



LIQUOR LICENSING IN THE CITY OF NORTHGLENN

What types of licenses are available? There are several types of licenses available to Northglenn applicants. Generally, the type of license to pursue will depend on what type of beverages are planned to be sold or served, as well as food service requirements for each license type.

How much does it cost to get a liquor license? Each license type carries its own City and State fees. There are fees that apply at the time of the initial application, as well as fees for renewal on an annual basis following approval by the local and State authorities.

What are the requirements to obtain a liquor license? The requirements for obtaining a liquor license depend on what type of applicant is named on the license. In other words, requirements for an individual applicant will differ from those of a corporation, partnership, or a limited liability company. In all cases, however, the needs and desires of the affected neighborhood and the moral character of the applicant will be considered.

How long does it take to get a liquor license? Because liquor licensing is a two-tier process, consideration at both the local and State licensing authority levels, it takes approximately 60 days to process a complete application.

What is the process once an application has been submitted? After submitting an application for a liquor license, the City Clerk's office will set both a public hearing date, to be held at least 30 days after receiving the application, and boundaries of the affected neighborhood. At the public hearing, the applicant will be asked to provide testimony as to the needs and desires of the neighborhood, moral character, and ability to hold the liquor license. "Parties in interest" will be given the opportunity to offer testimony, and the Liquor Authority will discuss and either approve or deny the license or continue the public hearing to a later date for the application. If approved, the application will be forwarded to the State for consideration and if approved, the liquor license will be issued through the City Clerk's office.

What questions might the Authority be asking at the Public Hearing? Aside from considering the needs and desires of the affected neighborhood, the Authority may inquire as to the applicant's experience in the liquor industry, funding sources for the proposed establishment, formal training plans for employees and managers, and any other questions relative to the applicant's ability to hold a liquor license. If the applicant has a police record, which may arise during a background check, which could indicate poor moral character, the applicant may be asked to explain this history and demonstrate rehabilitation.

This information has been provided as a courtesy by the City of Northglenn and is only a guide. This may not be all that is involved in obtaining a liquor license, other agencies are involved, and information contained herein may change from time to time. This information is not intended to be legal advice.



LIQUOR LICENSE APPLICATION PROCESS AT A GLANCE

- Step 1 Obtain Liquor License Application Packet from City Clerk's Office and review.
- Step 2 Complete application packet using the new application checklist from the City and page two of the green application from the State.
- Step 3 Submit complete Liquor Application Packet *in duplicate* to the City Clerk's Office for processing (keeping an additional copy for your records), along with applicable fees. Make appointment to process fingerprints.
- Step 4 City Clerk's Office submits application to Building Department for review of building premises and zoning requirements.
- Step 5 City Clerk's Office submits fingerprints to Colorado Bureau of Investigation and Federal Bureau of Investigation.
- Step 6 City Clerk's Office submits application to Northglenn Police Department for Liquor License Background Check.
- Step 7 City Clerk's Office schedules a date for the Liquor Authority to approve Suggested Neighborhood Boundaries, schedules Findings of Fact Date (results of neighborhood survey) and Public Hearing Date. Clerk's Office notifies applicant of such in writing.
- Step 8 Applicant proceeds with proving the neighborhood needs and desires, usually by a neighborhood survey. City Clerk's office will provide names of companies applicant may call on to assist with the survey.
- Step 9 Liquor Authority reviews Findings of Fact document.
- Step 10 Applicant must mail a notice via US mail to all Northglenn landowners within the designated neighborhood at least 7 days, but not earlier than 14 days, prior to the date of the public hearing.
- Step 11 City Clerk's Office publishes Notice of Public Hearing in newspaper.
- Step 12 City Clerk's Office posts property no less than ten days prior to public hearing.
- Step 13 Local Licensing Authority considers liquor license application at Public Hearing and approves, denies, or continues consideration of the application.
- Step 14 Upon approval of application by the local Licensing Authority, application is forwarded to State Liquor Enforcement Division for consideration.
- Step 15 Upon approval of application by the State Licensing Authority, a State Liquor License and City Liquor License will be issued by the City Clerk's Office upon determination that all applicable codes for proposed establishment have been met.



