B. Certificate of Good Standing
- ☐ C. Certificate of Authorization if foreign corporation
- ☐ D. List of officers, directors and stockholders of applying corporation (If wholly owned, designate a minimum of one person as principal officer of parent)

VII. Partnership applicant information (if applicable)

- ☐ A. Partnership Agreement (general or limited). Not needed if husband and wife
- ☐ B. Certificate of Good Standing (If formed after 2009)

VIII. Limited Liability Company applicant information (if applicable)

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

IX. Manager registration for Hotel and Restaurant, Tavern and Lodging & Entertainment licenses when included with this application

- ☐ A. $75.00 fee
- ☐ B. Individual History Record (DR 8404-I)
- ☐ C. If owner is managing, no fee required

	Yes	No
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?	☐	☐
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers 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 8a, b or c, explain in detail on a separate sheet.		
9. 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. _____	☐	☐
10. 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?	☐	☐
or		
Waiver by local ordinance?	☐	☐
Other: _____		
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,0000? **NOTE**: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.	☐	☐
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,0000? **NOTE**: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.	☐	☐
13a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?	☐	☐
13b. Are you a Colorado resident?	☐	☐
14. 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 financial interest in said business including any loans to or from a licensee.	☐	☐
15. Does the applicant, as listed on line 2 of this application, **have legal possession of the premises by 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

b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16. ☐ ☐

c. Attach a diagram designates the area to be licensed in black bold outline (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".

16. 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.

Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage

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.

17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises: Has a local ordinance or resolution authorizing optional premises been adopted?	☐	☐
Number of additional Optional Premise areas requested. (See license fee chart)		
18. Liquor Licensed Drugstore (LLDS) applicants, answer the following:		
(a) Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise? **If "yes" a copy of license must be attached.**	☐	☐
19. Club Liquor License applicants answer the following: **Attach a copy of applicable documentation**		
(a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?	☐	☐
(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?		
(d) Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?	☐	☐
20. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following: (a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)	☐	☐

21. For all on-premises applicants.

a. Hotel and Restaurant, Lodging and Entertainment or Tavern License, the Registered Manager must also submit an Individual History Record - DR 8404-I and fingerprints.

b. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit an Manager Permit Application - DR 8000 and fingerprints.

Last Name of Manager	First Name of Manager

22. 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.	☐	☐

Name	Type of License	Account Number

	Yes	No
23. Tax Distraint Information. Does the applicant or any other person listed on this application 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? If yes, provide an explanation and include copies of any payment agreements.	☐	☐

24. 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 fingerprint cards to the local licensing authority.

Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned

** If applicant is owned 100% by a parent company, please list the designated principal officer on above.
** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)
** 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 and does not have financial interest in a prohibited liquor license pursuant to Title 47 or 48, C.R.S.

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	Printed Name and 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)

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

☐ Fingerprinted
☐ 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 _____
☐ Will conduct inspection upon approval of state licensing authority

	Yes	No
☐ Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,0000?	☐	☐
☐ Is the Liquor Licensed Drugstore(LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,0000? **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.	☐	☐
☐ Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?	☐	☐

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., and Liquor Rules. **Therefore, this application is approved.**

Local Licensing Authority for	Telephone Number	☐ Town, City ☐ County

Signature	Print	Title	Date
Signature	Print	Title	Date

DR 8404-I (08/10/16)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
(303) 205-2300

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, Tavern and Lodging and Entertainment 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**. (Please attach a separate sheet if necessary to enable you to answer questions completely)

1. Name of Business	Home Phone Number	Cellular Number
2. Your Full Name (last, first, middle)	3. List any other names you have used	
4. Mailing address (if different from residence)	Email Address	

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	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. Gender	q. Race	r. Do you have a current Driver's License/ID? If so, give number and state. ☐ Yes ☐ No # _____ State _____

14. Financial Information.

a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other. $ _____

b. List the total amount of the **personal** investment , made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. $ _____

*** If corporate investment only please skip to and complete section (d)**

**** Section b should reflect the total of sections c and e**

c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Account Type	Bank Name	Amount

d. Provide details of the corporate investment described in 14 (a). You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount

e. 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	Print Signature	Title	Date

Colorado Bureau of Investigation

Privacy Act Notification

I,_____state that on

(Full Name of Applicant)

_____, I was fingerprinted by _____

(Date) (Fingerprint Examiner)

and have received a copy of the Privacy Act Notification. I understand that my fingerprints will be retained by the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

Privacy Act Notification

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety. [**If other agencies are involved in processing this application, they may have additional routine uses; specifically, some state agencies may share potentially pertinent information, including criminal history information between and among other employing, investigating, or otherwise responsible agencies within that state.]**

COLORADO
Bureau of Investigation
Department of Public Safety

Identification Unit
690 Kipling Street, Suite 3000
Denver, CO 80215
303-239-4208

NOTICE TO APPLICANTS

As an applicant for a position requiring fingerprints to be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation, YOUR FINGERPRINTS WILL BE SUBMITTED TO THESE AGENCIES TO CHECK STATE AND FBI RECORDS.

Discrepancies on your Colorado record can be challenged and corrected by contacting the Colorado Bureau of Investigation at 690 Kipling St., Suite 3000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208 Additional information is available from CBI's website at **www.colorado.gov/cbi**.

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI. Information, including that listed below, can be found at their website at **www .fbi.gov**.

The **U.S. Department of Justice Order 556-73** establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

Who May Request a Copy of a Record (or Proof That a Record Does Not Exist)
Only you can request a copy of your own Identification Record.

How to Request a Copy of Your Record
The FBI offers two methods for requesting your FBI Identification Record or proof that a record does not exist.

Option 1: **Submit your request directly to the FBI**.

Option 2: Submit to an **FBI-approved Channeler**, which is a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBICJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.

AGENCY INSTRUCTIONS: To comply with federal law, provide a copy of this document to each applicant fingerprinted.

CONFIDENTIAL INQUIRY WAIVER

I, _____, give the City of Montrose permission to conduct a background check on me relating to information regarding a liquor license.

I hereby release the City of Montrose from any civil or criminal liability or damage which may result from furnishing the information requested above.

_____ _____

Signature Date

_____

Street Address

_____

State/Zip Code

STATE OF COLORADO)
) SS
COUNTY OF MONTROSE)

Acknowledged before me this _____ day of _____, 20_____ by

_____.

Witness my hand an official seal.

My commission expires:

_____

Notary

Seal

DM 77696

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 (MM/DD/YY)

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