



# Local Licensing Authority

## NEW LIQUOR LICENSE APPLICATION

### Information & Checklist

When a business owner desires to have the ability to sell or serve malt, vinous and/or spirituous liquors, he/she must first obtain a liquor license. In the State of Colorado, the licensing of retail establishments is a dual authority meaning that both the local authority and the state authority review all retail license applications. It is recommended that you hire an attorney if you are unfamiliar with Colorado Liquor Laws and the requirements for obtaining a license. Applicants may also represent themselves if they are comfortable doing so.

**GETTING A LIQUOR LICENSE STEP-BY-STEP:**

- STEP 1. Submit a complete application packet to the City of Longmont with correct fees to City and State**
- STEP 2. Provide any corrections/omissions noted by the Clerk after review & Clerk sets Public Hearing**
- STEP 3. Post Notice & File Affidavit of Posting with City Clerk's Office**
- STEP 4. File petitions with City Clerk's Office**
- STEP 5. Attend Public Hearing (225 Kimbark St., Longmont)**
- STEP 6. Schedule inspections (Building & Fire) (and pass them!)**
- STEP 7. Pick up your license from City Clerk's Office**
- STEP 8. Open your doors!**

**STEP 1. Submit a complete application packet to the City of Longmont with correct fees to City and State**

What to know before submitting an application:

- ✓ The entire process takes *approximately* 120 days (from submittal to license issue)
- ✓ ONE (1) complete packet must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. Incomplete application packets will not be accepted.
- ✓ Please do not staple pages.
- ✓ ALL documents must be 8 ½ x 11 in size and be typed or legibly printed in black ink.
- ✓ Some documents require a notary. The City Clerk's staff can notarize these documents for you. Please bring your photo identification with you.
- ✓ Applicants are expected to know, understand, and comply with the Colorado Liquor and Beer Code. Copies of the Colorado Liquor/Beer Code are available on the State of Colorado Department of Revenue website at: <https://www.colorado.gov/pacific/enforcement/liquor>
- ✓ Use the checklist of required documents below to guide you through completing your application packet

**A. APPLICATION (STATE FORM #DR8404):**

- 1. Complete in all appropriate sections, signed, and dated
- 2. Appropriate State & City fees attached (See City's Fee Schedule)
- 3. Detailed Drawing of the premises to be licensed with "licensed premises" outlined in **BOLD BLACK INK** (the diagram must identify and include: dimensions, total seating, kitchen area (if applicable), and alcohol storage area. Provide a separate diagram for each floor.)
- 4. Neighborhood Boundaries will be set by the City Clerk's Office. Once Neighborhood Boundaries are set, petitioning can start.

**B. PROOF OF POSSESSION OF PROPERTY:**

- 1. Deed in name of the applicant (matching question #2) date stamped / filed with County Clerk (or)
- 2. Lease in the name of the applicant (matching question #2) (or)
- 3. Lease assignment in the name of the applicant with proper consent from the Landlord and acceptance by the Applicant (Attach prior lease to show right to assumption)
- 4. Other agreement if not deed or lease. (Matching question #2)

*NOTE: Lease must be in EXACT SAME NAME as line 2 on the DR8404; cover entire license period; be properly executed; and demonstrate possession of all areas shown in premises diagram (i.e., patios, storage rooms, etc.)*

**C. FINANCIAL DOCUMENTS:**

- 1. Purchase agreements or stock transfer agreements
- 2. Copy of notes or loans (i.e., assumed, banks, previous owners)

**D. CORPORATE DOCUMENTS:**

**If applying entity is a corporation:**

- 1. Certificate of Incorporation date-stamped by Secretary of State
- 2. Certificate of Good Standing issued within past two years (for corporations older than two years)
- 3. Certificate of Authorization (if foreign company)
- 4. List of officers/stockholders/directors of applying corporation (if wholly owned, designate at least 1 person as principal officer of parent)

**If applying entity is a Limited Liability Company (LLC):**

- 1. Articles of Organization date-stamped by Secretary of State's Office.
- 2. Certificate of Good Standing issued within past two years (for corporations older than two years)
- 3. Operating Agreement
- 4. Certificate of Authority (if foreign company)

