Dear Future Liquor License Applicant,

Thank you for your recent inquiry. I am excited for the opportunity to help you with the liquor licensing process.

Please visit the Colorado Department of Revenue – Enforcement Division website, https://www.colorado.gov/pacific/enforcement/liquor, for the following important information:

- Colorado Liquor Code
- Colorado Liquor Rules
- Colorado Beer Code
- Colorado Department of Revenue Liquor Enforcement Division
- Responsible Vendor Approved Trainers

Let me know if you have any questions. Please call to schedule a time to meet and review your complete application.

I look forward to working with you in the future.

Thanks,

Teri Colvin
Deputy City Clerk
720-898-7544
tcolvin@arvada.org
## Colorado Fermented Malt Beverage License Application

- **New License**
- **New-Concurrent**
- **Transfer of Ownership**

**All answers must be printed in black ink or typewritten**
- Applicant must check the appropriate box(es)
- **Local license fee $** __________________________
- **Applicant should obtain a copy of the Colorado Liquor and Beer Code:** [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor)

1. Applicant is applying as a/an
   - [ ] Corporation
   - [ ] Partnership (includes Limited Liability and Husband and Wife Partnerships)
   - [ ] Individual
   - [ ] Limited Liability Company
   - [ ] Association or Other

2. Applicant(s) If an LLC, name of LLC; if partnership, at least 2 partners’ names; if corporation, name of corporation FEIN

2a. Trade Name of Establishment (DBA) State Sales Tax No. Business Telephone

3. Address of Premises (specify exact location of premises)
   - 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

<table>
<thead>
<tr>
<th>Present Trade Name of Establishment (DBA)</th>
<th>Present State License No.</th>
<th>Present Class of License</th>
<th>Present Expiration Date</th>
</tr>
</thead>
</table>

### Section A Nonrefundable Application Fees

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee for New License</td>
<td>$550.00</td>
</tr>
<tr>
<td>Application Fee for New License - w/Concurrent Review</td>
<td>$650.00</td>
</tr>
<tr>
<td>Application Fee for Transfer</td>
<td>$550.00</td>
</tr>
</tbody>
</table>

### Section B Fermented Malt Beverage Beer License Fees

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Fermented Malt Beverage On-Premises (City)</td>
<td>$96.25</td>
</tr>
<tr>
<td>Retail Fermented Malt Beverage On-Premises (County)</td>
<td>$117.50</td>
</tr>
<tr>
<td>Retail Fermented Malt Beverage Off-Premises (City)</td>
<td>$96.25</td>
</tr>
<tr>
<td>Retail Fermented Malt Beverage Off-Premises (County)</td>
<td>$117.50</td>
</tr>
<tr>
<td>Master File Location Fee</td>
<td>$25.00 x _________ To _________</td>
</tr>
<tr>
<td>Master File Background</td>
<td>$250.00 x _________ Total _________</td>
</tr>
</tbody>
</table>

Questions? Visit [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor) for more information

Do Not Write In This Space - For Department Of Revenue Use Only

### Liability Information

<table>
<thead>
<tr>
<th>License Account Number</th>
<th>Liability Date:</th>
<th>License issued Through: (Expiration Date)</th>
<th>Total</th>
<th>$</th>
</tr>
</thead>
</table>
# Application Documents Checklist and Worksheet

**Instructions:** This check list 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: [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor) for more information.

<table>
<thead>
<tr>
<th>Items Submitted, Please Check all Appropriate Boxes Completed or Documents Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Applicant Information</strong></td>
</tr>
<tr>
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<tr>
<td><strong>II. Diagram of the Premises</strong></td>
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<tr>
<td><strong>III. Proof of Property Possession (One Year Needed)</strong></td>
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<tr>
<td><strong>IV. Background Information and Financial Documents</strong></td>
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<tr>
<td><strong>V. Sole Proprietor/Husband and Wife Partnership (if applicable)</strong></td>
</tr>
<tr>
<td></td>
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<tr>
<td><strong>VI. Corporate Applicant Information (If Applicable)</strong></td>
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<tr>
<td><strong>VII. Partnership Applicant Information (If Applicable)</strong></td>
</tr>
<tr>
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<tr>
<td><strong>VIII. Limited Liability Company Applicant Information (If Applicable)</strong></td>
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</tbody>
</table>
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  [ ] No

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?  

[ ] Yes  [ ] No

(b) had an alcohol beverage license suspended or revoked?  

[ ] Yes  [ ] No

(c) had interest in another entity that had an alcohol beverage license suspended or revoked?  

[ ] Yes  [ ] No

If you answered yes to 8a, b or c, explain in detail on a separate sheet.

9. Has a Fermented Malt Beverage license for the premises to be licensed been denied within the preceding one year? If "yes," explain in detail.  

[ ] Yes  [ ] No

10. Is the proposed Retail Fermented Malt Beverage Off Premises license within 500 feet of any public or parochial school, the principal campus of any college, university, or seminary? NOTE: The distances are to be computed using the methods outlined under C.R.S. 44-3-313(1)(d)(II). Some limited exceptions apply under C.R.S. 44-3-313.  

[ ] Yes  [ ] No

11. 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 current or former financial interest in said business including any loans to or from a licensee.  

[ ] Yes  [ ] No

12. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by virtue of ownership, lease or other arrangement?  

[ ] Ownership  [ ] Lease  [ ] Other (Explain in Detail)  

a. If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:

[ ] Yes  [ ] No

b. Is a percentage of alcohol sales included as compensation to the landlord? If yes complete question 12.  

[ ] Yes  [ ] No

c. Attach a diagram or designate 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”.

13. 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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
<th>FEIN or SSN</th>
<th>Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Date of Birth</td>
<td>FEIN or SSN</td>
<td>Interest</td>
</tr>
</tbody>
</table>

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.

14. Name of Manager(s) for all on premises applicants.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

15. 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.  

[ ] Yes  [ ] No

16. Tax Distraction Information. Does the applicant or any other person listed on this application including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue?  

[ ] Yes  [ ] No

If yes, provide an explanation and include copies of any payment agreements.
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 to be fingerprinted by an approved State Vendor through the Vendor’s website. See application checklist, Section IV, for details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Address, City &amp; State</th>
<th>Date of Birth</th>
<th>Position</th>
<th>% Owned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

** Limited Liability Companies and Partnerships - 100% of ownership must be accounted for on question #16
** Corporations - The President, Vice-President, Secretary and Treasurer must be accounted for on question #16

**(Include ownership percentage if applicable)**

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.

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Printed Name and Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Report and Approval of Local Licensing Authority (City/County)

<table>
<thead>
<tr>
<th>Date application filed with local authority</th>
<th>Date of local authority hearing – for new license applicants cannot be less than 30 days from date of application 44-3-311(1) C.R.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Each person required to file DR 8404-I has been:

- [ ] Fingerprinted
- [ ] Subject to background investigation, including NCIC/CCIC check for outstanding warrants

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.

