LIQUOR LICENSE APPLICATION PROCESS AT A GLANCE

Step 1 Complete Liquor Application using **Document Checklist, Fee List**, and **Fingerprinting Procedures (ALL FORMS CAN BE DOWNLOADED FROM COLORADO DEPARTMENT OF REVENUE SITE OR ARE AVAILABLE BY CONTACTING THE CITY CLERK'S OFFICE carolh@louisvilleco.gov)**

Step 2 Submit completed Liquor Application and required supplemental material to the City Clerk's Office for processing (keeping an additional copy for your records)

Step 3 City Clerk's Office processes Liquor Application and publishes Notice of Public Hearing (not less than ten days prior to Public Hearing Date)

Step 4 Applicant asked to pick up and to post Notice of Public Hearing on property proposed for liquor licensure (not less than 10 days prior to Public Hearing Date/Notice provided by City Clerk's Office). Applicant is responsible for paying costs of producing Notice.

Step 5 Local Licensing Authority considers liquor license application at Public Hearing and approves, denies, or continues consideration of the application

Step 6 Upon approval of application by the local Licensing Authority, application forwarded to State Liquor Enforcement Division for consideration

Step 7 Upon approval of application by the State Licensing Authority, a State Liquor License and a City Liquor License will be issued by the City Clerk's Office upon determination all applicable codes for proposed establishment have been met

To: All Liquor/3.2% Beer License Applicants:

This contains general liquor/beer licensing information. (ALL FORMS CAN BE DOWNLOADED FROM COLORADO DEPARTMENT OF REVENUE SITE OR ARE AVAILABLE BY CONTACTING THE CITY CLERK'S OFFICE carolh@louisvilleco.gov)

All forms must be typed or printed in black ink, accurate, complete in all aspects, and properly executed. All applications must be submitted along with City and State application and license fees. **The City Clerk's Office cannot process an incomplete application.**

The following Departments/Divisions may provide additional information required as part of your liquor license application:

- Colorado Department of Revenue, Sales Tax Licensing (303) 232-2416
- City of Louisville Business/Sales Tax Licensing (303) 335-4514
- Louisville Fire Department (303) 333-6595
- Boulder County Health Department (303) 441-1100

The City of Louisville welcomes you and extends our best wishes for your success. We are pleased you have chosen Louisville as your business location. Should you have any questions or require additional assistance, please contact the City Clerk's Office at (303) 335-4574 or 4536.

• BEER/LIQUOR LICENSE APPLICATION DOCUMENTS CHECKLIST

APPLICATION:

- ✓ Original
- ✓ Complete all appropriate sections
- ✓ Authorized signature
- ✓ Attach appropriate fees

PROPERTY POSSESSION:

- ✓ Deed or Lease (lease must cover entire license period, one year minimum)
- ✓ Or Lease Assignment (acceptance by applicant, consent by landlord)
- ✓ All documents must be signed
- ✓ Floor diagram of premises, 8 ½ X 11, with area to be licensed outlined in red, identify kitchen if Hotel/Restaurant applicant, provide separate diagrams for multiple levels

BACKGROUND INFORMATION:

- ✓ Individual History Record(s) (DR8404-1)
- ✓ Fingerprints taken and submitted to local licensing authority
- ✓ Check/Money Order payable to the City of Louisville in the amount of $100 per Individual History Record (for fingerprinting and background check)

MANAGEMENT OTHER THAN APPLICANT (Hotel/Restaurant and Tavern applicants only):

- ✓ Manager's Registration Form
- ✓ Manager's Registration Fee
- ✓ Individual History Record (DR8404-1)
- ✓ Written Management Agreement, if applicable

In addition to the above, submit the items listed under your applicant type:

CORPORATE APPLICANT (if a corporation):

- ✓ Certificate of Incorporation, and/or
- ✓ Certificate of Good Corporate Standing, if incorporated longer than two (2) years
- ✓ Certificate of Authorization (if foreign corporation)
- ✓ List of Officers, stockholders, and directors of parent corporation (if applicable), designate one (1) person as "principal officer"

PARTNERSHIP APPLICANT (if a partnership):

- ✓ Partnership agreement (general or limited partner, except for husband/wife)

LIMITED LIABILITY COMPANY APPLICANT (if a limited liability company):

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

LIQUOR LICENSING AUTHORITY MEETING SCHEDULE

The City of Louisville, Liquor Licensing Authority meets the fourth Monday of every month at 7:00 p.m. in the City Council Chambers on the second floor of the City Hall Building, 749 Main Street. Due to possible holiday conflicts, please contact the City Clerk's Office to verify meeting dates.

The Public Hearing date will be set not less than 30 days from the date of submittal of the application, as provided by Section 12-47-136 of the Colorado Revised Statutes, and the applicant must be present at the Public Hearing to offer testimony and answer any questions posed by the Liquor Licensing Authority. Please reference the "Procedural Order in Liquor and Beer Hearings" contained in this packet for details to be presented by the applicant.

