



Document Checklist New Application

LICENSEE NAME: _____

DATE _____

Application

- Colorado Liquor Retail Liquor License application (DR8404)
- Applicant Acknowledgement & Authorization to Release Information
- 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, although need not be to scale
 - Include length and width of exterior walls only
 - Include bars, walls, partitions, entrances/exits, storage
 - Notate liquor storage and service areas, including any permanent outdoor service areas
 - Separate diagram for each floor (if multiple levels)
 - Must have diagram signed off on by landlord or HOA manager, when applicable
 - Include Control Plan - how exits will be managed & exterior areas must show type of fencing, walls, etc

Town of Breckenridge Documents

- Town of Breckenridge Signature Sign-Off Sheet

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, and be sure to include any/all arrest history
Please call 970-547-3127 if you have questions
- Authorization and Consent form - one per owner/investor/manager
- Fingerprints (submit copy of IdenToGo receipt - see Fingerprinting Instructions)

Corporate/Ownership Documents

S-Corporations:



TOWN OF
BRECKENRIDGE

- Certificate of Good Standing dated within last six months + Articles of Organization
- Operating Agreement

Partnership Documents:

- Attach partnership agreement (except for husband-wife partnerships)
- Attach Certificate of co-partnership (if applicable)

Limited Liability Company Documents:

- Attach Certificate of Good Standing dated within last six months
- Attach Articles of Organization
- Attach copy of Operating Agreement (required if OTHER than sole member LLC or husband and wife LLC)

		City Fees		State Fees	
Application Fee	New License	\$1,000.00		\$1,100.00	
	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.

- 1) Concurrent review is for the State to review the application at the same time as the Town
- 2) Check made payable to the "Town of Breckenridge"
- 3) Check made payable to the "Colorado Department of Revenue" or printed confirmation from payment made to their online portal for Application and License Fees:
<https://secure.colorado.gov/apps/payport/online/selectServiceType.jsf>

Please email tarao@townofbreckenridge.com or call 970-54 7-3167 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.



TOWN OF
BRECKENRIDGE

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**

Liquor Enforcement Division Fee Schedule

Application Fees

	Local Fee	State Fee
Application Fee	up to \$1000.00	\$1,100.00
Application Fee with Concurrent Review	up to \$1000.00	\$1,200.00
Application Fee Transfer of Ownership	\$750.00	\$1,100.00
Application Fee Additional Liquor-Licensed Drugstore	up to \$1000.00	\$1,100.00
Application Fee Additional Liquor-Licensed Drugstore with Concurrent Review	up to \$1000.00	\$1,200.00
Application Fee Manager Permit	N/A	\$100.00
Application Late Renewal Fee (Not more than 90-days of license expiration date)	\$500.00	\$500.00
Application Reissue Fee (More than 90-days but less than 180-days of license expiration date)	\$500.00	\$500.00
Application Reissue Fine (More than 90-days but less than 180-days of license expiration date)	\$25.00 a day beyond 90-day expiration date	\$25.00 a day beyond 90-day expiration date
Annual Renewal Application Fee	\$100.00	\$50.00
Annual Art Gallery Fee	\$100.00	\$0.00