(One) 
- [ ] Date of Inspection or Anticipated Date ______________________________
- [ ] Upon approval of state licensing authority
- [ ] For new Retail Fermented Malt Beverage Off Premises licenses, distance requirements of Senate Bill 18-243 are satisfied

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.**

<table>
<thead>
<tr>
<th>Local Licensing Authority for</th>
<th>Telephone Number</th>
<th>[ ] Town, City</th>
<th>[ ] County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Printed Name</td>
<td>Title</td>
<td>Date</td>
</tr>
</tbody>
</table>

| Signature (attest)          | Printed Name     | Title          | Date      |
**LIQUOR LICENSING FEE SCHEDULE**

<table>
<thead>
<tr>
<th>APPLICATIONS</th>
<th>STATE FEE</th>
<th>CITY FEE</th>
<th>CITY RENEWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION FOR NEW LICENSE</td>
<td>$1550.00</td>
<td>$1000.00</td>
<td></td>
</tr>
<tr>
<td>APPLICATION FOR NEW LICENSE W/ CONCURRENT REVIEW</td>
<td>$1650.00</td>
<td>$1000.00</td>
<td></td>
</tr>
<tr>
<td>APPLICATION FOR TRANSFER OF OWNERSHIP</td>
<td>$1550.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>TEMPORARY PERMIT</td>
<td>$0</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>LATE RENEWAL FEE</td>
<td>*</td>
<td>$500.00*</td>
<td></td>
</tr>
<tr>
<td>MASTER FILE FEE</td>
<td>$25</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**LICENSE FEE & RENEWAL FEE**

<table>
<thead>
<tr>
<th>LICENSE</th>
<th>STATE FEE</th>
<th>CITY FEE</th>
<th>CITY RENEWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS LICENSE</td>
<td>$308.75</td>
<td>$41.25</td>
<td>$141.25</td>
</tr>
<tr>
<td>BEER AND WINE</td>
<td>$351.25</td>
<td>$48.75</td>
<td>$148.75</td>
</tr>
<tr>
<td>BREW PUB</td>
<td>$750.00</td>
<td>$75.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>CLUB</td>
<td>$308.75</td>
<td>$41.25</td>
<td>$141.25</td>
</tr>
<tr>
<td>DISTILLERY PUB</td>
<td>$750.00</td>
<td>$75.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>HOTEL &amp; RESTAURANT</td>
<td>$500.00</td>
<td>$75.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>LIQUOR LICENSED DRUG STORE</td>
<td>$227.50</td>
<td>$22.50</td>
<td>$122.50</td>
</tr>
<tr>
<td>LODGING &amp; ENTERTAINMENT</td>
<td>$500.00</td>
<td>$75.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>OPTIONAL PREMISES</td>
<td>$500.00</td>
<td>$75.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>RETAIL LIQUOR STORE</td>
<td>$227.50</td>
<td>$22.50</td>
<td>$122.50</td>
</tr>
<tr>
<td>TAVERN</td>
<td>$500.00</td>
<td>$75.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>3.2% FMB (on or off)</td>
<td>$96.25</td>
<td>$3.75</td>
<td>$103.75</td>
</tr>
</tbody>
</table>

**MANAGER REGISTRATION**

<table>
<thead>
<tr>
<th>REGISTRATION</th>
<th>STATE FEE</th>
<th>CITY FEE</th>
<th>CITY RENEWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGER REGISTRATION (Hotel &amp; Restaurant; Lodging &amp; Entertainment; and Tavern licenses only)</td>
<td>$75.00</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>MANAGER REGISTRATION (Liquor-Licensed Drugstore license only)</td>
<td>$100.00</td>
<td>$100.00</td>
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</table>

**CHANGES / MODIFICATIONS**

<table>
<thead>
<tr>
<th>CHANGE</th>
<th>STATE FEE</th>
<th>CITY FEE</th>
<th>CITY RENEWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHANGE OF CORP STRUCTURE</td>
<td>$100.00/PERSON</td>
<td>$100.00/PERSON</td>
<td></td>
</tr>
<tr>
<td>CHANGE OF L.L.C. STRUCTURE</td>
<td>$100.00/PERSON</td>
<td>$100.00/PERSON</td>
<td></td>
</tr>
<tr>
<td>CHANGE OF TRADE NAME/CORP NAME</td>
<td>$50.00</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>CHANGE OF LOCATION</td>
<td>$150.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>MODIFICATION OF PREMISES</td>
<td>$150.00</td>
<td>$0</td>
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</table>

**PERMITS**

<table>
<thead>
<tr>
<th>PERMIT</th>
<th>STATE FEE</th>
<th>CITY FEE</th>
<th>CITY RENEWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART GALLERY PERMIT</td>
<td>$71.25</td>
<td>$103.75</td>
<td>$103.75</td>
</tr>
<tr>
<td>BED AND BREAKFAST</td>
<td>$50.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>SPECIAL EVENT PERMIT</td>
<td>$25.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>TASTINGS PERMIT (Retail Liquor Stores only)</td>
<td>$0</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>WAREHOUSE STORAGE PERMIT</td>
<td>$50.00</td>
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*Please refer to C.R.S. 44-3-302 - License Renewal for additional fees that may apply.*
NEW OR TRANSFER LIQUOR LICENSE APPLICATIONS
CHECKLIST

NAME OF APPLICANT ___________________________ TYPE OF LICENSE _______________
D/B/A ______________________________________ TYPE OF APPLICANT: ______CORPORATION ______LIMITED LIABILITY ____PARTNERSHIP ____SP

APPLICATION

____ A. Original State Application (Colorado Department of Revenue form DR 8404)
____ B. Temporary Permit Application (for transfers of ownership only)
____ C. Affidavit of Transfer and Statement of Compliance (for transfers of ownership only)
____ D. Appropriate Fees (see Fee Schedule in application packet)
____ E. Copy of Arvada Business License
____ F. Copy of State of Colorado Sales Tax License
____ G. Copy of Menu (if license has a food requirement)
____ H. Copy of Food Service License from the County Health Department
____ I. Copy of TTB Permit (if applying for a Brew Pub license)
____ J. Wholesalers Affidavits of Compliance (for transfer of ownership only, Colorado Department of Revenue form DR8004)

PROOF OF PROPERTY POSSESSION

____ A. Deed (with exact address and in the name of the applicant only)
   - Special-General Warranty, Quit Claim Deed or other possessory document
____ B. Lease or Lease Assignment (exact address)
   - must be in the name of applicant only
   - must be valid for at least one year from the date of issuance of license
   - if there will be a patio, landlord must give permission in lease or with letter
   - must include acknowledgement, by landlord, that alcohol will be sold or served
____ C. Diagram - entire premises to be licensed must reflect dimensions, liquor storage, bars, walls, partitions, entrances and exits and kitchen area (if applicable) - No larger than 8-1/2” X 11” in size, desired licensed premises outlined with thick black line, separate sheet for each floor
____ D. Site Plan (new licenses only)

FINANCIAL DOCUMENTS

____ A. Purchase and Sale Agreement or Stock Transfer Agreement
   - if transfer of ownership and no temporary permit is requested include notarized letter from previous owner stating he/she has no objection to the transfer
____ B. Affidavit on Source of Funds
____ C. Copy of Notes or Loans (I.E., assumed, banks, previous owner, personal, home equity, etc.)
____ D. Consent to Release Financial Information (original versions must be submitted)
   _____ Corporation _____ Limited Liability Company _____ Individual
____ E. Copies of Closing Settlement Statements – both buyers and sellers (for transfer of ownership only)
BACKGROUND INFORMATION (must submit for anyone with 10% or more ownership AND managers of Hotel & Restaurant, Lodging & Entertainment or Tavern liquor licenses only)

___ A. Individual History Record(s) (Colorado Department of Revenue form DR 8404-I)
___ B. Fingerprints (complete at the City of Arvada Police Department located at 8101 Ralston Road)
___ C. Copy of Driver’s License (or other acceptable ID)
___ D. Affidavit Concerning Guidelines Re: Liquor Training/Experience
___ E. Payment for Fingerprinting and Background Investigation (see information in application packet)
   - if fingerprinting will be completed by the City of Arvada Police Department, please include pre-printed business check or money order payable to CITY OF ARVADA for $44.50/person ($7.00 processing fee + $38.50 CBI/FBI fee)
   - if fingerprinting will NOT completed by the City of Arvada Police Department, please submit a completed CBI/FBI fingerprint card and a pre-printed business check or money order payable to Colorado Bureau of Investigation for $38.50/person ($38.50 CBI/FBI fee)

