



# Board of County Commissioners

## INFORMATION RE: NEW LIQUOR LICENSE APPLICATION IN BOULDER COUNTY

The purpose of this document is to give you some general information on processing an application for a liquor or 3.2% beer license in Boulder County. The following documents are required:

1. Colorado Liquor or 3.2% Fermented Malt Beverage Retail License Application
2. Individual History Record (you will need one for each individual applicant, all general partners of a partnership, all limited partners owning 10% (or more) of a partnership, all officers and directors of a corporation, all stockholders of a corporation owning 10% (or more) of the stock of such corporation, all limited liability company Managing Members, or other limited liability company members with a 10 (or more) ownership interest in such company and all managers of a Hotel and Restaurant license)
3. Boulder County Fingerprint cards (to be taken to any law enforcement agency and completed by all those above who require Individual History Records – you can only use Boulder County fingerprint cards – not cards from other jurisdictions – contact the Boulder County Liquor Licensing Clerk to obtain fingerprint cards by mail)
4. Fee Schedule
5. Sample Petition
6. Checklist

Please note that the Retail License Application has information on attachments you will need to enclose with your application. Please read each section carefully to see if it applies to you.

On the Diagram of Premises, please outline the area to be licensed in **bold black**, so that it is easy to determine this area. Note entrances and exits, bar areas, seating areas, kitchens, restrooms, liquor storage areas. If there are any outdoor patios or decks, note how that outdoor area is controlled, i.e. with fence, stone wall, etc.

Please enclose two checks, one to the Colorado Department of Revenue for the state fee, and one to Boulder County Treasurer for the county fee. Submit the appropriate fees for each person submitting an Individual History Record and fingerprint card (See the fee schedule for amounts.)

The Liquor Authority has the duty and authority to consider the reasonable requirements of the neighborhood and the desires of the inhabitants. Please enclose the following information:

1. Information describing the boundaries of the defined neighborhood which your outlet will serve. This can be established with a specific radius around the proposed premises, streets or highways as boundaries, or any other method you choose as long as the boundaries are easily identified and define a specific area.
2. Submit a petition (sample petition enclosed) as evidence of a need in your defined neighborhood for this outlet. Petition does not need to be submitted with the application but should be submitted at least seven days prior to the scheduled public hearing. Please contact Licensing Clerk if you cannot make that deadline. The signers on this petition are not all required to live in the neighborhood, but the petition is intended to prove the needs and desires of the neighborhood and the inhabitants within it for the proposed liquor outlet. No fixed number of signatures is required, but signatures should reflect a reasonable percentage of the population within the area you plan to serve. All signers must be at least 21. Each page of the petition shall contain the full wording of the petition. The County Land Use Department (303-441-3930, ask for Planner on Call) can assist you with general population figures should you need them.
3. Submit the name, address and class of license of any other liquor or 3.2 beer outlets in your defined neighborhood.

Once your application is received, it will be processed by the Licensing Clerk who may contact you to provide additional information. Referrals will be made to the county's Zoning, Building, Public Health and Sheriff's Departments. Fingerprint cards will be submitted to Colorado Bureau of Investigation and Federal Bureau of Investigation. After review and referrals, the application will be forwarded to the County Attorney for review who may request additional information or clarification. Once your complete application is received, it will take a minimum of six weeks to process prior to scheduling for hearing.

The state requests that all applications and attachments be printed one-sided for scanning purposes.

After the application is deemed complete and correct, the premises to be licensed will be posted for at least ten days with dates of a Public Hearing. The dates of this Public Hearing will also be published in the newspaper at least ten days prior to the hearing.

The public hearing is before the Liquor Authority who is appointed by the Boulder County Commissioners and will be recorded. He may ask questions regarding the planned establishment and application. You may wish to have residents, business owners or others available to testify on your behalf. If anyone is opposed to the application, they can also speak at this time. If the application is approved at a local level, it is then sent to the State Department of Revenue, who makes a final determination on license approval.

CONTACT INFORMATION:

Liquor Licensing Clerk  
[Liquorlicensing@bouldercounty.org](mailto:Liquorlicensing@bouldercounty.org)  
303-441-3829  
2025 14th St., Boulder  
PO Box 471, Boulder, CO 80306  
Hours: 8:00 a.m. - 4:30 p.m. M-F