



## Document Checklist New Application

LICENSEE NAME: \_\_\_\_\_

DATE \_\_\_\_\_

### Application

- Colorado Liquor Retail Liquor License application (DR8404). Please refer to fee table on the second page of this document checklist for all fees associated with this application.
- Petition and Affidavit of Circulator

### Proof of Possession of Property; Floor Plan

- Deed (or) Lease.
- Floor diagram of premises (8½" x 11" only).
  - Must be an exact representation of the licensed premise.
  - Include length and width of exterior walls only.
  - Include bars, walls, partitions, entrances/exits, storage.
  - Separate diagram for each floor (if multiple levels).
  - Exterior areas must show type of fencing, walls, etc.

### Financial Documents

- Purchase agreement, stock transfer agreement, loan documentation, promissory notes, etc.

### Background Information

- Individual History Record (DR 8404-I). Please pay particular attention to questions 5, 6 and 14.

Please call 970-547-3127 if you have questions.

- Authorization and Consent form.
- Fingerprints (one card per individual - see Fingerprinting Instructions).

### Corporate/Ownership Documents

S-Corporations:

- Certificate of Good Standing dated within last two years.
- Articles of Organization.

OR

Partnership Documents:

- Attach partnership agreement (except for husband-wife partnerships).



Attach Certificate of co-partnership (if applicable).

OR

Limited Liability Company Documents:

Attach Certificate of Good Standing dated within last two years.

Attach articles of organization (acknowledged by Secretary of State).

Attach copy of operating agreement (required if OTHER than sole member LLC or husband and wife LLC)

1.) Types of Licenses Available:

		City Fees		State Fees	
Application Fee	New License	\$1,000.00		\$1,550.00	
	Concurrent Review			\$100.00	
License Fee	Hotel - Restaurant	\$75.00		\$500.00	
	Tavern	\$75.00		\$500.00	
	Brew Pub	\$75.00		\$750.00	
	Retail Liquor Store	\$22.50		\$227.50	
	Beer & Wine	\$48.75		\$351.25	
		Total City Fees		Total State Fees	

\*Please review Liquor Code & Liquor Rules for specific food requirements for each license type.

\*\*Concurrent review is for the State to review the application at the same time as the City.

2.) Check or money order payable to the "Town of Breckenridge".

3.) Check or money order payable to the "Colorado Department of Revenue".

**Please call 970-547-3167 to schedule an appointment to submit your application.**

**GENERAL INFORMATION**

The application for all new licenses must be submitted at least 30 days prior to the Liquor Licensing Authority meeting. The Authority meets on the third Tuesday of each month at 9:00AM, in Council Chambers, 150 Ski Hill Road.



Upon receiving the application, the Town Clerk's office will review the file and any deficiencies are reported to the applicant prior to the Liquor Licensing Authority meeting. The Police Department will perform a background investigation on the applicant and will report their findings to the authority.

The applicant shall be present at the hearing. At this time the applicant will be interviewed by the Liquor Licensing Authority to ensure proper education of liquor licensing, service, and laws. In addition, it will be the applicant's responsibility to provide sufficient evidence indicating the need for the license in the area. This is done by petitioning the local neighborhood. The petitions indicate support (or lack thereof) for issuance of a license. The petition, along with the Town's signature sign-off sheet, need to be submitted with the final application.

If the application is approved by the Liquor Licensing Authority, the Town Clerks office will forward the application to the Colorado Department of Revenue, Liquor Licensing Division for review and approval. The State will process the application and mail the State's liquor license to the Clerk's Office in about 1-2 months, unless concurrent review has been requested. The Town of Breckenridge license is then prepared, and both licenses are issued to the applicant.

## **Renewals**

Liquor licenses are valid for one year. Not less than 45 days prior to the expiration of the license, an application for renewal of the license must be filed with the City Clerk's Office, along with the appropriate fees. The Colorado Department of Revenue will mail a renewal application approximately 3 months prior to the expiration of the license. The Town Clerk's Office will also mail a renewal notice (approximately 3 months prior to expiration) which sets out both the State and Town license fees. The completed renewal application, along with the State and City fees, must be submitted to the Town Clerk's office and approved by the Liquor Licensing Authority (the renewal applicant does not need to be present at the meeting unless requested). The renewal application will then be forwarded to the Colorado Department of Revenue, Liquor Licensing Division. Renewed licenses will be mailed to the licensee. *If the liquor license is allowed to expire, the licensee can still renew the license within 90 days after expiration. Late renewals are subject to a Town fee of \$500, in addition to normal renewal fees.*

**For additional information, please contact: 970-547-3167 or  
websiteclerk@townofbreckenridge.com**