**If applying entity is a Partnership (not needed for husband and wife):**

- 1. Partnership agreement (general or limited)
- 2. Certificate of Good Standing issued (if formed after 2009)

**If applying as Sole Proprietor or Husband/Wife partnership:**

- 1. Form DR 4679
- 2. Copy of Driver's License or Colorado Identification Card for each applicant

**E. BACKGROUND INVESTIGATION DOCUMENTS:**

**(Each of the items below is required for each owner with 10% interest or more in the legal entity applying for the license listed on page 4 of the DR8404):**

- 1. Individual History Record (state form #DR8404-I)
- 2. City of Longmont Authorization to Release Information (notarized)
- 3. City of Longmont Financial Release Information (notarized)
- 4. **After application is submitted:** Fingerprints completed by either: Identigo or Colorado Fingerprinting. For City of Longmont's Account information required for scheduling your fingerprints, please go to: <https://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/licenses-and-permits/liquor-licenses#Fingerprtg>

Last Name	Position (owner/director/manager)	Fingerprints	IHR DR 8404-I	Auth to Release <i>notarized</i>	Financial Release <i>notarized</i>

**F. MANAGEMENT INFORMATION:**

1. **Is this application for a Hotel & Restaurant, Tavern or Lodging & Entertainment license?**  
 >YES. See #2 (below).  
 >NO. Nothing else is required.
2. **Will an owner be the Registered Manager (anyone listed on page 4 of the DR8404)?**  
 >YES. Nothing else is required.  
 >NO. If the registered manager will be someone *other* than the licensee or one of the owners, submit the following documents for that person:
  - Manager's Registration Form (DR8442)
  - Alcohol Sales and Service Training Certification
  - Manager Registration Fees:
    - \$30.00 payable to the Colorado Department of Revenue
    - \$30.00 payable to the City of Longmont

**STEP 2. Provide any corrections/omissions noted by the Clerk after review & Clerk sets Public Hearing**

The City Clerk's Staff will review your application utilizing this same checklist. You will be notified via email of any omissions or corrections needed. Your application is not "Complete" and will not be set for hearing until all omissions and corrections have been taken care of. Once your application is complete, the Clerk will email you to set the Public Hearing date and time.

**STEP 3. Post Notice & File Affidavit of Posting with City Clerk's Office**

The Clerk will prepare and publish the notice in the newspaper according to statutory requirements. The Clerk will also prepare the Notice poster for you to post on site and advise you as to when it can be picked up from the City Clerk's Office and when it must be posted. A blank affidavit will be attached to the poster when you pick it up. You will have one week after posting to file your affidavit and pictures of the posting with the City Clerk's Office. Please print and attach your photos to the affidavit. The City Clerk's Office can notarize the affidavit form for you if you like.

**STEP 4. File petitions with City Clerk's Office**

***Any petitions or exhibits must be filed with the City Clerk's Office seven (7) days prior to the public hearing.***

**STEP 5. Attend Public Hearing (225 Kimbark St., Longmont)**

At the public hearing, the burden is on the applicant to prove to the Local Licensing Authority that the ***needs and desires*** of the inhabitants within the established "neighborhood" are not currently being met by the existing outlets, and, that the owner(s) are of ***good moral character***. You can prove this any way you like but commonly people use petitions and/or witnesses who testify at the hearing. NOTE: Any witnesses testifying or any person signing petitions must be at least 21 years of age and residents or managers/owners of businesses within the established neighborhood.

Applicants may use the sample petition format on the City's website, or they may use their own. However, they must ensure that their format has all the essential components of a petition.

**STEP 6. Schedule inspections (Building & Fire) (and pass them!)**

Licensees are required to ensure their premises meets local building and fire code. Many applicants may choose to take care of Step 6 earlier than after the Public Hearing if the location is ready for inspection. Those doing tenant finishes and builds will need to wait until the premises is ready for inspection. Each case is different.

**If you will be obtaining building permits to complete a tenant finish or build, please schedule your inspections online at: <https://www.longmontcolorado.gov/departments/departments-a-d/building-inspection/inspections>**

If you have questions about whether a permit is required, contact the Building Inspection Division, Development Services Center, 385 Kimbark St, (303) 651-8332.

