



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 as well as the Colorado Department of Revenue Liquor Enforcement Division. 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. All forms must be legible, accurate, complete, 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. All applications must be submitted in duplicate along with both State and City fees. ***The City Clerk's Office cannot process an incomplete application.***

Public liquor licensing hearings are held on the 2nd Wednesday of every month. The application must be received by the Clerk's Office 30 day prior to the hearing date. If you need additional information or have any questions, please contact the City Clerk's Office at 970-384-6403.

Sincerely,

Catherine Mythen
City Clerk

970-384-6403

catherine.mythen@cogs.us



LIQUOR LICENSE APPLICATION PACKET

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Required for each person with 10% or more interest as well as the registered manager for Hotel and Restaurant and Tavern licenses

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Required for each person with 10% or more interest as well as the registered manager for Hotel and Restaurant and Tavern licenses

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Required for the transfer of an existing license

City of Glenwood Springs Application for Temporary Permit

Required for the issuance of a temporary while the transfer of an existing license is in process



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 diagram of the premises, and corporation/LLC documentation, if necessary.
- Step 2** Schedule an appointment with the City clerk to review the application and documents.
- Step 3** The City Clerk will schedule a public hearing before the Liquor Licensing Hearing Officer for consideration of the application not less than 30 days after the application is determined to be complete.
- Step 4** 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 5** The City Clerk's Office will begin processing the liquor license application, which may include the following steps: application review by City Departments; publication of a Notice of Public Hearing; and the Applicant posting of a Notice of Public Hearing on the proposed property for liquor licensure (not less than 10 days prior to Public Hearing).
- Step 6** The Hearing Officer, as the local licensing authority, will consider the liquor license application at the public hearing, then approve, deny, or continue the application.
- Step 7** Upon approval of the application by the Liquor Licensing Authority, the City Clerk will forward the application to the Liquor Enforcement Licensing Division for consideration.
- Step 8** 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 9** The City will conduct an inspection to make sure the premises match the diagram 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 of beverages served or sold and the food service requirements.

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.

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. 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 Business/Sales Tax license information is available on the City website, www.cogs.us. For State Sales Tax information, please contact the Colorado Department of Revenue in Denver at (303) 238-7378. Other possible licenses and permits include a food service license, a sign permit, and building permit.

What happens after my application packet is accepted as complete by the City Clerk? Applicants applying for a NEW liquor license will need to be able to prove the “needs and desires of the adult inhabitants of the community so petitions must be turned in to the City Clerk with the application.

The City Clerk will publish a legal notice for liquor license hearings and give you a Notice to post on the premises of the proposed license. Applicants for a NEW liquor license or the TRANSFER of an existing license must appear before the Local Liquor Licensing Hearing Officer on the date specified by the City Clerk to allow the Hearing Officer 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 is in process.

What questions will the Hearing Officer 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? It is strongly recommended and the Hearing Officer may require you and your staff to do so.

THIS INFORMATION HAS BEEN PROVIDED AS A COURTESY BY THE CITY OF GLENWOOD SPRINGS 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 970-384-6403 or visit www.colorado.gov/revenue.

**CITY OF GLENWOOD SPRINGS
LIQUOR LICENSING FEES**

MAKE CHECKS PAYABLE TO: CITY OF GLENWOOD SPRINGS

(Fees to Colorado Department of Revenue can be found under separate cover.)



NEW LICENSE FEES

- ◇ Application Fee.....\$625.00 &
- ◇ Manager’s Registration.....\$75.00 &
- ◇ Background Investigation.....\$100.00/each

plus:

- ◇ Retail 3.2% Beer.....\$3.75
- ◇ Retail Liquor Store.....\$22.50
- ◇ Beer and Wine.....\$48.75
- ◇ Hotel and Restaurant.....\$75.00
- ◇ Tavern.....\$75.00
- ◇ Racetrack.....\$75.00
- ◇ Arts.....\$41.25
- ◇ Club.....\$41.25
- ◇ Brew Pub.....\$75.00
- ◇ Drugstore.....\$22.50
- ◇ Optional Premises.....\$75.00
- ◇ Bed & Breakfast.....\$25.00