CORPORATE DOCUMENTS (if applicable)
___ A. Certificate of Good Standing - from Colorado Secretary of State’s Office
___ B. Certificate of Authorization (if foreign corporation)
___ C. Articles of Incorporation - date stamped by the Colorado Secretary Of State's Office
___ D. Minutes of Meeting Electing Current Officers, Directors and Stockholders
___ E. Stock Certificates or Stock Ledger – must equal 100% of stock issued (provide copies of front and back of certificates or entire stock ledger)
___ F. Corporation Parent Company Application (if parent company has any ownership in the license)
___ G. List of Officers, Stockholders and Directors of Parent Corporation
___ H. Copy of Organizational Chart

LIMITED LIABILITY COMPANY (if applicable)
___ A. Copy of Articles of Organization - date stamped by the Colorado Secretary of State's Office
___ B. Certificate of Good Standing - from Colorado Secretary of State’s Office
___ C. Copy of Operating Agreement
___ D. Minutes of Meeting - reflecting acceptance of new members
___ E. Consent of Limited Liability Managers – signed by every member
___ F. Certificate of Authority (if from foreign country)
___ G. Copy of Organizational Chart

PARTNERSHIP DOCUMENTS (if applicable)
___ A. Partnership Agreement - general or limited - (not needed if husband/wife partnership)
___ B. Dissolution of Partnership (if applicable)

SOLE PROPRIETORS AND HUSBAND WIFE PARTNERSHIPS
___ A. Affidavit – Restrictions on Public Benefits (Colorado Department of Revenue form DR4679)

Per HB 1023, Immigration Law requires that you submit verification of lawful presence in the United States. To verify legal presence, please complete the Affidavit – Restrictions on Public Benefits form and submit with a copy of one of the following documents: Colorado Driver’s License or U.S. Military ID Card or Military Dependent’s ID Card, or a U.S. Coast Guard Merchant Mariner card or Native American Tribal document.
CITY OF ARVADA

CONSENT TO RELEASE INFORMATION
INDIVIDUAL

Complete ONE form for EACH account.

The undersigned, being the applicant(s) for a Liquor or beer License from the City of Arvada, Colorado, do(es) hereby consent to the release of all financial information pertaining to (Name and Address of Individual(s) shown on account):

____________________________________________________________________________________________________________________________________________________

records and documents by (Name of Financial Institution, Address, and Account Numbers:

____________________________________________________________________________________________________________________________________________________

to the City of Arvada, Colorado, and its representatives. The individual further consent(s) that (Name of Financial Institution and Address):

____________________________________________________________________________________________________________________________________________________

is hereby released from any and all responsibility or liability to the applicant(s) by reason of furnishing said information to the City of Arvada, Colorado, and its representatives.

Dated this _____ day of _____________, 20___.

______________________________________________________________________________________________

Signature

State of Colorado, County of _________________________

The foregoing instrument was acknowledged before me this _____ day of _____________, 20__, by __________________________________, as ________________________ of ______________________, a ______________________ Corporation.

WITNESS MY HAND AND OFFICIAL SEAL.

______________________________________________________________________________________________

Notary Public

Any fee, which may be charged by the Bank for copies of these records, will be the responsibility of the applicant.
CITY OF ARVADA

CONSENT TO RELEASE INFORMATION
CORPORATION/LLC/PARTNERSHIP

Complete ONE form for EACH account.

The undersigned, being the applicant for a Liquor or beer License from the City of Arvada, Colorado, does hereby consent to the release of all financial information pertaining to (Name and Address of Corporation shown on account):

________________________________________________________________________

records and documents by (Name of Financial Institution, Address, and Account Number):

________________________________________________________________________

________________________________________________________________________

to the City of Arvada, Colorado, and its representatives. The applicant further consent(s) that (Name of Financial Institution and Address):

________________________________________________________________________

is hereby released from any and all responsibility or liability to the applicant by reason of furnishing said information to the City of Arvada, Colorado, and its representatives.

Dated this ___ day of ________________, 20__.

Corporate Name: __________________________________________________________

By: ___________________________ Title: ________________________________

State of Colorado, County of ________________

The foregoing instrument was acknowledged before me this ______ day of __________, 20__, by

______________________________, as ______________________ of ________________
a __________________________ Corporation.

WITNESS MY HAND AND OFFICIAL SEAL.

______________________________
Notary Public

Any fee, which may be charged by the Bank for copies of these records, will be the responsibility of the applicant.
CITY OF ARVADA

CONSENT OF LIMITED LIABILITY MANAGERS
THIS FORM MUST BE SIGNED BY ALL LIMITED LIABILITY MANAGERS

Name of Applicant

(Name of the Limited Liability Company)

Doing Business As

(Name of the business)

Address

(Address of the business)

Type of License  (Circle one)

Hotel and Restaurant Liquor License
Retail Liquor Store
3.2% Fermented Malt Beverage License
Brew Pub
Other (specify) _______________________

I ____________________________ do hereby state that the above named Limited Liability Company has my consent to apply for a License in the City of Arvada.

______________________________
LLC Manager

I ____________________________ do hereby state that the above named Limited Liability Company has my consent to apply for a License in the City of Arvada.

______________________________
LLC Manager

I ____________________________ do hereby state that the above named Limited Liability Company has my consent to apply for a License in the City of Arvada.

______________________________
LLC Manager

I ____________________________ do hereby state that the above named Limited Liability Company has my consent to apply for a License in the City of Arvada.

______________________________
LLC Manager
TEMPORARY PERMIT APPLICATION  
(for Transfer of Ownership only) 

Date of Application _______________  Daytime phone _______________  Email __________________

Applicant’s Name (Individual, Corporation, Partnership, etc.) ______________________________________

D.B.A. (doing business as or trade name) ________________________________

Applicant’s Address ________________________________________________  City __________  State ____ Zip ______

The above named (Individual, Corporation, Partnership, other, etc.) ____________________________ has applied for a Transfer of Ownership of the ________________________________ (type of license; i.e. H&R, tavern, liquor store, 3.2% beer, etc.) Of (current licensee) ________________________________  d/b/a (current trade name) ________________________________, located at (current street address) ____________________________________________________________.

Applicant wishes to apply for a Temporary Permit for the location listed above and hereby submits the $100 Temporary Permit fee. Applicant understands that this Permit, if granted, shall be valid for one hundred twenty (120) days or until the application to transfer ownership has been granted or denied, whichever comes first.

Applicant further understands that if the license has not been granted within the 120 days, and the applicant demonstrates good cause, the Local Licensing Authority may, in its discretion, extend the Permit for an additional period not to exceed sixty (60) days.

If the license has not been granted within the one hundred twenty (120) days, applicant understands that it is the applicant’s responsibility to apply for the extension. If the license has not been granted within the 120 days, and no good cause exists to extend the permit, the applicant understands and acknowledges that the temporary permit is no longer valid.

Applicant understands that failure to respond to the police department’s request for any additional information does not qualify as good cause.

Signature of Applicant (Individual/President/Partner) _______________________________  Date ________________

Acknowledgement of Current Licensee

The current licensee, ________________________________, d/b/a ________________________________, state license number ________________, city license number ________________________________, understands that the issuance of this Temporary Permit allows the current license to be transferred.