CITY OF NORTHGLENN PROCEDURAL GUIDELINES NEW APPLICATION LIQUOR AND BEER LICENSE

Applications:

The City Clerk's Office is not permitted to accept incomplete applications. Two sets (one original and one copy) of the application and backup material are required. Investigations take an average of 45 days to complete; therefore, the complete city/state application process often takes up to 60 days.

Local Licensing Authority Meetings:

The Northglenn Liquor Licensing Authority normally meets on the first and third Monday of each month at 9:00 a.m. in the Council Chambers. The Authority reviews the new application three times:

- ✓ To set the Neighborhood and set the Findings and Public Hearing dates
- ✓ To review and issue the Findings of Fact
- ✓ To hold a Public Hearing to consider the entire application

NOTE: the applicant must be present at the Public Hearing

Fee Schedule: Please consult with the City Clerk's Office for the most current fee schedule.

Please remember that preliminary approval by the local Authority does not mean that a license will ultimately be issued. Every application is next subject to review by the State of Colorado. The Colorado Department of Revenue must issue a State License before the city of Northglenn may issue a City License. Upon issuance, the State and City License will be delivered to the establishment or the applicant will be immediately notified that they are available for pick up.

**CITY OF NORTHGLENN, COLORADO
NEW APPLICATION
CHECKLIST**

3.2% Beer and Liquor License Applications

- ✓ TWO COMPLETE APPLICATION PACKETS MUST BE SUBMITTED
(Original plus one complete copy)

ALL documents must be:

- ✓ Properly executed and must correspond with the name of the applicant
exactly
- ✓ Typed or printed legibly in black ink
- ✓ Complete

**THE FOLLOWING ITEMS MUST BE SUBMITTED AS PART OF THE
APPLICATION PACKET:**

A. STATE APPLICATION FORMS: (All sections must be completed)

- ✓ DR8404 Colorado Liquor or 3.2% Fermented Malt Beverage Retail License Application and Additional Information as required for Corporate, Partnership or LLC Applicant
- ✓ If separate and distinct manager, manager's registration packet
- ✓ Application and fees for Amusement Device License, if applicable
- ✓ Appropriate fees (consult current fee schedule)

B. PROOF OF POSSESSION OF PROPERTY:

- ✓ Deed or Lease (also assignment of lease if applicable) **in Applicant's name only**
- ✓ Lease must cover entire license period
- ✓ Lease must be properly executed and signed by all parties involved
- ✓ Floor Plan of premises (Maximum size 8½ X 11")
If building is in existence a diagram of the interior, showing all exits, storage of liquor, bar area and all levels including basement. If Hotel/Restaurant, a diagram of the kitchen must be included. If not in existence at the time of application, a plot plan and detailed sketch of the planned interior and an architect's drawing of the proposed building.

C. FINANCIAL DOCUMENTS:

- ✓ Purchase Agreements or Stock Transfer Agreements
- ✓ Notarized affidavit detailing all Notes or Loans (assumed, banks, previous owner)
- ✓ Notarized affidavit detailing the source of all funds invested

D. MANAGEMENT (IF OTHER THAN LICENSEE):

- ✓ DR8404-I Individual History Record
- ✓ 2 sets of fingerprints
- ✓ Fingerprint processing fee payable to Colorado Bureau of Investigations. Must be a money order, business check or other certified funds. CBI does not accept personal checks or cash. Please consult with City Clerk's Office for the current fee amount

E. BACKGROUND INVESTIGATION INFORMATION FOR APPLICANTS:

- ✓ DR8404-I Individual History Record (10% or more stockholders/limited partners, all general partners, principals, applicant, corporate officers/directors)
- ✓ 2 sets of fingerprints
- ✓ Fingerprint processing fee payable to Colorado Bureau of Investigations. Must be a money order, business check or other certified funds. CBI does not accept personal checks or cash. Please consult with City Clerk's Office for the current fee amount. **** NOT REQUIRED IF APPLICANT HAS STATE MASTER FILE**