TRANSFER FEES

- ◇ Application Fee.....\$625.00 &
- ◇ Manager’s Registration.....\$75.00 &
- ◇ Background Investigation.....\$100.00/each
- ◇ Temporary Permit.....\$100.00

plus:

- ◇ Retail 3.2% Beer.....\$3.75
- ◇ Retail Liquor Store.....\$22.50
- ◇ Beer and Wine.....\$48.75
- ◇ Hotel and Restaurant.....\$75.00
- ◇ Tavern.....\$75.00
- ◇ Racetrack.....\$75.00
- ◇ Arts.....\$41.25
- ◇ Club.....\$41.25
- ◇ Brew Pub.....\$75.00
- ◇ Drugstore.....\$22.50
- ◇ Optional Premises.....\$75.00

RENEWAL FEES

- ◇ Annual Renewal Fee.....\$75.00

plus:

- ◇ Late Renewal Fee.....\$500.00
- ◇ Retail 3.2% Beer.....\$3.75
- ◇ Retail Liquor Store.....\$22.50
- ◇ Beer and Wine.....\$48.75
- ◇ Hotel and Restaurant.....\$75.00
- ◇ Tavern.....\$75.00
- ◇ Racetrack.....\$75.00
- ◇ Arts.....\$41.25
- ◇ Club.....\$41.25
- ◇ Brew Pub.....\$75.00
- ◇ Drugstore.....\$22.50
- ◇ Optional Premises.....\$75.00

OTHER FEES

- ◇ Art Gallery Permit.....\$103.75
- ◇ Wine Tasting.....\$100.00
- ◇ Concurrent Review.....\$100.00
- ◇ Change of Location.....\$500.00
- ◇ Special Event—Liquor (Per Event).....\$100.00
- ◇ Special Event—3.2% (Per Event).....\$50.00
- ◇ Manager Registration.....\$75.00
- ◇ Background Investigation.....\$100.00
- ◇ Fingerprints (to Glenwood Springs PD)....\$20.00
- ◇ Background Check– to Colorado Bureau of Investigation (CBI) (must be money order or cashier’s check).....\$38.50
- ◇ Liquor and Beer Code.....\$22.40
- ◇ Duplicate License.....\$25.00
- ◇ Change of Corp. or Trade Name.....\$25.00
- ◇ Modification of Premises.....\$75.00
- ◇ Bed & Breakfast.....\$25.00

Please contact the Glenwood Springs City Clerk’s office with any questions on the computation of fees:

Catherine Mythen
City Clerk
970-384-6403 (office)
970-945-5023 (fax)
catherine.mythen@cogs.us

City of Glenwood Springs
101 W. 8th Street
Glenwood Springs, CO 81601

**COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION
CHANGES TO EXISTING RULES**

1 C.C.R. 203-2

Filed December 22, 2016

Regulation 47-506. Fees.

Basis and Purpose. The statutory authority for this regulation is located at subsections 12-47-202(1)(b) and 12-47-501(2)-(3), C.R.S. The purpose of this regulation is to establish fees for certain applications, notices, reports, and services.

Below are the fees set by the State Licensing Authority pursuant to sections 12-47-501(2) and 12-47-501(3), C.R.S.

Alternating Proprietor Licensed Premises	\$150.00
Application for New License	\$1,950.00
Application for New License with Concurrent Review	\$2,050.00
Application for Transfer License.....	\$1,950.00
Application for Transfer and Conversion for an Additional Liquor-Licensed Drugstore	\$2,230.00
Art Gallery Permit	\$71.25
Bed & Breakfast Permit.....	\$50.00
Branch Warehouse or Warehouse Storage Permit.....	\$100.00
Change of Corporate or Trade Name	\$50.00
Change of Location	\$150.00
Corporate/LLC Change (Per Person)	\$100.00
Duplicate Liquor License	\$50.00
Limited Liability Change.....	\$100.00
Manager Permit Registration (Liquor-Licensed Drugstore)	\$100.00
Manager Registration (Hotel/Restaurant, Tavern, or Lodging and Entertainment)	\$75.00
Master File Background	\$250.00
Master File Location Fee (Per Location)	\$25.00
Modification of License Premises (City or County)	\$150.00
New Product Registration (Per Unit)	\$0.00
Optional Premises Added to H&R License (Per Unit)	\$100.00
Retail Warehouse Storage Permit	\$100.00
Wine Festival Permit	\$25.00
Winery Direct Shipment Permit	\$50.00
Subpoena Testimony (Per Hour)	\$50.00

Minimum of four (4) hours of appearance or on-call or travel time to court and mileage, meals, and lodging at state employee per-diem rate. Actual hourly rate for all hours in excess of four (4) hours.