Signature of Current Licensee ________________  Date ________________
AFFIDAVIT OF TRANSFER AND STATEMENT OF COMPLIANCE

Pursuant to the requirements of 12-47-303(3)(b), Colorado Revised Statutes, Licensee hereby states that all accounts for alcohol beverages sold to the Applicant are:

☐ Paid in full. There are no outstanding accounts with any Colorado Wholesalers.

☐ Licensee hereby certifies that the following is a complete list of accounts for alcohol beverages that are unpaid:


Licensee and Applicant agree that all accounts will be paid for from the proceeds at closing by the: ☐ Licensee    ☐ Applicant

☐ Licensee unavailable to certify disposition of accounts for alcohol beverages - Inventory list attached. Transfer by operation of law - Regulation 47-304.

☐ Applicant will assume full responsibility for payment of the outstanding accounts as listed above.

☐ No alcohol beverage inventory transferred or sold.

Licensee hereby authorizes the transfer of its Colorado Retail Liquor License to the Applicant, its agent, or a company, corporation, partnership or other business entity to be formed by the Applicant.

Dated this_______ day of________, 200__.

Seller:

Licensee & License Number

Trade name

Signature

Position

Print Name

Buyer:

Applicant

Trade name

Signature

Position

Print Name
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)

<table>
<thead>
<tr>
<th>Street and Number</th>
<th>City, State, Zip</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td></td>
<td></td>
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<tr>
<td>Previous</td>
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</tbody>
</table>

6. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)

<table>
<thead>
<tr>
<th>Name of Employer or Business</th>
<th>Address (Street, Number, City, State, Zip)</th>
<th>Position Held</th>
<th>From</th>
<th>To</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.

<table>
<thead>
<tr>
<th>Name of Relative</th>
<th>Relationship to You</th>
<th>Position Held</th>
<th>Name of Licensee</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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.)

☐ Yes  ☐ 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.)

☐ Yes  ☐ 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
13b. Social Security Number
13c. Place of Birth
13d. U.S. Citizen  ☐ Yes  ☐ No
13e. If Naturalized, state where
13f. When
13g. Name of District Court
13h. Naturalization Certificate Number
13i. Date of Certification
13j. If an Alien, Give Alien’s Registration Card Number
13k. Permanent Residence Card Number
13l. Height
13m. Weight
13n. Hair Color
13o. Eye Color
13p. Gender
13q. 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)

<table>
<thead>
<tr>
<th>Type: Cash, Services or Equipment</th>
<th>Account Type</th>
<th>Bank Name</th>
<th>Amount</th>
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<tbody>
<tr>
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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)

<table>
<thead>
<tr>
<th>Type: Cash, Services or Equipment</th>
<th>Loans</th>
<th>Account Type</th>
<th>Bank Name</th>
<th>Amount</th>
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<tbody>
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e. Loan Information (Attach copies of all notes or loans)

<table>
<thead>
<tr>
<th>Name of Lender</th>
<th>Address</th>
<th>Term</th>
<th>Security</th>
<th>Amount</th>
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**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
AFFIDAVIT CONCERNING GUIDELINES RE: LIQUOR TRAINING/EXPERIENCE

Applicant: ____________________________ Phone: ____________________________

Alcohol is a powerful substance which alters people’s behavior. Consequently, its sale and distribution are heavily regulated. Holding a liquor license is a privilege, not everyone qualifies.

As such, the Arvada Liquor Licensing Authority considers an applicant’s training or experience in the requirements of the Colorado Liquor Code and Regulations when determining whether the applicant has a character and record satisfactory under C.R.S. Section 12-47-307(VI). This training or experience must be demonstrated at the license hearing by the applicant, registered manager and the individuals who will be managing the business on a day to day basis. Failure to do so may result in the application being denied.

TRAINING
The acceptable minimum training would include proof of attendance in Colorado at a liquor education class within the past five years conducted by one of the organizations reflected on the attached list. A certificate or letter from the agency that provided the training should be submitted with the liquor application.

List all liquor training classes you have attended within the past five years and attach proof of attendance (i.e. letter, certificate, etc.)

EXPERIENCE SUBSTITUTE
Experience allowed as a substitute for liquor education training must be relevant Colorado experience selling/serving alcohol, checking identification for proof of age, monitoring sobriety and dealing with fights or other illegal activity on the premises. Different classes of licenses demand varying skill levels. Minimum experience substitutes would include:

1. OFF PREMISES CONSUMPTION licenses such as liquor stores, convenience stores, grocery stores
   a. Employees - Six months of fulltime work as a clerk selling alcohol, checking identification and monitoring sobriety.
   b. Managing Alcohol Servers - One year actively supervising on the licensed premises clerks selling alcohol, checking identification and monitoring sobriety.

ON PREMISES CONSUMPTION licenses such as restaurants, taverns, brewpubs
   a. Employees - Six months of work as a bartender or server, for shifts of four hours or more a week, serving alcohol, checking identification, monitoring sobriety and dealing with disturbances on the premises.
   b. Managing Alcohol Servers - Six months actively supervising on the licensed premises bartenders and alcohol servers who check identification, monitor sobriety and deal with disturbances.

These are guidelines only. The Liquor Authority may consider the quality and intensity of experience to determine if lesser experience will be accepted.
2. List liquor licensed establishment(s) where you have most recently worked, including providing the following pertinent information. Attach another sheet if necessary.

Establishment ____________________________________________________________
Address _______________________________________________________________
Type of Liquor License __________________________ How long did you work there? ____________
Dates of Employment ___________ to ___________ How many hours per week? _______________
Job Title (i.e. server, bartender, manager, etc.) ________________________________
List your responsibilities as they pertain to alcohol ____________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
List reference(s) including an address and phone number where that reference can be contacted to confirm the above mentioned experience.

Name ______________________________ Phone ________________________________
Address _______________________________________________________________

________________________________________
Printed Name

________________________________________
Signature

Subscribed and sworn to before me this __________ day of _____________, 20__________, by
________________________________________
Notary Public

Pg 2 of 2 / Affidavit Concerning Guidelines Re: Liquor Training/Experience
TO: Liquor/Beer License Applicant and/or
Managers of Hotel and Restaurant Liquor License Holders
Managers of Lodging and Entertainment Liquor License Holders
Managers of Tavern Liquor License Holders

FROM: Teri Colvin - Deputy City Clerk

SUBJECT: Fingerprint Cards

As part of the liquor licensing process, applicants are required to complete a comprehensive background investigation. In order for the City of Arvada to initiate that process, applicants must submit a completed FBI fingerprint card to the City of Arvada City Clerk’s Office with a complete liquor license application.

The Arvada Police Department processes fingerprints on a walk-in basis at 8101 Ralston Road, Monday–Friday, between 7:00 a.m. and 5:00 p.m. Those being fingerprinted must:

- advise police department staff that fingerprinting is for liquor licensing purposes
- present a valid photo I.D.
- pay a $7.00 per card fingerprinting service fee, payable by cash or check only

If the City of Arvada is inconvenient, you may contact another law enforcement agency to take your fingerprints. Fingerprint cards will be provided by the agency taking your fingerprints. Please keep in mind that not all law enforcement agencies provide this service.

Additionally, the Colorado Bureau of Investigations (CBI) charges $38.50 to process a set of fingerprints. Before submitting your complete application packet and fingerprint card, please attach a CERTIFIED CHECK, MONEY ORDER OR A PRE-PRINTED BUSINESS CHECK made payable to COLORADO BUREAU OF INVESTIGATIONS (CBI).

If you have any questions, please call me at 720-898-7544.
Dear Applicant:

When applying to transfer a liquor license from one entity to another, the Wholesaler Affidavit of Compliance, form DR 8004, must be completed by the APPLICANT for each wholesaler the selling company used. One form is provided. Please make copies.