F. OTHER:

- ✓ Copy of City Sales Tax Application
- ✓ State sales tax number **MUST** be obtained from Colorado Department of Revenue and listed on the DR8404 form
- ✓ Certificate of Occupancy (if applicable)

G. CORPORATE DOCUMENTS (If Applicable):

- ✓ Certificate of Good Standing
- ✓ Articles of Incorporation
- ✓ Minutes of Corporate Meeting showing desire to purchase
- ✓ Stock Certificates (100%)
- ✓ List of Officers/Stockholders/Directors of Parent Corporation (if applicable)

H. PARTNERSHIP DOCUMENTS (If Applicable):

- ✓ Partnership Agreement recorded (not needed for husband and wife)
- ✓ Equity holdings, identity of all partners
- ✓ Dissolution of Partnership (if applicable)

I. LIMITED LIABILITY COMPANY (If Applicable):

- ✓ Articles of Organization
- ✓ Acknowledgment from Secretary of State's Office
- ✓ Copy of operating agreement
- ✓ Certificate of Authority (if foreign company)
- ✓ Minutes of meetings reflecting acceptance of new members

Notification Requirement:

Northglenn Municipal Code §18-2-9 requires the applicant to give notice of the Public Hearing to all landowners in the neighborhood designated by the Authority not less than 7 days, nor more than 14 days before the Public Hearing. The City Clerk's Office will notify the applicant of the date and time of the Public Hearing and the number of landowners requiring notice after the Public Hearing date and neighborhood boundary has been set by the Liquor Licensing Authority. The applicant must prepare the notice and provide the appropriate number of copies, adequate postage and mailing supplies to the City Clerk's Office for mailing. The copies must be ready to be mailed, either stuffed in envelopes or folded and fastened in a fashion accepted by the United States Post Office. The City Clerk's office will affix the mailing labels and postage required. The Clerk's Office will then deliver the notices to the post office on behalf of the applicant no less than seven days before the public hearing.

Notices shall include the following:

- ✓ The address of the proposed licensed premises
- ✓ The type of liquor license application (i.e. tavern, hotel and restaurant, retail liquor store, etc.)
- ✓ The date, time and place of the public hearing on the license application
- ✓ The name of the applicant
- ✓ The trade name of the licensed premises under which it will be doing business; and
- ✓ A prominent statement, which reads as follows:

“This application will be under review by the City of Northglenn Liquor Licensing Authority. As part of this review process, the Authority will consider the impact on the neighborhood and the desire of its adult inhabitants. Comments regarding this application may be sent to the Liquor Licensing Authority for the City of Northglenn at the following address: City of Northglenn Liquor Licensing Authority, P.O. Box 330061, Northglenn, CO 80233 prior to the public hearing. Additionally, public comments on the application may be presented at the public hearing to be held on *(date)*, at 9:00 a.m., in the City Council Chambers, 11701 Community Center Drive, Northglenn, CO 80233.”

Please contact the City Clerk's office at 303-450-8755 if you have questions regarding this process or other liquor licensing matters.



