



## NEW LIQUOR LICENSE APPLICATION INFORMATION / PROCESS

Listed below are all forms and supporting documents that must be submitted to the Local Licensing Authority for a New Liquor License. This packet contains all City specific information. Please follow the link on this page to the Colorado Department of Revenue for appropriate state forms. **All forms and documents must be properly signed and correspond exactly with the name of the applicant.**

All State forms are available at <https://www.colorado.gov/pacific/enforcement/liquor-forms>

**License Application:** Completed State Form DR8404 (Retail License Application) *or* DR8403 (Fermented Malt Beverage On (or) Off-Premise)

- ✓ Submit *one* copy. If requesting a concurrent review, the Clerk's office will scan and forward a copy to the Colorado Department of Revenue. Concurrent review is available on *new license applications only*.
- ✓ All appropriate sections completed
- ✓ Authorized signature
- ✓ Appropriate Fees attached (see attached schedule)

**Proof of Possession and Diagram:** This includes a copy of a deed, lease or sublease. Term of the deed, lease or sublease should be for at least one year from the date of issuance of the liquor license. Deed, lease or sublease ***must be*** in the name of the applicant, i.e. the LLC or Corp., not an individual.

- ✓ All documents must be signed
- ✓ Diagram of premises, no larger than 8 ½ X 11, with area to be licensed heavily outlined. Each floor should be drawn separately. Outdoor seating, liquor storage areas, etc., should be indicated on the drawing. Dimensions must be included however the drawing does not have to be to scale. If applying for a Hotel/Restaurant license, the kitchen must be shown on the diagram. Make sure the diagram includes the entire area you want to be included on the license.
- ✓

**Financial Documents:** Copies of all notes, loans, security agreements, purchase agreements, stock transfer agreements, etc., used in and for the business. All copies must total the amount claimed on the application.

**Background Information:** Individual History Record (Form DR8404-I) must be submitted for each individual applicant, all general partners, all limited partners with 10% or more interest, all corporate officers & directors, all 10% or more stockholders, all LLC managing members, all LLC members with 10% or more interest, and any personal loan makers.

**Fingerprints:** Each person required to fill out an Individual History Record must be fingerprinted for a background investigation. The Colorado Bureau of Investigation (CBI) provides fingerprinting service via CABS (Colorado Applicant Background Services). Go to <https://www.colorado.gov/pacific/cbi/employment-background-checks> to schedule an appointment with any of the authorized vendors. When prompted for the ORI (Originating Agency Identification) number, enter CONCJ1003 for City of Littleton. It is the responsibility of the applicant to notify the City Clerk's office when all parties have been fingerprinted (names and date of fingerprinting). Failure to do so may delay

the completion of local processing of the license application and may result in postponement of any hearing scheduled before the Littleton Licensing Authority.

**Manager's Registration (if different from applicant/owner):** Must be completed for a Hotel/Restaurant, Tavern, or Lodging & Entertainment class of license only if the manager is someone other than the applicant(s). Managers other than owners must complete fingerprinting and background investigation. Checks in the amount(s) of \$75 to the City of Littleton and \$75 to the Colorado Department of Revenue must accompany the application/fees. These fees can be combined in the same check for application/license fees.

**Additional Documents needed dependant on type of business.**

**Sole Proprietor:**

Individual History Record (All Sole Proprietors, if husband and wife – both) DR4679 Affidavit – Restrictions on Public Benefits

**Partnership Applicant:** Individual History Record (All general partners, if husband and wife – both)

DR4679 Affidavit – Restrictions on Public Benefits Partnership agreement – except for husband-wife partnerships Certificate of co-partnership – if applicable

Certificate of Good Standing from Secretary of State's office issued within 2 years from date of application

**Limited Liability Applicant:** Individual History Record (10% or more stockholders, limited partners, or members; all managers of an LLC)

Date-stamped Articles of Organization

Certificate of Good Standing from Secretary of State's office within 2 years from date of application

Operating Agreement

**Corporate Applicant:** Individual History Record (10% or more stockholders, limited partners, or members; all corporate officers and directors)

Date-stamped Articles of Incorporation

Certificate of Good Standing from Secretary of State issued within 2 years from date of application