Retail License Fees

	Local Fee City	State Fee City	Local Fee County	State Fee County
Art	\$41.25	\$308.75	\$41.25	\$308.75
Beer & Wine	\$48.75	\$351.25	\$63.75	\$436.25
Brew Pub	\$75.00	\$750.00	\$75.00	\$750.00
Club	\$41.25	\$308.75	\$41.25	\$308.75
Distillery Pub	\$75.00	\$750.00	\$75.00	\$750.00
Hotel & Restaurant	\$75.00	\$500.00	\$75.00	\$500.00
Hotel Restaurant with one Optional Premises	\$75.00	\$600.00	\$75.00	\$600.00
Each Additional OP License		\$100.00		\$100.00
Resort Complex	\$75.00	\$500.00	\$75.00	\$500.00
Campus Liquor Complex	\$75.00	\$500.00	\$75.00	\$500.00
Related Facility – Resort Complex	\$15.00	\$160.00	\$15.00	\$160.00
Related Facility – Campus Liquor Complex	\$15.00	\$160.00	\$15.00	\$160.00
Liquor-Licensed Drugstore	\$22.50	\$227.50	\$37.50	\$312.50
Lodging & Entertainment	\$75.00	\$500.00	\$75.00	\$500.00
Optional Premises	\$75.00	\$500.00	\$75.00	\$500.00
Racetrack	\$75.00	\$500.00	\$75.00	\$500.00
Retail Gaming Tavern	\$75.00	\$500.00	\$75.00	\$500.00
Retail Liquor Store	\$22.50	\$227.50	\$37.50	\$312.50
Tavern	\$75.00	\$500.00	\$75.00	\$500.00
Vintner's Restaurant	\$75.00	\$750.00	\$75.00	\$750.00
Fermented Malt Beverage On Premises	\$3.75	\$96.25	\$7.50	\$117.50
Fermented Malt Beverage Off Premises	\$3.75	\$96.25	\$7.50	\$117.50
Fermented Malt Beverage On/Off Premises	\$3.75	\$96.25	\$7.50	\$117.50

Local and State Issued Permit Fees

	Local Fee City	Local Fee County	State Fee
Art Gallery Permit	\$3.75	\$3.75	\$71.25
Bed & Breakfast Permit	\$3.75	\$3.75	\$71.25
Each Resort-Complex-Related Facility Permit	\$15.00	\$15.00	\$160.00
Special Event Permit			
Malt, Vinous and Spirituous Liquor	\$100.00	\$100.00	\$25.00 Per Day
Fermented Malt Beverage (3.2% Beer)	\$100.00	\$100.00	\$10.00 Per Day
Mini Bar Permit with Hotel Restaurant License	\$48.75	\$48.75	\$276.25

State License Fees

	Fee
Limited Winery License	\$70.00
Manufacturer's License (Distillery or Rectifier)	
On or after August 10, 2016, and before August 10, 2017	\$675.00
On or after August 10, 2017	\$300.00
Manufacturer's License (Brewery)	\$300.00
Manufacturer's License (Winery)	\$300.00
Nonresident Manufacturer's License (Malt Liquor)	\$300.00
Importer License	\$300.00
Wholesaler's Liquor License	
On or after August 10, 2016, and before August 10, 2017	\$800.00
On or after August 10, 2017	\$550.00
Wholesaler's Beer License	\$550.00
Public Transportation (dining, club or parlor car; plane; bus or other vehicle)	\$75.00

Additional Fees

	Local Fee	State Fee
Alternating Proprietor Licensed Premises	N/A	\$150.00
Change of Location	Not to exceed \$750.00	\$150.00
Change of Trade Name/Corporate Name	N/A	\$50.00
Corporate/LLC Change (Per Person)	\$100.00	\$100.00**
Duplicate License	N/A	\$50.00
Add Optional Premises to Hotel & Restaurant License	N/A	\$100.00
Limited Liability Change	N/A	\$100.00
Manager Registration (Hotel & Restaurant; Tavern; Lodging & Entertainment; Campus Liquor Complex)	\$75.00	\$75.00
Master File Background	N/A	\$250.00
Master File Location Fee (Per Location)	N/A	\$25.00
Modification of Premises	N/A	\$150.00
Sole Source Registration	N/A	\$100.00

State Only Issued Permits

	Fee
Winery Direct Shipper Permit	\$100.00
Wine Packaging Permit	\$200.00
Wine Festival Permit	\$25.00
Branch Warehouse or Warehouse Storage Permit	\$100.00
Retail Warehouse Storage Permit	\$100.00
Manager Permit Registration (Liquor-Licensed Drugstore)	\$100.00
Non-Contiguous Location (Winery/Limited Winery) Application	\$125.00
Non-Contiguous Location (Winery/Limited Winery) Renewal	\$100.00
Takeout and Delivery Permit Application	\$11.00
Takeout and Delivery Permit Renewal	\$11.00