Liquor License Application Fees

Effective January 1, 2015

License Type	City Fees	State Fees
Application fee for New License	\$ 750.00	\$ 600.00
Application fee for New License - Concurrent Review	\$ 750.00	\$ 700.00
Application fee for Transfer of Ownership	\$ 750.00	\$ 600.00
Application fee for Transfer of Ownership - Concurrent Review	\$ 750.00	\$ 700.00
Arts License	\$ 41.25	\$ 308.75
Beer and Wine License	\$ 48.75	\$ 351.25
Brew Pub License	\$ 75.00	\$ 750.00
Club License	\$ 41.25	\$ 308.75
Hotel and Restaurant License	\$ 75.00	\$ 500.00
Liquor Licensed Drugstore	\$ 22.50	\$ 227.50
Optional Premises License (with H/R License)	\$ 75.00	\$ 500.00
Racetrack License	\$ 75.00	\$ 500.00
Resort Complex License	\$ 75.00	\$ 500.00
Retail Gaming License	\$ 75.00	\$ 500.00
Retail Liquor Store License	\$ 22.50	\$ 227.50
Tavern License	\$ 75.00	\$ 500.00
Related Fees and Permits:		
Addition of related Facility Permits to existing Resort Complex License (each)	\$ 100.00	\$ 75.00
Annual Renewal Application Fee	\$ 100.00	\$ -
Bed and Breakfast Permits	\$ 25.00	\$ 50.00
Branch Warehouse or Warehouse Storage Permit	\$ -	\$ 100.00
Change of Location	\$ 625.00	\$ 150.00
Change of Trade Name/Corporate Name	\$ -	\$ 50.00
Corporate/LLC Change (per person) may be charged for background investigation by local OR state (not both) non-Master File only	\$ 100.00	\$ 100.00
Delivery Permit - Liquor Store or 3.2% on & off	\$ -	\$ -
Duplicate License	\$ -	\$ 50.00
Expansion - add Optional Premises to existing H/R	\$ -	\$ 100.00
H/R and Tavern Manager Registration	\$ 75.00	\$ 75.00
All other Manager Registrations	\$ 75.00	\$ -
Late Renewal Application Fee	\$ 500.00	\$ -
Master File - State Issued	\$ -	\$25.00 per location (max. \$1,000 and \$250 per person)
Mini Bar Permit (No OAP Contribution) with H/R License	\$ 325.00	\$ -
Modification of Premises	\$ 75.00	\$ 150.00
Retail Warehouse Storage Permit	\$ -	\$ 100.00
Special Events Permit (Liquor)	\$ 100.00	\$ 25.00
Special Events Permit (3.2% beer)	\$ 100.00	\$ 10.00
Temporary Permit (Transfer of Ownership Applications)	\$ 100.00	\$ -
Out-of-State Shipping Permit (wine shipment permit)	\$ -	\$ 50.00
3.2% Beer License Fees:		
Retail 3.2% Beer On Premises	\$ 3.75	\$ 96.25
Retail 3.2% Beer Off Premises	\$ 3.75	\$ 96.25
Retail 3.2% On/Off Premises	\$ 3.75	\$ 96.25
Other:		
Fingerprint Processing (payable to CBI)	\$ 38.50	\$ -