If Applicant is a Subsidiary Corporation: List name and address of parent corporation; List name, DOB, and address of all officers, directors and stockholders holding 10% or more of the parent company; Background investigation done on one principal officer of Parent Corporation

**PUBLIC HEARING**

The Littleton Licensing Authority meets the second Wednesday of each month at 6:30 p.m. at the Littleton Center, 2255 West Berry Avenue in the Council Chamber. Upon receipt of a *complete* application for a new license, the City Clerk will determine the neighborhood boundaries for purposes of proving the needs and desires of the adult inhabitants of the neighborhood and will schedule a public hearing to be held no sooner than 30 days from the date of the application. A representative of the business **MUST** attend this hearing. The City Clerk will notify the applicant, via U.S. Mail or email, of the proposed boundaries and the scheduled hearing date.

Not less than 10 days prior to the date of the public hearing, the premises must be posted with a public hearing sign. Public hearing signs are prepared by the City Clerk's office and applicant will be notified when the sign is ready for posting. Applicant must provide proof of posting to

the City Clerk's office. The City Clerk will publish notice of public hearing in the Littleton Independent.

The Licensing Authority considers the reasonable requirements of the neighborhood to which the applicant seeks a new license and the desires of the adult inhabitants as evidenced by petition. The petition process cannot begin before the applicant has received the proposed boundaries from the City Clerk and a signed "Waiver of Hearing" form is received in the City Clerk's office. If you have objections to the boundaries, a special hearing will be set to determine the boundaries. Signatures on petitions must be obtained from the designated neighborhood boundaries and must be from residents 21 years of age or older and owner/managers of businesses who are 21 years of age or older. The completed petitions must be submitted to the City Clerk's Office not less than 14 business days prior to the public hearing date.

### **Food Service Requirements**

**3.2% Beer Licensees** are not obligated to serve food at any time.

#### **On-Premises Liquor Licenses:**

Club licensees, Arts licensees, Optional premises licensees, and Public Transportation System licensees are not obligated to serve food at any time.

Hotel and Restaurant licensees must have full meals available until 8:00 p.m. every day, and snacks and sandwiches after 8:00 p.m. Food sales must provide at least 25% of the gross income from the sale of food and beverages.

Brew Pubs must serve meals and must derive 15% of the on-premises gross sales from the sale of food.

Taverns and Beer & Wine licensees must have sandwiches and snacks available during operating hours.

When food is required to be served, it must be available wherever alcoholic beverages are served.

#### **Off-premises Liquor Licenses:**

Liquor stores are prohibited from the sale of food items except those approved by the State Licensing Authority that are prepackaged, labeled, directly related to the consumption of liquor, and are sold in containers up to 16 ounces for the purpose of cocktail garnish. Liquor-licensed Drug stores are not subject to prohibitions or requirements regarding sale of food items.

**Complete applications, with appropriate funds and applicable paperwork, must be submitted to your local Licensing Authority at: City of Littleton, City Clerk's Office; 2255 West Berry Avenue. Please call 303-795-3780 with any questions.**

# FINGERPRINTING

The Colorado Bureau of Investigation has implemented the Colorado Applicant Background Services (CABS) program in response to Senate Bill 17-189.

Website for Colorado Bureau of Investigation:

[www.colorado.gov/cbi](http://www.colorado.gov/cbi)

Select - Sections

- Identification Unit
- Employment & Background Checks

Beginning **September 24<sup>th</sup>, 2018** citizens requesting to be fingerprinted for licensing, certification or background checks will be referred to the vendor selected by CBI to process electronic submissions. **Littleton Police Records will not accept requests from the public for fingerprinting services except for court ordered fingerprints.**

Public fingerprinting is available through:

**Idemia Identity and Security USA (IDEMIA) (by appointment only)**

[www.identogo.com](http://www.identogo.com)

1-844-539-5539

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Liquor license applicants use service code 25YQ6K

Medical marijuana applicants use service code 25YQ8H

ORI number for City of Littleton is CON CJ1003



There are several departments at the City of Littleton that you may need to work with in order to be in compliance with local regulations. Please be sure to contact each one so you remain informed of any requirements that relate to your business and receive all the information you need concerning City services.