The excerpt below was copied from the Colorado Liquor Rules, 1 C.C.R. 203-2, Regulation 47-305, for your convenience.

Thank you,

City of Arvada

Regulation 47-305. Transfer – Wholesaler Confirmation.

Basis and Purpose. The statutory authority for this regulation is found at subsections 12-47-202(1)(b), 12-47-202(2)(a)(i)(A), 12-47-202(2)(a)(i)(C), and 12-47-303(1)(d), C.R.S. The purpose of this regulation is to provide guidance to applicants and licensing authorities regarding statutory requirements for transfers under subsection 12-47-303(1)(d), C.R.S. and what is satisfactory to demonstrate fulfillment of the requirement that all wholesalers have been paid in full prior to approval of a transfer application.

A. In accordance with section 12-47-303(1)(d), C.R.S., the Applicant shall deliver a confirmation to each wholesaler licensed under this article (to include brewpubs, distillery pubs, vintner’s restaurants and limited wineries) who has sold alcohol beverages to the transferor-licensee within the preceding one hundred eighty (180) calendar days, in the form and substance approved by the Liquor Enforcement Division.

B. The confirmation shall be delivered via United States mail or other common carrier with a minimum of a return receipt to the last known business address of the wholesaler, attention: credit department. The confirmation shall be deemed received by a wholesaler upon the third (3rd) day following the date on which the confirmation is deposited in the United States mail or common carrier or the date on the return receipt.

C. Upon delivery of a confirmation to a wholesaler, the transferor-licensee shall not purchase alcohol beverage or credit or accept an offer or extension of credit from the wholesaler and shall effect payment upon delivery of the alcohol beverage from the wholesaler. Allowed payments include cash, credit/debit cards, check, money orders, certified check, EFT transfer and any other method payment approved by the Liquor Enforcement Division.

D. A wholesaler shall have fifteen (15) business days upon receipt of a confirmation to complete and return the confirmation to the Applicant; in the same manner and extent as allowed in Section B above. If a wholesaler does not complete and return the confirmation within the 15-day period of time, the wholesaler shall be deemed paid in full solely for purposes of transferring the license.

E. Nothing within this Regulation shall prohibit or restrict a local licensing authority from issuing a temporary permit or from processing the transfer application. However, a transfer shall not be approved unless the transferor-licensee is in compliance with this regulation.

F. The Applicant, transferor-licensee and/or its agent and assign, and each wholesaler shall act in good faith and fair dealing with each other.
### Wholesaler Affidavit of Compliance  
**Section 44-3-303(1)(d), C.R.S.**

<table>
<thead>
<tr>
<th>Wholesaler Licensee Name (If an LLC; partnership; corporation or name of corporation)</th>
<th>License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Name of Establishment/Doing Business As (DBA)</td>
<td>Phone Number (   )</td>
</tr>
<tr>
<td>Physical Address</td>
<td>City</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transferor Retailer Licensee Name</th>
<th>License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Name of Establishment/Doing Business As (DBA)</td>
<td>Phone Number (   )</td>
</tr>
<tr>
<td>Physical Address</td>
<td>City</td>
</tr>
</tbody>
</table>

The above wholesaler affirms that all alcohol beverages delivered to the above transferor retailer are:

- [ ] Paid in Full (only for the purposes of complying with section 44-3-303(1)(d), C.R.S.)
  
  **Note:** If Paid in full is selected, the wholesaler may no longer extend credit to the transferee or transferor until the local and state licensing authorities have approved the transfer of the liquor license.

- [ ] Not Paid in Full

<table>
<thead>
<tr>
<th>Wholesaler:</th>
<th></th>
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<tbody>
<tr>
<td>Signature</td>
<td>Print</td>
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</tbody>
</table>
## Business License Application

**Business located in:** Commercial Building _Out of City_ _Private Residence_

<table>
<thead>
<tr>
<th>Type of Application</th>
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<tbody>
<tr>
<td>New Business License</td>
<td>□</td>
</tr>
<tr>
<td>Change/Update Account</td>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase of Existing Business?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Purchase?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Stock Purchase?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Name of Prior Business</th>
<th>Name of Prior Owner</th>
</tr>
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<table>
<thead>
<tr>
<th>Trade Name of Business (Doing Business As)</th>
<th>Website Address</th>
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<table>
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<tr>
<th>Legal Name of Business</th>
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<table>
<thead>
<tr>
<th>Business Location Address (CANNOT ACCEPT PO BOX)</th>
<th></th>
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<tbody>
<tr>
<td>Street</td>
<td>Unit #</td>
</tr>
<tr>
<td>Business Location Phone #</td>
<td>Business Location Contact Person</td>
</tr>
<tr>
<td>Business Location Fax #</td>
<td>Contact E-mail Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Identification Number (No SSN)</th>
<th>Colorado Sales Tax Number</th>
</tr>
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<table>
<thead>
<tr>
<th>Mailing Address (Tax Return), if different than location</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Street</td>
<td>Unit #</td>
</tr>
<tr>
<td>Mailing Address Phone #</td>
<td>Mailing Address Contact Person</td>
</tr>
<tr>
<td>Mailing Address Fax #</td>
<td>Contact E-mail Address</td>
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<tr>
<th>Date Started or Will Start in Arvada</th>
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<table>
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<tr>
<th>Nature of Business - Description of Sales or Activities (Please be specific)</th>
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### Online Filing Information
- Online filing and payments using an e-check are free. Credit card payments are subject to a small fee, payable to the processing company.

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<th>Filing Contact Name</th>
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<th>Filing Contact Phone</th>
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<th>Filing Email Address</th>
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### Opt-Out
- Please do not include my business in the Arvada Economic Development Association no cost business directory. I understand that the business directory will only include my business name, address, phone number and website. Home based businesses will not include a business address.
<table>
<thead>
<tr>
<th>Nature of Business (Check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail</td>
</tr>
<tr>
<td>Manufacturing</td>
</tr>
<tr>
<td>Leasing / Renting</td>
</tr>
<tr>
<td>Charitable 501(c)(3)</td>
</tr>
<tr>
<td>Wholesale</td>
</tr>
<tr>
<td>Professional / Service</td>
</tr>
<tr>
<td>Government</td>
</tr>
<tr>
<td>Non-Profit</td>
</tr>
</tbody>
</table>

Select only one and complete the appropriate section below:

- Individual/Sole Proprietorship
- Partnership (including General, LP, LLP, LLLP, LPA)
- Corporation/Sub S Corporation
- Limited Liability Company (LLC)
- Non-Profit 501(c)(3) Organization (attach Colorado Exemption Certificate)

**Ownership Information**

**Individual / Sole Proprietorship**

- Name of Owner
- Contact Address
  - Street
  - Unit #
  - City
  - St
  - Zip
- Contact Phone #

**Name of Corporation/Sub S Corporation, Limited Liability Company, or Partnership**

- Contact Name
- Title / Position
- Contact Phone #
- Contact Address
  - Street
  - Unit #
  - City
  - St
  - Zip

**Registered Agent** - The individual or business responsible for accepting service of process for an entity.

- Name
- Phone #
- Address
  - Street
  - Unit #
  - City
  - St
  - Zip

**Name of Organization Exemption # 98-**

- Name of Organization
- Exemption #
- Contact Name
- Title / Position
- Phone #
- Address
  - Street
  - Unit #
  - City
  - St
  - Zip

**Property Owner**

- Name of Owner
- Contact Address
  - Street
  - Unit #
  - City
  - St
  - Zip
- Contact Telephone #
- After hours contact telephone #

Revised 05/17
Do you rent or own the Business Location? Rent ______ Own ______
If renting, when does the lease expire? ____________________________
What is the approximate square footage of the Business Location? ______
What is the number of employees at the Business Location? ______
Does the business use an Alarm System Company? Yes _____ No _____
If so, Alarm Company name ___________________________ Phone # __________
Are any flammable or toxic materials/chemicals stored on site? Yes _____ No _____
If so, please describe in detail ______________________________________

Filing Frequency Requested

☐ Monthly - Taxes due of $60 or more per month
☐ Quarterly - Taxes due of $59 or less per month
☐ Annual - Taxes due of $100 or less per year

Reporting Frequency is subject to change by the Finance Director

I declare, under penalty of perjury, (1) that this application has been examined by me, (2) the statements are made in good faith pursuant to the City of Arvada tax laws and regulations and to the best of my knowledge and belief, are true, correct and complete and (3) I am lawfully present in the US and will provide evidence of lawful presence if requested.