Colorado Liquor Retail License Application

<input type="checkbox"/> New License <input type="checkbox"/> New-Concurrent <input type="checkbox"/> Transfer of Ownership			
<ul style="list-style-type: none"> All answers must be printed in black ink or typewritten Applicant must check the appropriate box(es) Applicant should obtain a copy of the Colorado Liquor and Beer Code: www.colorado.gov/enforcement/liquor Local License Fee \$ _____ 			
1. Applicant is applying as a/an <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership (includes Limited Liability and Husband and Wife Partnerships)		<input type="checkbox"/> Individual <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Association or Other	
2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation			FEIN Number
2a. Trade Name of Establishment (DBA)		State Sales Tax Number	Business Telephone
3. Address of Premises (specify exact location of premises, include suite/unit numbers)			
City	County	State	ZIP Code
4. Mailing Address (Number and Street)		City or Town	State ZIP Code
5. Email Address			
6. If the premises currently has a liquor or beer license, you must answer the following questions			
Present Trade Name of Establishment (DBA)	Present State License Number	Present Class of License	Present Expiration Date
Section A Nonrefundable Application Fees		Section B (Cont.) Liquor License Fees	
<input type="checkbox"/> Application Fee for New License \$ 600.00 <input type="checkbox"/> Application Fee for New License w/Concurrent Review \$ 700.00 <input type="checkbox"/> Application Fee for Transfer \$ 600.00		<input type="checkbox"/> Liquor Licensed Drugstore (City)..... \$227.50 <input type="checkbox"/> Liquor Licensed Drugstore (County) \$312.50 <input type="checkbox"/> Manager Registration - H & R \$ 75.00 <input type="checkbox"/> Manager Registration - Tavern \$ 75.00 <input type="checkbox"/> Master File Location Fee\$ 25.00 X _____ Total _____ <input type="checkbox"/> Master File Background\$250.00 X _____ Total _____ <input type="checkbox"/> Optional Premises License (City).....\$500.00 <input type="checkbox"/> Optional Premises License (County)\$500.00 <input type="checkbox"/> Racetrack License (City).....\$500.00 <input type="checkbox"/> Racetrack License (County).....\$500.00 <input type="checkbox"/> Resort Complex License (City).....\$500.00 <input type="checkbox"/> Resort Complex License (County).....\$500.00 <input type="checkbox"/> Retail Gaming Tavern License (City)\$500.00 <input type="checkbox"/> Retail Gaming Tavern License (County).....\$500.00 <input type="checkbox"/> Retail Liquor Store License (City).....\$227.50 <input type="checkbox"/> Retail Liquor Store License (County).....\$312.50 <input type="checkbox"/> Tavern License (City)\$500.00 <input type="checkbox"/> Tavern License (County).....\$500.00 <input type="checkbox"/> Vintners Restaurant License (City)\$750.00 <input type="checkbox"/> Vintners Restaurant License (County).....\$750.00	
Section B Liquor License Fees			
<input type="checkbox"/> Add Optional Premises to H & R\$100.00 X _____ Total _____ <input type="checkbox"/> Add Related Facility to Resort Complex.....\$ 75.00 X _____ Total _____ <input type="checkbox"/> Arts License (City)\$308.75 <input type="checkbox"/> Arts License (County)\$308.75 <input type="checkbox"/> Beer and Wine License (City).....\$351.25 <input type="checkbox"/> Beer and Wine License (County).....\$436.25 <input type="checkbox"/> Brew Pub License (City)\$750.00 <input type="checkbox"/> Brew Pub License (County).....\$750.00 <input type="checkbox"/> Club License (City).....\$308.75 <input type="checkbox"/> Club License (County)\$308.75 <input type="checkbox"/> Hotel and Restaurant License (City\$500.00 <input type="checkbox"/> Hotel and Restaurant License (County)\$500.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (City)\$600.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises(County).....\$600.00			
Questions? Visit: www.colorado.gov/enforcement/liquor for more information			
Do not write in this space - For Department of Revenue use only			
Liability Information			
License Account Number	Liability Date	License Issued Through (Expiration Date)	Total
			\$