**** The State Fee of \$100 only pertains to state-only issued licenses and does not apply to licenses issued by local licensing authorities**

Colorado Liquor Retail License Application

<input type="checkbox"/> New License <input type="checkbox"/> New-Concurrent <input type="checkbox"/> Transfer of Ownership <input type="checkbox"/> State Property Only <input type="checkbox"/> Master file			
<ul style="list-style-type: none"> • All answers must be printed in black ink or typewritten • Applicant must check the appropriate box(es) • Applicant should obtain a copy of the Colorado Liquor and Beer Code: SBG.Colorado.gov/Liquor 			
1. Applicant is applying as a/an <input type="checkbox"/> Individual <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Association or Other <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership (includes Limited Liability and Husband and Wife Partnerships)			
2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation			FEIN Number
2a. Trade Name of Establishment (DBA)		State Sales Tax Number	Business Telephone
3. Address of Premises (specify exact location of premises, include suite/unit numbers)			
City		County	State ZIP Code
4. Mailing Address (Number and Street)		City or Town	State ZIP Code
5. Email Address			
6. If the premises currently has a liquor or beer license, you must answer the following questions			
Present Trade Name of Establishment (DBA)		Present State License Number	Present Class of License Present Expiration Date
Section A		Section B (Cont.)	
Nonrefundable Application Fees*		Liquor License Fees*	
<input type="checkbox"/> Application Fee for New License.....\$1,100.00 <input type="checkbox"/> Application Fee for New License w/Concurrent Review\$1,200.00 <input type="checkbox"/> Application Fee for Transfer\$1,100.00		<input type="checkbox"/> Liquor-Licensed Drugstore (County)\$312.50 <input type="checkbox"/> Lodging & Entertainment - L&E (City)\$500.00 <input type="checkbox"/> Lodging & Entertainment - L&E (County)\$500.00 <input type="checkbox"/> Manager Registration - H & R\$75.00 <input type="checkbox"/> Manager Registration - Tavern\$75.00 <input type="checkbox"/> Manager Registration - Lodging & Entertainment.....\$75.00 <input type="checkbox"/> Manager Registration - Campus Liquor Complex\$75.00 <input type="checkbox"/> Optional Premises License (City).....\$500.00 <input type="checkbox"/> Optional Premises License (County)\$500.00 <input type="checkbox"/> Racetrack License (City).....\$500.00 <input type="checkbox"/> Racetrack License (County)\$500.00 <input type="checkbox"/> Resort Complex License (City).....\$500.00 <input type="checkbox"/> Resort Complex License (County).....\$500.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (City)\$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (County)\$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (State).....\$160.00 <input type="checkbox"/> Retail Gaming Tavern License (City)\$500.00 <input type="checkbox"/> Retail Gaming Tavern License (County).....\$500.00 <input type="checkbox"/> Retail Liquor Store License-Additional (City).....\$227.50 <input type="checkbox"/> Retail Liquor Store License-Additional (County)\$312.50 <input type="checkbox"/> Retail Liquor Store (City).....\$227.50 <input type="checkbox"/> Retail Liquor Store (County)\$312.50 <input type="checkbox"/> Tavern License (City).....\$500.00 <input type="checkbox"/> Tavern License (County)\$500.00 <input type="checkbox"/> Vintners Restaurant License (City)\$750.00 <input type="checkbox"/> Vintners Restaurant License (County).....\$750.00	
Section B			
Liquor License Fees*			
<input type="checkbox"/> Add Optional Premises to H & R.....\$100.00 X _____ Total _____ <input type="checkbox"/> Add Related Facility to Resort Complex\$75.00 X _____ Total _____ <input type="checkbox"/> Add Sidewalk Service Area.....\$75.00 <input type="checkbox"/> Arts License (City)\$308.75 <input type="checkbox"/> Arts License (County)\$308.75 <input type="checkbox"/> Beer and Wine License (City).....\$351.25 <input type="checkbox"/> Beer and Wine License (County).....\$436.25 <input type="checkbox"/> Brew Pub License (City)\$750.00 <input type="checkbox"/> Brew Pub License (County).....\$750.00 <input type="checkbox"/> Campus Liquor Complex (City).....\$500.00 <input type="checkbox"/> Campus Liquor Complex (County)\$500.00 <input type="checkbox"/> Campus Liquor Complex (State).....\$500.00 <input type="checkbox"/> Club License (City).....\$308.75 <input type="checkbox"/> Club License (County)\$308.75 <input type="checkbox"/> Distillery Pub License (City).....\$750.00 <input type="checkbox"/> Distillery Pub License (County)\$750.00 <input type="checkbox"/> Hotel and Restaurant License (City).....\$500.00 <input type="checkbox"/> Hotel and Restaurant License (County)\$500.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (City)\$600.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (County).....\$600.00 <input type="checkbox"/> Liquor-Licensed Drugstore (City)\$227.50			
* Note that the Division will not accept cash			
Questions? Visit: SBG.Colorado.gov/Liquor for more information			
Do not write in this space - For Department of Revenue use only			
Liability Information			
License Account Number	Liability Date	License Issued Through (Expiration Date)	Total \$