Authorized Signature ___________________________ Title ______ Date ______
Print Name ______________________________________

Code Enforcement: Approved _____ Denied _____ Reason for Denial ______________________
Buildings: Approved _____ Denied _____ Reason for Denial ______________________

Type of Business ___________________________
Business Start Date ___________________________
Type of Ownership ___________________________
Reporting Frequency ___________________________
Business License Issued _______________________
SRT Account # Issued _________________________
Industry Code ___________________________
Center Code ___________________________
Special District ___________________________
Tax Code ___________________________

Date Entered ______
Entered by ______

Revised 05/17
Page 3 of 4
### Home Based Business Supplement

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many employees work in your home who do not live in the home?</td>
<td></td>
</tr>
<tr>
<td>How many employees report to your home for job related information or supplies?</td>
<td></td>
</tr>
<tr>
<td>How many vehicles, associated with your business, park at this location?</td>
<td></td>
</tr>
<tr>
<td>Do you have supplies, material, stock or an office located in a garage, shed or other out-building?</td>
<td>Yes: No: No</td>
</tr>
<tr>
<td>If yes, please describe</td>
<td></td>
</tr>
<tr>
<td>Do you have any business related equipment stored outside your residence?</td>
<td>Yes: No</td>
</tr>
<tr>
<td>If yes, please describe the items, and where/how they are stored.</td>
<td></td>
</tr>
</tbody>
</table>

### 5.3.4 Home Occupations

All permitted home occupations shall comply with the following standards and conditions:

**A. Development Standards**

1. The use is conducted entirely within the dwelling and not in any accessory building and is carried on only by inhabitants thereof and no others.
2. The entrance to the space devoted to such use shall be from within the dwelling, unless otherwise required by state law or regulation.
3. The use does not require internal or external alteration or involve construction features not customary in a dwelling.
4. No stock in trade is kept or commodities sold except such as are made on the premises. This does not include the storage of stock or commodities which are sold off the premises.
5. The use does not require internal or external alteration or involve construction features or use of mechanical equipment not customarily in a dwelling.
6. The use is limited to electric motors for power, with a total limitation of three (3) horsepower.
7. The use does not create any offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line.
8. The use shall not change the character of the dwelling or create outside the dwelling any external evidence, whether on the property or on the street, of the operation of the home occupation, except for one non-illuminated sign, having an area of not more than one square foot, which shall be attached flat against the dwelling. A garage or other accessory building shall not be utilized for, or in conjunction with, a home occupation.
9. There shall be no exterior/outside storage on the premises of material or equipment used as part of the home occupation.
10. The use shall not create any significant traffic burden within the immediate area.
11. All parking needs created by all home occupations shall be accommodated by off-street parking and shall not exceed the parking capacity of the existing and available parking facilities located on the property. No more than two vehicles that are associated with the home occupations at the dwelling may be parked on-site at any one time.

**Compliance**

I have read the home occupations municipal code 5.3.4 and understand I must comply with the stated standards and conditions listed above.

<table>
<thead>
<tr>
<th>Home business owner's authorized signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Arvada, CO 80001-8101
P.O. Box 8101
8101 Ralston Road
City of Arvada

Support the Arvada Business Community

General Information

Sales Tax Division
City of Arvada

Other Important Numbers

Utilities
Economic Development
Police
City Manager
Finance
Planning/Zoning
Liquor Information
Sales Tax Division
City of Arvada

Telephone Assistance

303-239-7175
Jefferson County Health
Adams County
Jefferson County
County Auditor's Office
Drivers License Information
6510 Wadsworth Blvd #320
License Plate Information
303-271-8100
Taxpayer Service
Secretary of State
License Plate Information
303-238-7378
State of Colorado - Dept of Revenue
303-424-0313
Denver, CO 80203
1375 Sherman St. Suite 160
State of Colorado - Dept of Revenue

Buy It

Arvada

In

Sales Tax Division
City of Arvada

NAR

General Information

Use Tax Information

Sales Tax Information

The tax is due:

- A tax form must always be filed even if no tax was due to file a tax form.
- If I have no tax liability, do I still need to file the tax reporting forms?
- All taxes due the 20th of the month
- When are my taxes due?
- Application

- At 70-889-7100 or stop by to pick up an application
- You may either call the sales tax division

- How can I obtain a city business license?
- There is no fee for a sales tax license?
- Is there a fee for a sales tax license?

- Retention of the Arvada Sales Tax:
- The sales tax on retail purchases of merchandise when

What is a Vendor's ID?

- 21% Total
- 2% State
- 3.6 4% City
- 1.5% RTD

What is the monthly calculation for a business?

- What determines if the monthly or quarterly filer?

- Does Arvada Tax Food?

- Does Arvada Tax Food?

- What is the minimum tax due?

- The city does not collect sales tax on food or groceries as defined by the State of Colorado.

- The city does not collect sales tax on food or groceries as defined by the State of Colorado.

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NOTICE TO APPLICANTS

(PLEASE READ ENTIRE FORM BEFORE YOU BEGIN FILLING OUT YOUR LIQUOR APPLICATION)

Dear Applicant:

Before you begin to prepare your “Liquor License Application,” please read this notice carefully. The Arvada Liquor Licensing Authority (also known as “The Authority”) determines whether a liquor license is granted based on certain criteria found in the Colorado Liquor/Beer Codes.

For brand new licenses (where no liquor license currently exists), The Authority must make findings as to whether or not the needs and desires of the neighborhood are presently being met. If the needs and desires of the neighborhood are currently being met, the license will be denied.

For brand new licenses, transfers of ownership and corporate structure changes, the Authority must determine if the character and reputation of the individuals involved in the application are satisfactory. If not, the application will be denied. The authority may find the applicant has unsatisfactory character and reputation for a variety of reasons, which may include criminal convictions, past violation record as a liquor licensee and/pr providing untruthful or misleading information regarding personal history information, the source of funds being invested in the establishment and/pr any other information provided to The Authority. Colorado Department of Revenue Regulation 47-107.1D mandates that “All information submitted to any licensing authority, by application for license or otherwise, shall be given fully, faithfully, truthfully and fairly.”

REMEMBER, all forms must be fully completed and all required attachments submitted. Failure to do so will result in the city clerk’s office not accepting the application packet and returning it to you along with the fees.

REMEMBER, all information submitted in the application filing packet is subject to further substantiation. A deliberate falsehood will jeopardize the application as such falsehood within itself constitutes evidence regarding the character of the applicant. REMEMBER, it is your responsibility to insure that no errors or inaccuracies exist in the submitted application packet.