Application Documents Checklist and Worksheet

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

Questions? Visit: www.colorado.gov/enforcement/liquor for more information

Items submitted, please check all appropriate boxes completed or documents submitted	
I. Applicant information	<input type="checkbox"/> A. Applicant/Licensee identified <input type="checkbox"/> B. State sales tax license number listed or applied for at time of application <input type="checkbox"/> C. License type or other transaction identified <input type="checkbox"/> D. Return originals to local authority <input type="checkbox"/> E. Additional information may be required by the local licensing authority
II. Diagram of the premises	<input type="checkbox"/> A. No larger than 8 1/2" X 11" <input type="checkbox"/> B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.) <input type="checkbox"/> C. Separate diagram for each floor (if multiple levels) <input type="checkbox"/> D. Kitchen - identified if Hotel and Restaurant <input type="checkbox"/> E. Bold/Outlined Licensed Premises
III. Proof of property possession (One Year Needed)	<input type="checkbox"/> A. Deed in name of the Applicant (or) (matching question #2) date stamped / filed with County Clerk <input type="checkbox"/> B. Lease in the name of the Applicant (or) (matching question #2) <input type="checkbox"/> C. Lease Assignment in the name of the Applicant with proper consent from the Landlord and acceptance by the Applicant <input type="checkbox"/> D. Other Agreement if not deed or lease. (matching question #2) (Attach prior lease to show right to assumption)
IV. Background information and financial documents	<input type="checkbox"/> A. Individual History Records(s) (Form DR 8404-I) <input type="checkbox"/> B. Fingerprints taken and submitted to local authority (State Authority for Master File applicants) <input type="checkbox"/> C. Purchase agreement, stock transfer agreement, and or authorization to transfer license <input type="checkbox"/> D. List of all notes and loans (Copies to also be attached)
V. Sole proprietor / husband and wife partnership	<input type="checkbox"/> A. Form DR4679 <input type="checkbox"/> B. Copy of State issued Driver's License or Colorado Identification Card for each applicant
VI. Corporate applicant information (if applicable)	<input type="checkbox"/> A. Certificate of Incorporation dated stamped by the Secretary of State <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Certificate of Authorization if foreign corporation <input type="checkbox"/> D. List of officers, directors and stockholders of Applying Corporation (If wholly owned, designate a minimum of one person as Principal Officer of Parent)
VII. Partnership applicant information (if applicable)	<input type="checkbox"/> A. Partnership Agreement (general or limited). Not needed if husband and wife <input type="checkbox"/> B. Certificate of Good Standing (If formed after 2009)
VIII. Limited Liability Company applicant information (if applicable)	<input type="checkbox"/> A. Copy of articles of organization (date stamped by Colorado Secretary of State's Office) <input type="checkbox"/> B. Certificate of Good Standing if organized more than two years <input type="checkbox"/> C. Copy of operating agreement <input type="checkbox"/> D. Certificate of Authority if foreign company
IX. Manager registration for hotel and restaurant, tavern licenses when included with this application	<input type="checkbox"/> A. \$75.00 fee <input type="checkbox"/> B. Individual History Record (DR 8404-I) <input type="checkbox"/> C. If owner is managing, no fee required

7. Is 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) or manager under the age of twenty-one years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Has the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager ever (in Colorado or any other state):		
(a) Been denied an alcohol beverage license?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Had interest in another entity that had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered yes to 8a, b or c, explain in detail on a separate sheet.		
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.	<input type="checkbox"/>	<input type="checkbox"/>
10. Are the premises to be licensed within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?	<input type="checkbox"/>	<input type="checkbox"/>
Waiver by local ordinance? Other: _____	or	
	<input type="checkbox"/>	<input type="checkbox"/>
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 <u>current</u> financial interest in said business including any loans to or from a licensee.	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____		
a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:		
Landlord	Tenant	Expires
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes complete question 13. <input type="checkbox"/> <input type="checkbox"/>		
c. Attach a diagram and outline or designate the area to be licensed (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.		
Last Name	First Name	Date of Birth
		FEIN or SSN
		Interest/Percentage
Last Name	First Name	Date of Birth
		FEIN or SSN
		Interest/Percentage
Attach copies of all notes and security instruments, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.		
14. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:		
Has a local ordinance or resolution authorizing optional premises been adopted?		<input type="checkbox"/> <input type="checkbox"/>
Number of additional Optional Premise areas requested. (See license fee chart)		<input type="text"/>
15. Liquor Licensed Drug Store applicants, answer the following:		
(a) Does the applicant for a Liquor Licensed Drug Store have a license issued by the Colorado Board of Pharmacy?		<input type="checkbox"/> <input type="checkbox"/>
If "yes" a copy of license must be attached.		
16. Club Liquor License applicants answer the following: Attach a copy of applicable documentation		
(a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>
(b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>
(c) How long has the club been incorporated?		<input type="text"/>
(d) Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?		<input type="checkbox"/> <input type="checkbox"/>
17. Brew-Pub License or Vintner Restaurant Applicants answer the following:		
(a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)		<input type="checkbox"/> <input type="checkbox"/>
18a. For all on-premises applicants.		
(If this is an application for a Hotel, Restaurant or Tavern License, the manager must also submit an individual History Record - DR 8404-I)		
Last Name of Manager	First Name of Manager	Date of Birth
18b. Does this manager acts 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.		
		<input type="checkbox"/> <input type="checkbox"/>
Type of License	Account Number	
19. Tax Distraint Information. Does the applicant or any other person listed on this application and 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?		
		<input type="checkbox"/> <input type="checkbox"/>
If yes, provide an explanation and include copies of any payment agreements.		