Application Documents Checklist and Worksheet

Instructions: This checklist should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable. **Questions? Visit: SBG.Colorado.gov/Liquor for more information**

Items submitted, please check all appropriate boxes completed or documents submitted	
I.	Applicant information <input type="checkbox"/> A. Applicant/Licensee identified <input type="checkbox"/> B. State sales tax license number listed or applied for at time of application <input type="checkbox"/> C. License type or other transaction identified <input type="checkbox"/> D. Return originals to local authority (additional items may be required by the local licensing authority) <input type="checkbox"/> E. All sections of the application need to be completed <input type="checkbox"/> F. Master file applicants must include the Application for Master File form DR 8415 and applicable fees to this Retail License Application
II.	Diagram of the premises <input type="checkbox"/> A. No larger than 8 1/2" X 11" <input type="checkbox"/> B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.) <input type="checkbox"/> C. Separate diagram for each floor (if multiple levels) <input type="checkbox"/> D. Kitchen - identified if Hotel and Restaurant <input type="checkbox"/> E. Bold/Outlined Licensed Premises
III.	Proof of property possession (<u>One Year Needed</u>) <input type="checkbox"/> A. Deed in name of the applicant (or) (matching question #2) date stamped / filed with County Clerk <input type="checkbox"/> B. Lease in the name of the applicant (or) (matching question #2) <input type="checkbox"/> C. Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant <input type="checkbox"/> D. Other agreement if not deed or lease. (matching question #2)
IV.	Background information (DR 8404-I) and financial documents <input type="checkbox"/> A. Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members) <input type="checkbox"/> B. Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved state vendor. Do not complete fingerprint cards prior to submitting your application. The Vendors are as follows: IdentoGO – https://uenroll.identogo.com/ Phone: 844-539-5539 (toll-free) Colorado Fingerprinting – http://www.coloradofingerprinting.com Appointment Scheduling Website: http://www.coloradofingerprinting.com/cabs/ Phone: 720-292-2722 Toll Free: 833-224-2227 Details about the vendors and fingerprinting in Colorado can be found on CBI's website here: https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/employment-and-background-checks <input type="checkbox"/> C. Purchase agreement, stock transfer agreement, and/or authorization to transfer license <input type="checkbox"/> D. List of all notes and loans (Copies to also be attached)
V.	Sole proprietor/husband and wife partnership (if applicable) <input type="checkbox"/> A. Form DR 4679 <input type="checkbox"/> B. Copy of State issued Driver's License or Colorado Identification Card for each applicant
VI.	Corporate applicant information (if applicable) <input type="checkbox"/> A. Certificate of Incorporation <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Certificate of Authorization if foreign corporation (out of state applicants only)
VII.	Partnership applicant information (if applicable) <input type="checkbox"/> A. Partnership Agreement (general or limited). <input type="checkbox"/> B. Certificate of Good Standing
VIII.	Limited Liability Company applicant information (if applicable) <input type="checkbox"/> A. Copy of articles of organization <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Copy of Operating Agreement (if applicable) <input type="checkbox"/> D. Certificate of Authority if foreign LLC (out of state applicants only)
IX.	Manager registration for Hotel and Restaurant, Tavern, Lodging & Entertainment, and Campus Liquor Complex licenses when included with this application <input type="checkbox"/> A. \$75.00 fee <input type="checkbox"/> B. Individual History Record (DR 8404-I) <input type="checkbox"/> C. If owner is managing, no fee required