Sincerely,

Arvada Liquor Licensing Authority
ARVADA LOCAL LIQUOR LICENSING AUTHORITY
HEARING PROCEDURE FOR NEW APPLICATIONS

This is a public hearing before the local liquor licensing authority of the City of Arvada to consider the application for a __________ license by ______________. This hearing is conducted pursuant to the laws of the State of Colorado, and the ordinances of the City of Arvada. A record shall be kept of this hearing and all exhibits shall be preserved.

1. The assistant city clerk shall mark and introduce into evidence all relevant application information. All exhibits shall be pre-marked and shall be considered to be entered into evidence by the actions of the assistant city clerk.

2. The chairperson shall acknowledge the parties both in favor of and those who are opposed to the license application. The applicant or his/her attorney shall present evidence in support of the issuance of the license. The applicant shall be allowed to call whatever witnesses the applicant feels support the issuance of the application, however, the chairperson may limit the presentation of evidence and cross-examination where it is repetitive or cumulative.

3. The chairperson shall swear in all witnesses testifying before the Authority.

4. In the event there is opposition to the application, the opponents shall be provided an opportunity to cross-examine the applicant and applicant's witnesses. In the event there is more than one opponent to the liquor license, the opponents shall be required to choose a spokesperson who shall be responsible for handling cross-examination of the applicant and applicant's witnesses.

5. Once the applicant completes its presentation of evidence, the Authority shall hear from the opponents.

6. The opponents shall have the opportunity to present evidence stating their opposition. The applicant shall be given the opportunity to cross-examine each witness of the opposition. After the opponents have presented their testimony, the applicant may call witnesses to rebut evidence presented by opponents.

7. At the end of the opponents' testimony, the Authority shall be given an opportunity to ask questions of each witness.

8. Parties both in favor of, or opposed to, the application may give closing statements.

9. The Authority will then render a decision for approval or denial, or may move to continue the matter until the next regular meeting (but no more than 30 days) to present written findings.
September 17, 2007

Dear Licensee:

With the beginning of the football season and the school year, the police department traditionally sees a corresponding increase in alcohol consumption not only by minors but by adults. This results in more intoxicated persons adding to the problems of drunk driving, disorderly conduct, sexual assaults, fights and general disturbances of the peace.

Create a heightened awareness with your employees regarding state and local laws prohibiting alcohol sales to minors and to visibly intoxicated persons. Monitor and reinforce your compliance program emphasizing preventative measures. The police will again be considering a number of alternatives to monitor compliance including unannounced and undercover purchases throughout the year. Liquor Code convictions may result in suspension or revocation of a liquor license.

Always ask for identification for proof of age to prevent alcohol sales to minors and constantly evaluate the sobriety of your customers to guard against alcohol sales to visibly intoxicated persons. Call police to immediately report disturbances, suspected drunk drivers, when minors attempt to purchase alcohol or when minors are observed in your parking lot attempting to find adults to purchase for them. Send employees to state approved liquor education training classes on a regular basis.

Thank you for your continued support in the responsible sale of liquor. If you have any questions or would like liquor education information, contact Carla Bennett at 720-898-6722.

Sincerely,

Arvada Police Department

Don Wick
Chief of Police

DW:CB:kk
"Drinking It In"

Arvada Police Liquor Enforcement News
(2005 January, Vol. 9, Issue 1)

SPOTLIGHT: LIQUOR EDUCATION TRAINING

1. RESPONSIBLE ALCOHOL BEVERAGE VENDOR ACT
Colorado Senate Bill 04-093 created this new law effective July 1, 2004 which:

   • Defines “Responsible Alcohol Beverage Vendor” as one who complies with seller-server training program standards established by the State.

   • Requires State Liquor Enforcement Director to establish those training standards using input from state/local governments, alcohol beverage industry and state/national training programs.

   • Mandates that when imposing a penalty for a “sale to a minor” compliance check (sting) violation, the licensing authorities must consider it a mitigating factor if the licensee meets Responsible Vendor Training Standards.

   • See attachment #1 for a copy of S.B. 04-093.

2. RESPONSIBLE VENDOR SELLER-SERVER TRAINING STANDARDS
The State Liquor Enforcement Director held workgroups in May/June 2004 comprised of representatives from the liquor industry, local government, etc. which drafted the training standards. For a Colorado liquor licensee to meet “Responsible Alcohol Beverage Vendor” standards, all on-site owners, managers and employees who sell or serve alcohol, must complete “Responsible Vendor” training within 60 days of employment and recertification must occur every two (2) years with the minimum program time being four (4) hours, in addition to other requirements. The comprehensive training standards will be incorporated as a Liquor Code Regulation in March, 2005.

   • See attachment #2 for a copy of these training program standards.
3. **STATE APPROVED SELLER-SERVER TRAINING PROGRAMS**
   The State now has a list of approved Seller-Server Training Programs. The police department encourages you to become a “Responsible Alcohol Beverage Vendor” by meeting the training standards.

   The police department’s two hour liquor enforcement training class does not meet the Responsible Vendor Seller/Server Training Program Standards. Consequently, the department will be directing licensees to the State approved Seller-Server Training Programs. Liquor education training for on-site owners, managers and seller-servers is very important.

   - See attachment #3 for the list of State approved Seller-Server Training Programs.
SENATE BILL 04-093

BY SENATOR(S) Chidester and Groff;
also REPRESENTATIVE(S) Fairbank, Frangas, Hoppe, and Spradley.

CONCERNING CREATION OF THE "RESPONSIBLE ALCOHOL BEVERAGE VENDOR ACT".

Be it enacted by the General Assembly of the State of Colorado:

SECTION 1. Article 47 of title 12, Colorado Revised Statutes, is amended by the addition of a new part to read:

PART 10
RESPONSIBLE ALCOHOL BEVERAGE VENDOR ACT

12-47-1001. Short title. This part 10 shall be known and may be cited as the "Responsible Alcohol Beverage Vendor Act".

12-47-1002. Responsible vendors - standards. (1) To be a responsible alcohol beverage vendor, a vendor shall comply with the server and seller training program established by the director of the liquor enforcement division of the department of revenue.
(2) The Director of the Liquor Enforcement Division shall set standards for compliance with the server and seller training program. When creating standards, the Director shall consider input from local and state government, the alcohol beverage industry, and any other state or national seller and server programs.

SECTION 2. 12-47-601, Colorado Revised Statutes, is amended by the addition of a new subsection to read:

12-47-601. Suspension - revocation - fines. (9) When penalizing a vendor who has violated section 12-47-901 (1) (a) by serving a minor during an underage compliance check, state and local licensing authorities shall consider it a mitigating factor if the vendor is a responsible alcohol beverage vendor as defined by part 10 of this article.

SECTION 3. Effective date - applicability. This act shall take effect July 1, 2004, and shall apply to offenses committed on or after said date.

SECTION 4. Safety clause. The general assembly hereby finds,
determines, and declares that this act is necessary for the immediate preservation of the public peace, health, and safety.

John Andrews  
President of the Senate

Lola Spradley  
Speaker of the House of Representatives

Mona Houston  
Secretary of the Senate

Judith Rodriguez  
Chief Clerk of the House of Representatives

Approved  
July 20, 2009 at 9:34 AM

Bill Owens  
Governor of the State of Colorado

PAGE 3-SENATE BILL 04-093
determines, and declares that this act is necessary for the immediate
preservation of the public peace, health, and safety.