20. **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% of more in the applicant. All persons listed below must also attach form DR8404-I (Individual History Record), and submit fingerprint cards to their local licensing authority.				
Name	Home Address, City & State	DOB	Position	% Owned
Name	Home Address, City & State	DOB	Position	% Owned
Name	Home Address, City & State	DOB	Position	% Owned
Name	Home Address, City & State	DOB	Position	% Owned
Name	Home Address, City & State	DOB	Position	% Owned

** Limited Liability Companies and Partnerships - 100% of ownership must be accounted for on question #20
 ** Corporations - The President, Vice-President, Secretary and Treasurer must be accounted for on question #20 (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.		
Authorized Signature	Printed Name and Title	Date

Report and Approval of Local Licensing Authority (City/County)	
Date application filed with local authority	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application 12-47-311 (1) C.R.S.)

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) has:

☐ Been fingerprinted
☐ Been 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

(Check One)

☐ Date of inspection or anticipated date _____
☐ Will conduct inspection upon approval of state licensing authority

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 12, Article 46 or 47, C.R.S.

Therefore, this application is approved.

Local Licensing Authority for	Telephone Number	<input type="checkbox"/> Town, City <input type="checkbox"/> County	
Signature	Print	Title	Date
Signature (attest)	Print	Title	Date

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 or Tavern class of retail license

Notice: This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". **Any deliberate misrepresentation or material omission may jeopardize the license application.** (Please attach a separate sheet if necessary to enable you to answer questions completely)

1. Name of Business		Home Phone Number	Cellular Number	
2. Your Full Name (last, first, middle)		3. List any other names you have used		
4. Mailing address (if different from residence)		Email Address		
5. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)				
Street and Number		City, State, Zip	From	To
Current				
Previous				
6. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)				
Name of Employer or Business	Address (Street, Number, City, State, Zip)	Position Held	From	To
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.				
Name of Relative	Relationship to You	Position Held	Name of Licensee	
8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.)			<input type="checkbox"/> Yes	<input type="checkbox"/> No

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)										<input type="checkbox"/> Yes <input type="checkbox"/> No																										
11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)										<input type="checkbox"/> Yes <input type="checkbox"/> No																										
12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)										<input type="checkbox"/> Yes <input type="checkbox"/> No																										
Personal and Financial Information																																				
Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.																																				
13a. Date of Birth		b. Social Security Number			c. Place of Birth				d. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No																											
e. If Naturalized, state where				f. When		g. Name of District Court																														
h. Naturalization Certificate Number			i. Date of Certification		j. If an Alien, Give Alien's Registration Card Number			k. Permanent Residence Card Number																												
l. Height	m. Weight	n. Hair Color	o. Eye Color	p. Gender	q. Race	r. Do you have a current Driver's License/ID? If so, give number and state. <input type="checkbox"/> Yes <input type="checkbox"/> No # _____ State _____																														
14. Financial Information.																																				
a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other. \$ _____																																				
b. List the total amount of the personal investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. \$ _____ * If corporate investment only please skip to and complete section (d) ** Section b should reflect the total of sections c and e																																				
c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Type: Cash, Services or Equipment</th> <th style="width: 20%;">Account Type</th> <th style="width: 30%;">Bank Name</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>												Type: Cash, Services or Equipment	Account Type	Bank Name	Amount																					
Type: Cash, Services or Equipment	Account Type	Bank Name	Amount																																	
d. Provide details of the corporate investment described in 14 b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Type: Cash, Services or Equipment</th> <th style="width: 10%;">Loans</th> <th style="width: 20%;">Account Type</th> <th style="width: 30%;">Bank Name</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>												Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount																				
Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount																																
e. Loan Information (Attach copies of all notes or loans)																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of Lender</th> <th style="width: 20%;">Address</th> <th style="width: 10%;">Term</th> <th style="width: 20%;">Security</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>												Name of Lender	Address	Term	Security	Amount																				
Name of Lender	Address	Term	Security	Amount																																
Oath of Applicant																																				
I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.																																				
Authorized Signature				Print Signature				Title		Date																										