Name	Type of License	Account Number		
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):				
a. Been denied an alcohol beverage license?		<input type="checkbox"/> <input type="checkbox"/>		
b. Had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input type="checkbox"/>		
c. Had interest in another entity that had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input type="checkbox"/>		
If you answered yes to 8a, b or c, explain in detail on a separate sheet.				
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail. _____		<input type="checkbox"/> <input type="checkbox"/>		
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?		<input type="checkbox"/> <input type="checkbox"/>		
Waiver by local ordinance? <input type="checkbox"/> <input type="checkbox"/>		or		
Other: _____		<input type="checkbox"/> <input type="checkbox"/>		
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input type="checkbox"/>		
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input type="checkbox"/>		
13 a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?		<input type="checkbox"/> <input type="checkbox"/>		
13 b. Are you a Colorado resident?		<input type="checkbox"/> <input type="checkbox"/>		
14. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any <u>current</u> financial interest in said business including any loans to or from a licensee.		<input type="checkbox"/> <input type="checkbox"/>		
15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership , lease or other arrangement? <input type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____		<input type="checkbox"/> <input type="checkbox"/>		
a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:				
Landlord	Tenant	Expires		
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16.		<input type="checkbox"/> <input type="checkbox"/>		
c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".				
16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.				
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.				
17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises: Has a local ordinance or resolution authorizing optional premises been adopted?				<input type="checkbox"/> <input type="checkbox"/>
Number of additional Optional Premise areas requested. (See license fee chart)				
18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.				
19. Liquor Licensed Drugstore (LLDS) applicants, answer the following:				
a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise?				<input type="checkbox"/> <input type="checkbox"/>
If "yes" a copy of license must be attached.				

Name	Type of License	Account Number		
<p>20. Club Liquor License applicants answer the following: Attach a copy of applicable documentation</p>				
		Yes No		
a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>		
b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>		
c. How long has the club been incorporated?				
d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?		<input type="checkbox"/> <input type="checkbox"/>		
<p>21. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:</p>				
a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)		<input type="checkbox"/> <input type="checkbox"/>		
<p>22. Campus Liquor Complex applicants answer the following:</p>				
a. Is the applicant an institution of higher education?		<input type="checkbox"/> <input type="checkbox"/>		
b. Is the applicant a person who contracts with the institution of higher education to provide food services? If "yes" please provide a copy of the contract with the institution of higher education to provide food services.		<input type="checkbox"/> <input type="checkbox"/>		
<p>23. For all on-premises applicants.</p>				
a. Hotel and Restaurant, Lodging and Entertainment, Tavern License and Campus Liquor Complex, the Registered Manager must also submit an Individual History Record - DR 8404-I and fingerprint submitted to approved State Vendor through the Vendor's website. See application checklist, Section IV, for details.				
b. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit a Manager Permit Application - DR 8000 and fingerprints.				
Last Name of Manager		First Name of Manager		
<p>24. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.</p>				
		Yes No <input type="checkbox"/> <input type="checkbox"/>		
<p>25. Related Facility - Campus Liquor Complex applicants answer the following:</p>				
a. Is the related facility located within the boundaries of the Campus Liquor Complex? If yes, please provide a map of the geographical location within the Campus Liquor Complex. If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.		<input type="checkbox"/> <input type="checkbox"/>		
b. Designated Manager for Related Facility- Campus Liquor Complex				
Last Name of Manager		First Name of Manager		
<p>26. Tax Information.</p>				
a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?		<input type="checkbox"/> <input type="checkbox"/>		
b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?		<input type="checkbox"/> <input type="checkbox"/>		
<p>27. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the applicant. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.</p>				
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
<p>** If applicant is owned 100% by a parent company, please list the designated principal officer on above. ** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable) ** If total ownership percentage disclosed here does not total 100%, applicant must check this box: <input type="checkbox"/> Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.</p>				