If you are not making any changes to a location, or not making any changes that require permits, please call the Building Inspections Division, Development Services Center, 385 Kimbark St., (303) 651-8332 to schedule both a Building and a Fire inspection of your location. Please make sure to clarify that you need BOTH inspections.

**STEP 7. Pick up your license from City Clerk's Office**

The State accepts and reviews applications on a first come, first-serve basis. If you selected and paid for ***concurrent review*** of your application, the City Clerk's Office will send your application to the State as soon as it is complete. If you did not select and pay for concurrent review, the City Clerk's Office will send your application to the State after it is approved at the Public Hearing.

The State communicates **ONLY** with the City Clerk's Office and the City Clerk's Office will communicate with you, the applicant, about your application. Once the State has reviewed the application, they may request corrections. Please address these issues as quickly as possible once the Clerk has notified you of them.

Once your application has been approved by the State, the State will issue your liquor license to the City Clerk's Office. The City Clerk's Office will not be able to issue your license to you until Building and Fire inspectors have approved the file. Therefore it is important to take care of Step 6 as early as possible. Licenses can be picked up in the City Clerk's Office, 350 Kimbark St., Longmont, Monday-Friday, 8 am to 5 pm. We are also happy to mail your license to you.

**STEP 8. Congratulations! You are now a liquor licensee!**

Make sure to follow best practices, to train your staff, and to abide by liquor laws. Before you know it, you will need to renew your license! Each year, 120 days before your license expires, the State will mail your renewal form to you. **DO NOT** mail your renewal to the State. Your renewal **MUST BE FILED** with the City Clerk's Office prior to expiration of your license. The City requires a local fee in addition to the State renewal fee, in order to renew your license. If you ever have any doubts or questions about your license renewal or status, please call the City Clerk's Office at (303) 651-8649.



**Local Licensing Authority  
City of Longmont, Colorado**

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**AUTHORIZATION TO RELEASE INFORMATION**

As an applicant for a liquor license before the Longmont Local Licensing Authority, I am required to furnish information concerning my financial, moral, physical, educational, and mental qualifications. In this regard, I hereby authorize the Longmont Police Department to make any and all appropriate inquiries regarding the above enumerated qualifications. Moreover, I authorize those people or organizations selected by the Longmont Police Department to release any and all information of a confidential or privileged nature.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested. I further authorize the Longmont Police Department and Local Licensing Authority to discuss, in a public forum, any and all findings in regard to my financial, moral, educational and character qualifications, should I wish to proceed to that stage of the process with my application.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

(State of \_\_\_\_\_)

)ss

County of \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Date Commission Expires

\_\_\_\_\_  
Notary Public



CITY OF LONGMONT, COLORADO  
LOCAL LICENSING AUTHORITY

CONSENT TO RELEASE FINANCIAL INFORMATION

WHEREAS, an application for a \_\_\_\_\_ (type of) Liquor License has been submitted by \_\_\_\_\_ (name of applicant) and I, \_\_\_\_\_ (name of individual signing), am associated with said applicant in the capacity of \_\_\_\_\_ (position held with applicant) and fully understand that an investigation of my credit standing and business reputation is necessary for approval of said License.

NOW, THEREFORE, I hereby consent to and authorize the release of any and all personal or business books, records, check books, bank statements and records, financial data, balance sheets, income accounts, forms and all other applicable data and information relative to my credit standing and business reputation by any person or entity having possession or control thereof to any person presenting a signed copy of this *Consent to Release Financial Information*, or a true copy of a signed copy thereof, upon the express condition, however, that said release is limited to an investigation conducted pursuant to the aforesaid licensing and operation thereunder, but this consent shall continue to operate so long as above-named licensee shall hold said license, if granted, and for the term or terms of any renewals or extension thereof.

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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_ )

ss.

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Date Commission Expires  
(Notary Seal)

\_\_\_\_\_  
Notary Public



## Liquor License Main Contact Information

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Best Number to reach you at: \_\_\_\_\_

Type:  Home       Cell       Work

2<sup>nd</sup> Best Number to reach you at: \_\_\_\_\_

Type:  Home       Cell       Work

E-mail: \_\_\_\_\_

How often do you check your e-mail: \_\_\_\_\_

(i.e. daily, weekly, every time I get an e-mail because it is on my phone, etc.)

What is your first choice of communication?

Phone Number 1

Phone Number 2

E-mail