

## **New Liquor License Application Checklist**

- Application
- State check
- County check
- Written proof of property possession such as a lease, deed, lease assignment, or other agreement (must be in name of applicant)
- Purchase agreement or stock transfer agreement if applicable
- Copies of notes or loans if applicable
- Site plan, accurately showing location of structures and parking facilities - licensed area outlined in bold black on 8 ½ x 11" paper
- Plans and specs for interior of building - licensed area outlined in bold black on 8 ½ x 11" paper
- If building is not in existence, a plot plan, plans and specs for interior, and architect's drawing of building
- Written document defining the neighborhood to be served (generally a specific radius surrounding the proposed outlet or a boundary defined by specific roads)
- Written document noting name, type of license, and address of other liquor outlets in the defined neighborhood (except for club license)
- Petition signed by people of legal age, proving need and desire for requested license. No set number of signatures is required but should represent a percentage of the inhabitants of the defined neighborhood.

### **CORPORATE DOCUMENTS (if applicable)**

- Certificate of Incorporation or Certificate of Good Standing if corporation is older than two years; Certificate of Authorization if a foreign company
- Articles of Incorporation
- Minutes of last organizational meeting (showing elections of current corporate officers, directors and stockholders)

### **PARTNERSHIP DOCUMENTS (if applicable)**

- Partnership Agreement
- Husband and wife partnership (no written agreement)

### **LIMITED LIABILITY COMPANY DOCUMENTS (if applicable)**

- Copy of Articles of Organization (date stamped by Colorado Secretary of State's Office) or Certificate of Authority (if foreign company)
- Copy of Operating Agreement

### **BACKGROUND INFORMATION**

- Individual History Record -- Colorado Form DR 8404-I (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)
- Fingerprint cards for each individual submitting Individual History Record (must be on Boulder County fingerprint cards –contact Licensing Clerk to obtain; can be taken to law enforcement agency for printing but filed with Boulder County with application)

#### **HOTEL AND RESTAURANT AND TAVERN LICENSES ONLY**

- Complete application and include \$75.00 fee to Colorado Department of Revenue and an Individual History Record
- Management agreement or affidavit showing duties, limitations and compensation of manager
- Affidavit from applicant stating that the primary purpose of the business is to serve food and more than 25% of gross income is from the food operation (hotel and restaurant only)