Name	Type of License	Account Number	
Oath Of Applicant			
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.			
Authorized Signature	Printed Name and Title	Date	
Report and Approval of Local Licensing Authority (City/County)			
Date application filed with local authority	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)		
<p>The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:</p> <p><input type="checkbox"/> Fingerprinted</p> <p><input type="checkbox"/> Subject to background investigation, including NCIC/CCIC check for outstanding warrants</p> <p>That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license</p> <p>(Check One)</p> <p><input type="checkbox"/> Date of inspection or anticipated date _____</p> <p><input type="checkbox"/> Will conduct inspection upon approval of state licensing authority</p>			
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,0000?		Yes No <input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Is the Liquor Licensed Drugstore(LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,0000?		<input type="checkbox"/> <input type="checkbox"/>	
<p>NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.</p>			
<input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?		<input type="checkbox"/> <input type="checkbox"/>	
The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. Therefore, this application is approved.			
Local Licensing Authority for	Telephone Number	<input type="checkbox"/> Town, City <input type="checkbox"/> County	
Signature	Print	Title	Date
Signature	Print	Title	Date

Tax Check Authorization, Waiver, and Request to Release Information

I, _____ am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of _____ (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)		Social Security Number/Tax Identification Number	
Address			
City		State	Zip
Home Phone Number		Business/Work Phone Number	
Printed name of person signing on behalf of the Applicant/Licensee			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)			Date signed

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



COLORADO
Department of Revenue

Enforcement Division – Liquor & Tobacco

Physical Address:
1697 Cole Boulevard, Suite 200
Lakewood, CO 80401

Mailing Address:
P.O. Box 17087
Denver, CO 80217-0087
Fax: 303-866-2428

May 22, 2020

This document is being provided by the Liquor Enforcement Division as a reference to assist liquor Licensees with the drafting of a control plan. The LED in no way requires the exact same control measures laid out in this example, but each area of the control plan detailed below should be addressed in the plan.

Control Plan:

Hours of Operation: Licensee details the hours of operation for the extended premises taking in to account any limitation put in place by the local authorities.

Boundary: Licensee details the type of boundary that will be utilized on the modified premises. It should mark the area, and be more than markings on the ground. An example of an acceptable barrier would be a rope or temporary fencing that clearly marks the service area.

Ingress and Egress: How will the Licensee control people coming in an out of the temporary service area? Will there be an employee stationed there to verify social distancing is occurring and making sure alcohol is not taken off of the premises?

Signage: Details the “No alcoholic beverages beyond this point” signage and its location on the temporary premises and ideally includes the ingress/egress points.

Responsible Service: Details the role that staff of the establishment will play in preventing sale of alcohol to minors or visibly intoxicated persons. This section can also list staff qualifications such as training and experience.

We hope this document assists you in drafting a control plan and your application process.

Best Regards,

The Colorado Liquor Enforcement Division

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	
Current		From	To
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 <input type="checkbox"/> Yes <input type="checkbox"/> 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. Do you have a current Driver's License/ID? If so, give number and state. <input type="checkbox"/> Yes <input type="checkbox"/> 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
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LIQUOR LICENSE/PERMIT FINGERPRINTING INSTRUCTIONS

Who

Fingerprints are required for each individual owner, each partner, each corporate officer or director, each shareholder having 10% or more interest in the business, each individual lending more than \$5,000 or 10% of the applicant's total investment in the business, and the manager.

Where

Fingerprinting is conducted by **appointment only** and scheduled online, through Identogo. To schedule the appointment, go here: <https://uenroll.identogo.com/>.