APPLICANT FINGERPRINTING PROCEDURES

All Applicants with a 10% or greater interest in the establishment requesting a liquor license must be fingerprinted.

Fingerprinting must be done at the Police Department on the Ground Level of City Hall, 101 West 8th Street, Glenwood Springs, Colorado.

Fingerprints are processed weekdays from 8:00 a.m. to 5:00 p.m.

The cost for fingerprinting is \$20.00.

The Background Check requires a cashier's check or money order payable to the Colorado Bureau of Investigation (CBI) for \$38.50 per applicant with a 10% or greater interest

REMEMBER:

- ✓ Bring \$20 per individual being fingerprinted.
- ✓ Bring cashier's check or money order in amount of \$38.50 made out to CBI for each set of fingerprints.
- ✓ Bring valid photo identification such as a driver's license or ID card.
- ✓ Tell the front desk you need to be printed for liquor licensing purposes.
- ✓ State law requires that any person with 10% or more ownership in the business requesting a liquor license must be fingerprinted.



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 City of Glenwood's 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 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 State Liquor Enforcement Division Office at the phone number listed below.

Renewals do not require Local Liquor Licensing Authority 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)384-6403

101 West 8th St.

Glenwood Springs, CO 8160

State Liquor Enforcement Division Licensing Section (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.) <input type="checkbox"/> Yes <input type="checkbox"/> 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.) <input type="checkbox"/> Yes <input type="checkbox"/> 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

LAWFUL PRESENCE AFFIDAVIT

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, or

I am a Permanent Resident of the United States, or

I am lawfully present in the United States pursuant to Federal law.

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

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 _____, 200____.

Seller:

Buyer:

Licensee & License Number

Applicant

Trade name

Trade name

Signature

Signature

Position

Position

Print Name

Print Name

CITY OF GLENWOOD SPRINGS TEMPORARY LIQUOR PERMIT FOR TRANSFER OF OWNERSHIP

The undersigned hereby requests the City of Glenwood Springs to grant and issue a Temporary Liquor Permit for:

- | | |
|---|--|
| <input type="checkbox"/> Hotel/Restaurant Liquor License
<input type="checkbox"/> Tavern Liquor License
<input type="checkbox"/> Beer & Wine Liquor License
<input type="checkbox"/> 3.2% Beer Liquor License
On Premise Off Premise On/Off | <input type="checkbox"/> Retail Liquor Store
<input type="checkbox"/> Drug Store Liquor License
<input type="checkbox"/> Club Liquor License
<input type="checkbox"/> Arts Liquor License
<input type="checkbox"/> Brew Pub Liquor License |
|---|--|

___ Business License Application Filed with the Finance Department on _____, 20__

\$100 fee payable to City of GLENWOOD SPRINGS

Name of Applicant/License Owner (Name of Individual, Partnership, Corporation, or LLC)			
Trade Name of Establishment (DBA)	State Sales Tax No.	Business Telephone	
Address of Premise (specify exact location)			
City	County	State	ZIP Code
Mailing Address (if different)	City	State	ZIP Code
E-Mail Address:			
Current Licensee/Owner:		Current Licensee DBA	
Current State License Number		Expiration Date of Current License	

The undersigned wishes to apply for a Temporary Liquor Permit for the location listed above.

This application is made with the following knowledge:

- if granted, the permit shall be valid for 120 days or until the application to transfer ownership has been granted or denied;
- if the license has not been granted within 120 days, and I/we demonstrate good cause, the Local Licensing Authority may, in its discretion, extend the Permit for an additional period not to exceed 60 days; and
- if the liquor license has not been granted within the 120 days, I/we understand that it is our responsibility to apply for an extension.

Applicant's Signature

**A Temporary Liquor Permit is hereby granted this ___ day of _____
20__ and expires on _____.**

City Clerk