PROCEDURAL ORDER IN LIQUOR AND BEER HEARINGS

City Staff Presentation

The City Clerk's Office will provide the Liquor Packets to the local liquor licensing authority. These packets will include completed application, fees paid and due, proper notice of public hearing, conformance with applicable city codes, status of state sales tax application, and proper communication of investigative results.

The City Attorney's Office will report on the evidence of proper legal possession of the premises to be licensed and will also address any legal issues as a result of the administrative review of your application.

The Liquor Authority Chairman will open the public hearing proceeding.

Staff will then be available for questions from the Liquor Authority relative to the reports provided prior to your presentation.

Applicant's Presentation

You as applicant, or your manager or representative, will then be provided the opportunity to respond to any issues or concerns reported by City staff, to provide evidence of your past experience in the sale/service of alcohol beverages and that of your manager in the charge of day-to-day operations, financial backers of proposed establishment, description of the character of the neighborhood of proposed site, and evidence, including any petitions, regarding the reasonable requirements and the desires of the inhabitants of the neighborhood for the premise proposed.

In addition to the above information, you should also be prepared to discuss in detail the answers you provided in the Attachment to Liquor/3.2% Beer Retail License Application including the description of the nature of the proposed business operations such as, days and hours of operation, entertainment, number of employees, security plans, if any, employee training and operating procedures that will comply with the safe and legal sale/service of alcohol beverages, and evidence relating to the likelihood that you will conduct this proposed operation in accordance to applicable laws and codes.

You should then remain available for questions from the Liquor Authority and/or City staff and rebuttal following any evidence from interested parties.

Evidence from Interested Parties

Interested parties are defined by law as residents of the neighborhood under consideration, owners or managers of businesses located in the neighborhood, and you, the applicant.

Liquor Authority Discussion and Decision

Motion approving, denying, or continuing consideration of your application.

APPLICANT INDIVIDUAL HISTORY AND FINGERPRINTING PROCEDURES

Please bring to the City Clerk's Office prior to fingerprinting:

- ✓ Completed Fingerprinting Routing Sheet
- ✓ Certified funds or a money order in the amount of $100.00 per individual being printed, made out to the City of Louisville
- ✓ The City of Louisville will send proper funds to the Colorado Bureau of Investigations (CBI)
- ✓ Completed Liquor application, all attachments and fees

Fingerprinting can be done at the Louisville Police Department located at 992 Via Appia on Tuesdays between 8 a.m. and 3 p.m. Please call for an appointment at (303) 666 – 8633.

Please bring with you to the Louisville Police Department:

- ✓ Completed Fingerprinting Routing Sheet
- ✓ Valid Photo ID such as driver's license, ID card, passport, etc.

If you have any questions concerning this procedure, please contact the City Clerk's Office at (303) 335-4574 or (303) 335-4536.

LICENSE RENEWAL PROCEDURES FOR FIRST-TIME LICENSEES

1) Liquor licenses are valid for one year from the date of the approval by the Colorado Liquor Enforcement Division and must be renewed each year.

2) Approximately 90 days prior to expiration date, you will receive a two-page renewal application from the Colorado Liquor Enforcement Division. You must: a) complete and have signed by an authorized agent; b) attach appropriate State and local fees (two separate checks); and c) submit to the Louisville City Clerk's Office, 749 Main Street, Louisville, CO 80027, for processing by the Louisville Liquor Licensing Authority and the State Liquor Enforcement Division.

3) Approximately 60 days prior to expiration date, if you have not already done so, you must complete your two-page renewal application from the State and submit it to the Louisville City Clerk's Office for processing using steps a, b, and c as listed in step 2.

4) Renewal applications must be accompanied by **both** City and State fees and submitted no later than 45 days before license expiration. (Fees List is located in Section 3 of this Liquor Packet)

5) If you do not receive your renewal application from the State and your expiration date is within 60 days, contact the Colorado Liquor Enforcement Division at (303) 205-2300 or the Louisville City Clerk's Office at (303) 335-4574 to obtain the required renewal forms. It is important that you do this since failure to renew prior to the expiration date will result in the expiration of your license.

6) Any changes in the following must be reported to the Louisville 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**
   - ✓ **Change in Corporate Partner, Director, or Stockholder**
   - ✓ **Change in Partnership**
   - ✓ **Change of Location**
   - ✓ **Change or Transfer of Ownership**
   - ✓ **Change in Limited Liability Company Member**
   - ✓ **Modification of Licensed Premises**

7) Licensee must maintain possession of the premises for entire licensed period by virtue of a lease, assignment of lease, or deed to the licensed premises.

8) Frequently needed numbers: Louisville City Clerk's Office (303) 335-4574 or 4536; and Colorado Liquor Enforcement Division (303) 205-2300