Service Code: 25YQ6K

CBI Account Number: CONCJ0614

*You will need to enter the Service Code to enter the correct website, in order to schedule your fingerprint appointment. When you later enter the CBI Account Number, you'll see an acknowledgement that this is for the Town of Breckenridge. When entering locations for the appointment, it will give you the nearest locations to the city/state/zip you entered.

Processing Fee

Fingerprints will be processed through the Colorado Bureau of Investigation and will be used to check criminal history records with the Federal Bureau of Investigation. Payment of \$49.50 is due at the time of online booking.

*Please include the payment/booking receipt with your application.



LIQUOR LICENSE/PERMIT SIGNATURE SIGN-OFFS

Trade Name:
Applicant (Individual) Name:
Address:
Phone:
E-mail:

All liquor license or permit applicants must meet with the following agencies and obtain a signature sign-off. The agency's sign-off indicates that you have met with the agency and are taking the necessary steps to complete the agency's required review and permit processes for the liquor application. The agency's sign-off is not intended to suggest that all review and permit processes are complete.

- ◆ Town of Breckenridge Finance Department – for compliance with business licensing. Call 970-453-3182 to schedule an appointment.

Finance Department Date

- ◆ Town of Breckenridge Department of Community Development - for compliance with applicable codes and necessary permits & fees. Call 970-453-3160 for an appointment with a Planner.

Planning Department Date

- ◆ Breckenridge Building Department - for compliance with applicable building codes. Call 970-453-3180 for Building Official signoff.

Building Official Date

- ◆ Meet with the Breckenridge Police Department. Appointments are required. To schedule an appointment with the Detective call 970-453-2941. Please be prepared to submit map of proposed licensed location.

Police Department Date

- ◆ Summit County Department of Environmental Health. Call 970-668-4070 for construction/remodel plan review for Colorado Retail Food Establishment License. County Commons Building Department.

Environmental Date

If you have any questions, contact the Town of Breckenridge Municipal Services Office at (970) 547-3127 or email websiteclerk@townofbreckenridge.com.



**TOWN OF BRECKENRIDGE
POLICE**

**ACKNOWLEDGEMENT OF CERTAIN TOWN CODE PROVISIONS
PERTAINING TO ALCOHOLIC BEVERAGE LICENSES AND PERMITS**

Trade Name: _____
Applicant (Individual) Name: _____
Address: _____ **Phone:** _____ **E-mail:** _____

All licensed or permitted alcoholic beverage establishments, and their respective licensed premises, are subject to the requirements of Title 6, Chapter 3, Article F of the Town Code of the Town of Breckenridge. Although not an exhaustive list, the following common offenses pertain specifically to establishments licensed to sell alcoholic beverages within the Town.

The purpose of this form is to make certain that you are aware of some of the Town laws that apply to your licensed premises.

Please initial each ordinance, then complete the final acknowledgment below.

6-3F-7: UNLAWFUL SALE OF ALCOHOLIC BEVERAGE TO UNDERAGE PERSON:

X_____ It shall be unlawful for any person to sell, serve, give away, dispose of, exchange, or deliver, or permit the sale, service, giving away, delivery or procuring of any alcoholic beverage to or for any person under the age of twenty one (21) years.

6-3F-8: UNLAWFUL SALE OF ALCOHOLIC BEVERAGE BY UNLICENSED PERSON:

X_____ It shall be unlawful for any person to sell or possess for sale any malt, vinous, or spirituous liquor or fermented malt beverage, unless licensed to do so pursuant to the Colorado beer code, Colorado liquor code, or the provisions of article 48 of title 12, Colorado Revised Statutes, unless all required licenses are in full force and effect.

6-3F-9: ILLEGAL REMOVAL OF ALCOHOLIC BEVERAGE FROM LICENSED PREMISES:

X_____ It shall be unlawful for any licensee, manager or employee to intentionally, knowingly or recklessly permit the removal of any alcoholic beverage from the licensed premises.