**Building Department** (Permits, Codes and Inspections)  
303-795-3784 (or) 303-795-3754

**Planning Department** (Zoning, Signs)  
303-795-3748

**Sales Tax Department** (Sales Tax licensing and remittal questions)  
303-795-3768

**Economic Development** (Business Services)  
303-795-3749

**Public Services** (Utilities, Sewer, Engineering, Trees/Landscaping, Traffic Control)  
303-795-3863

**Fire Department / South Metro Fire Rescue**  
720-989-2000

**Police Department**  
303-795-3875

**Tri-County Health Department** (If you plan on serving or selling any food)  
303-220-9200



2255 WEST BERRY AVENUE  
LITTLETON, COLORADO 80120

## Business Emergency Contact Information

This information will be used for after hour emergencies when access is required into the business by the Police Department or Fire Department

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone Number \_\_\_\_\_

Emergency Contact Name #1 \_\_\_\_\_

Emergency Contact Telephone Number #1 \_\_\_\_\_

Emergency Contact Name #2 \_\_\_\_\_

Emergency Contact Telephone Number #2 \_\_\_\_\_

This information is effective as of \_\_\_\_\_

# NEW LIQUOR LICENSE APPLICATION - FORMS

Name & Address of Applicant \_\_\_\_\_

Date application received \_\_\_\_\_

Concurrent Review? \_\_\_\_\_

\_\_\_\_\_ Form 8404 – Retail License Application

\_\_\_\_\_ Form 8404-I - Individual History Record

\_\_\_\_\_ Lawful Presence Affidavit (sole proprietorship only)

\_\_\_\_\_ Fees – State and Local

\_\_\_\_\_ Fingerprints

\_\_\_\_\_ State Sales Tax number

\_\_\_\_\_ Lease or Deed in name of applicant (expiration date: \_\_\_\_\_)

\_\_\_\_\_ List/Copies of notes and loans

\_\_\_\_\_ Diagram of premises

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If application is for a Hotel & Restaurant, Tavern license or Lodging & Entertainment:

\_\_\_\_\_ Manager's Registration form (8404-I) & fee (unless manager is owner)

If application is for a Brew Pub or Vintner's Restaurant:

\_\_\_\_\_ Copy of application(s) to TTB

If applicant is a corporation:

\_\_\_\_\_ Articles of Incorporation  
(date stamped by Colorado Secretary of State's office)

\_\_\_\_\_ Certificate of Good Standing if incorporated more than 2 years ago

If applicant is a partnership:

\_\_\_\_\_ Partnership Agreement

If applicant is a limited liability company:

\_\_\_\_\_ Articles of Organization  
(date stamped by Colorado Secretary of State's office)

\_\_\_\_\_ Operating Agreement



Retail Liquor Store (OR) Drugstore Liquor License Fee Schedule

**Checks Required:**

- \$1,437.50 City of Littleton
- \$1,877.50 Colorado Department of Revenue with concurrent review
- \$1,777.50 Colorado Department of Revenue without concurrent review



	<u>City Fees</u>	<u>State Fees</u>
Application	\$695.00	\$1,550.00
Concurrent Review		\$100.00
License	\$742.50	\$227.50
Total	<u><u>\$1,437.50</u></u>	<u><u>\$1,877.50</u></u>

City license fee:

\$22.50	License
<u>\$720.00</u>	Occupation Tax
\$742.50	Total



## 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

<b>Notice:</b> 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". <b>Any deliberate misrepresentation or material omission may jeopardize the license application.</b> (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 <b>five</b> years. (Attach separate sheet if necessary)				
<b>Street and Number</b>		<b>City, State, Zip</b>		<b>From</b>
<b>To</b>				
Current				
Previous				
6. List all employment within the last <b>five</b> years. Include any self-employment. (Attach separate sheet if necessary)				
<b>Name of Employer or Business</b>		<b>Address (Street, Number, City, State, Zip)</b>		<b>Position Held</b>
<b>From</b>		<b>To</b>		
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.				
<b>Name of Relative</b>		<b>Relationship to You</b>		<b>Position Held</b>
<b>Name of Licensee</b>				
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.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				
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.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				

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