John Andrews
PRESIDENT OF
THE SENATE

Lola Spradley
SPEAKER OF THE HOUSE
OF REPRESENTATIVES

Mona Hautois
SECRETARY OF
THE SENATE

Judith Rodriguez
CHIEF CLERK OF THE HOUSE
OF REPRESENTATIVES

APPROVED
June 20, 2004 at 9:34 AM

Bill Owens
GOVERNOR OF THE STATE OF COLORADO

PAGE 3-SENATE BILL 04-093
COLORADO
Seller - Server Training Standards
2004

Preamble

These Training Standards are the result of a cooperative effort of a workgroup comprised of representatives of local law enforcement, the liquor industry, municipal and county governments, local and national seller - server training programs, and the legal profession which met during May and June, 2004. Chaired by the Liquor Enforcement Division Director, the group convened following the passage of Senate Bill 04-093, which required the Liquor Enforcement Division Director to establish seller/server training standards using input from these interested persons. These standards are also to be used to comply with House Bill 04-1021, which required the Division to establish training standards for off-premises licensees and employees desirous of conducting beverage alcohol tastings.

As mandated by this legislation, compliance with these standards by Colorado liquor and beer licensees designates licensees as "Responsible Vendors" and also requires local and state authorities to consider completion of the training as a mitigating factor when imposing penalties for sales to minor violations that are detected during compliance checks.

Finally, participation in the seller - server training to become a "Responsible Vendor" is not mandatory, unless the licensee is a retail liquor store/drugstore license who will conduct tastings pursuant to 12-47-301(10). However, it should be noted that there was unanimous agreement by workgroup participants regarding the value of server training for on-site owners, managers and sellers - servers of beverage alcohol. The proposed regulation would incorporate these minimum standards into training programs used in Colorado.

I. Core Program Standards

A. Must be attended by resident on-site owner (if applicable), all managers, and employees selling - serving beverage alcohol. Once a licensee has been designated as a "Responsible Vendor" all new employees must complete this training within 60 days. (Note: It is not the intent of this section to require participation by non-resident owners or non-resident officers, directors or stockholders, but rather to insure participation by those resident owners actually involved with the day to day operation of the business).

B. Recertification must occur every 2 years.

C. Minimum program time 4 hours

D. Program provides written documentation of program attendance by/for each attendee
E. Program must have a method of evaluating its own effectiveness through
   1. Testing of attendees for knowledge
   2. Surveys of program effectiveness received from attendees
   3. Verbal attendee feedback or discussion that is documented by program providers

II. Core Curriculum Standards

A. Discussion concerning Alcohol's Physical Effects
   1. Alcohol's effects on the body
   2. Visible signs of intoxication
      a. What are the signs?
      b. Recognizing the signs

B. Liquor Liability
   1. Civil liability
   2. Criminal liability
   3. Administrative liability (License Sanctions)
   4. Licensee and Manager have additional liability for the actions of their employees

C. Sales to Visibly Intoxicated Persons
   1. Colorado law provisions
   2. Recognition and prevention
   3. Intervention techniques
   4. Related laws or issues
      a. DUl/DWAI
      b. Regulation 47-900, loitering of visibly intoxicated persons prohibited
D. Sales to Minors

1. Colorado law provisions
   a. Sale and Service
   b. Permitting Consumption

2. Acceptable forms of Identification - Regulation 47-912
   a. How to check I.D.'s - protocol
   b. Spotting false identification
   c. Mistakes made when checking

E. Local Licensing and Enforcement

1. What is their involvement with alcohol licensing and enforcement in Colorado?

2. Encourage licensees to develop a working relationship with these agencies

3. Licensee encouraged to learn specialized local law provisions affecting their business

F. State Licensing and Enforcement

1. Colorado Liquor Enforcement Division
   a. What is their involvement with alcohol licensing and enforcement in Colorado?
   b. How to contact

2. Encourage licensees to develop a working relationship with this agency

G. Other key state laws and rules affecting owners, managers, sellers and servers

1. Age of servers CRS: 12-47-901(5)(a)(l)


3. Removal of liquor from on-premises licensed establishment prohibited, Regulation 47-918. Removal of a partially consumed bottle of viscous...
liquor (1 bottle not exceeding 750 ml) from licensed restaurants is allowed by consumer if it is resealed.

4. Patrons prohibited from bringing liquor onto licensed premises, C.R.S. 12-47-901(1)(h)

5. Permitted hours of sales and service, C.R.S. 12-47-901(5)(b)

6. Conduct of establishment, Regulation 47-900
   a. Activity offensive to senses of average citizen
   b. Nudity and prohibited entertainment

7. Requirement to permit inspections by State and local licensing and enforcement authorities, Regulation 47-700

8. Changes in ownership and management must be reported, C.R.S. 12-47-301(7)(8)

9. Licensee responsible for activities occurring within licensed premises
   a. Private parties - licensee held accountable for all liquor law violations within their premises

10. Tastings – Off-Premises establishments with local opt-in, C.R.S. 12-47-301(10)

11. Purchases by On-premises retailers ($1000 H/r - $500 all others).

H. Recommendations for Licensees

1. Establish policies and procedures

2. Establish a record keeping system to document activities and events

3. Contact local authority on incident reporting expectations
List of Vendors has filed evidence of compliance with the Standards for a seller & server Training program

City of Brighton - Police Department
Scott Jamin - Community Resource Officer
3401 E. Bromley Lane
Brighton, Colorado 80601
Phone: 303-655-2352
E-mail: sjarmin@brightonco.gov

Frederick Police Department
Sergeant Gregg Lotspeich
333 5th Street - PO Box 639
Frederick, Colorado 80530.
Phone: 303-833-2468 ext. 104
E-mail: glotspeich@frederickco.gov

City of Lafayette - Police Department
Detective John Dombeck
451 N 111th Street
Lafayette, Colorado 80026
Phone: 303-665-5571
www.cityoflafayette.com

Liquor Licensing Professionals, LLC
Sue Duffy Schwall
Patricia Harper-Schuyler
Jason Bourassa
George Herrera
24 Via Sierra Grande
Manitou Springs, CO 80829
Phone: 719-390-8844
E-mail: LiquorPros@msn.com

Oedipus, Inc.
Max Scott and Tina Scott
PO Box 38
Louisville, Colorado 80027
Phone: 303-661-0638
Fax: 303-604-2362
E-mail: oxleg@comcast.net
Website: http://member.expertpages.com/oedipusinc
Training classes in English & Spanish

ServSafe Alcohol
Colorado Restaurant Association - Education Fund
Maureen McNamara, Phone: 303-830-2972
430 E. 7th Avenue, Denver, CO 80203
website: www.coloradorestaurant.com

TIPS - Training for Intervention Procedures
Craig Stevens
1101 Wilson Blvd, Suite 1700, Arlington, VA 22209
Phone: 800-GET-TIPS
www.gettips.com
2007 COLORADO LIQUOR & BEER CODE BOOK
ORDER FORM

MAIL WITH YOUR CHECK PAYABLE TO: STATE FORMS CENTER
4999 Oakland Street
Denver, CO 80239
(303-370-2165)

Number of Books requested X $20.00 Each $_____
(Order #815-82-66-1015)

Shipping Charge: See Reverse Subject to Tax $_____

SUBTOTAL $_____

Multiply SUBTOTAL x Sales Tax Below:

Choose one: Denver City & County Tax 7.72% $_____

Metro County Tax* 4.1% $_____

State Tax 2.9% $_____

Out of State Exempt

Tax Exempt # ________________________________

TOTAL AMOUNT ENCLOSED $_____

Ship To: ____________________________________________

_________________________________________________.

______________________________ State____ Zip________

Phone______________________________

STATE FORMS & PUBLICATIONS  
Shipping & Handling Charges

<table>
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<th>For Orders Totaling:</th>
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<td>UP to $20.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>$20.01 to $30.00</td>
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ARCHIVE BOXES - $5.00 FREIGHT PER 10 PACK
CASE PRODUCTS - $10.00 FREIGHT PER CASE

REVISED 01/08
(Subject to change without notice)