6-3F-10: DUTY TO REPORT:

X_____ If a licensee, any owner of a licensee, or any of the licensee's managers, servants, agents, or employees knows or should have known that an illegal or violent act has been committed or is about to be committed on, about, or outside of the licensed premises, it shall be unlawful and a misdemeanor offense for such person to fail to immediately report the same to the police department of the town.

The failure of a licensee to comply with the penal requirements of this section may be considered by the licensing authority in any action relating to revocation, suspension or renewal of a license. Proof of the licensee's failure to comply with the requirements of this section on three (3) or more occasions within the licensing period shall constitute prima facie grounds for the suspension, revocation or denial of renewal of a license.

6-3F-15: UNLAWFUL CONSUMPTION OF ALCOHOLIC BEVERAGES:

X_____ It is unlawful for any person to consume any alcoholic beverage upon a licensed premises other than an alcoholic beverage purchased from such establishment. The premises upon which an outdoor special event is held shall be conspicuously posted to provide notice of the boundaries of the licensed premises upon which such special event is being held.

It shall be unlawful for any person to consume an alcoholic beverage in a public room of a licensed premises between the hours of two o'clock (2:00) A.M. and seven o'clock (7:00) A.M

6-3F-17: ILLEGAL SALE TO VISIBLY INTOXICATED PERSON:

X_____ It shall be unlawful for a licensee or an employee of a licensee to sell or serve an alcoholic beverage to a visibly intoxicated person.

6-3F-18: LICENSEE'S EMPLOYEES NOT TO BE VISIBLY INTOXICATED WHILE WORKING:

X_____ It shall be unlawful for any employee, including, but not limited to, a waiter, waitress, drink server, host, hostess, bartender, or manager of a licensee to be visibly intoxicated while engaged in the performance of his or her employment duties at a licensed premises.

6-3F-19: CONDUCT OF ESTABLISHMENT:

X_____ Each licensee and each employee shall conduct the licensed premises in a decent, orderly, and respectable manner, and shall not permit on the licensed premises the serving or loitering of a visibly intoxicated person or habitual drunkard, nor shall the licensee or the employee or agent permit rowdiness, undue noise, or other disturbances or activity offensive to the senses of the average citizen, or to the residents of the neighborhood in which the licensed establishment is located.

6-3F-20: TIME RESTRICTION; LICENSEE:

X_____ It shall be unlawful for a licensee or an employee of a licensee to sell, serve, or distribute an alcoholic beverage for consumption on the licensed premises between the hours of two o'clock (2:00) A.M. and seven o'clock (7:00) A.M.

Each individual violation is a misdemeanor offense. Any person convicted of a misdemeanor violation of this code, any ordinance of the town, or any code adopted by reference, shall be punished by a fine of not more than two thousand six hundred fifty dollars (\$2,650.00), or by imprisonment not to exceed one year, or by both such fine and imprisonment.

Please speak with an attorney if you have questions or concerns about your obligations under the Town Code. You may also schedule time to discuss preventative measures, or other questions, with the Police Department's Marijuana and Liquor Code Compliance Detective. The Police Department also conducts TIPS training on responsible alcohol service multiple times each year. This training is appropriate for new and existing employees and businesses. Call the Police Department at (970) 453-2941 to learn more.

Additional information on licensing and permitting, including a link to the complete Town Code, can be found at <http://www.townofbreckenridge.com/work/liquor-and-marijuana-licensing>

I, _____(NAME), _____(TITLE), OF _____(ESTABLISHMENT), ACKNOWLEDGE THAT MY LICENSED ESTABLISHMENT AND MY EMPLOYEES ARE REQUIRED TO COMPLY WITH THE ENTIRE TOWN CODE OF THE TOWN OF BRECKENRIDGE. THIS INCLUDES, BUT IS NOT LIMITED TO, THE DUTY TO IMMEDIATELY REPORT ALL ILLEGAL AND VIOLENT ACTIVITY, ON OR OUTSIDE MY LICENSED PREMISE, TO THE POLICE DEPARTMENT.

SIGNATURE / DATE