City of Northglenn
Sales Tax Division
11701 Community Center Drive
Northglenn, CO 80233-1001

Phone: 303-450-8729
Fax: 303-280-4611
Email: salestax@northglenn.org
Website: www.northglenn.org/taxes

BUSINESS LICENSE APPLICATION

Pursuant to City Code **Section 5-3-8(a)(b)** It shall be unlawful for any person to engage in the business of selling at retail, as the same is defined in this Code, tangible personal property and services subject to the tax imposed by this Code, without first having obtained a license therefore, as provided by Section 5-3-19. Every person, retailer or lessor, who comes within the definition of "engaged in business in the City," as defined, shall obtain a Sales and Use Tax License in order to do business in the City of Northglenn. **Merely obtaining a business license does not excuse, nor supersede any other permits and/or approvals necessary to actively engage in business within the City.** It is the responsibility of each business to acquire all of the appropriate permits, licenses, and/or approvals as listed in the '[New Business Checklist](#)' prior to conducting business within the City.

APPLICATION FOR ONE OF THE FOLLOWING:

- ☐ Business License - **\$15 Fee (Service or Sales)**
 - **OR**
- ☐ Home Occupation Business License - **\$15 Fee (Enclose Home Occupation Agreement)**
 - **OR**
- ☐ Exempt Institute License – **No Fee (Enclose a copy of the IRS 501(c)(3) Letter of Exemption)**

(Office Use Only)

License Number: 99- _ _ _ _ _

Business Type: _ _ _ _ _ Geo Code/Org: _ _ _ _ _

Lot: _ _ _ _ _ Cust: _ _ _ _ _ NURA: _ Yes _ No

1. Filing Frequency: If Sales Tax Collected is:

- ☐ \$100/quarter or less – ANNUALLY
- ☐ \$100/month or less – QUARTERLY
- ☐ \$100/month or more – MONTHLY

- ☐ Check this box if company creates its own tax returns and does not need the City of Northglenn to supply them. **(Enclose a copy of created tax return for City approval)**

Filing frequency subject to City approval. Annual filing status is typically granted to service businesses, wholesalers, & non-profit 501(c)(3) organizations

2. Indicate Type of Organization:

- | | | |
|--|--|--|
| <input type="checkbox"/> INDIVIDUAL | <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> NON-PROFIT (501(c)(3) non-profits must enclose copy of IRS exemption letter) |
| <input type="checkbox"/> ASSOCIATION | <input type="checkbox"/> ESTATE/TRUST | |
| <input type="checkbox"/> LIMITED LIABILITY COMPANY | <input type="checkbox"/> CORPORATION | |
| <input type="checkbox"/> GOVERNMENT | <input type="checkbox"/> LP, LLP, LLLP | |

3. Full legal name of Business or Corporation: _____

4. Trade Name (Doing Business As): _____

5. State of Colorado Sales Tax License #: _____ (Enclose a copy of the license)

6. Physical Business Location (Street & Unit #): _____

City _____ State Zip Code _____ Square Feet _____

Landlord (if business located in Northglenn) _____ Phone _____

7. Mailing Address (if different from location address): _____

City _____ State Zip Code _____

Continued on next page

8. **Business Location Phone:** _____ **Fax:** _____

9. **Business Website Address:** _____

10. **Nature of Business/Type of Sales:** _____

11. **North American Industry Classification System (NAICS) Code (if known):** _____

12. **Days and Hours of Business Operation:** _____ **# of Employees:** _____

13. **Date business activity began or will begin in Northglenn:** _____

14. **Did You Purchase an Existing Business?:** Yes No If Yes, Date of Purchase _____

Name of Prior Owner and Business Name _____

15. **List any other current or past businesses (within the past 5 years) owned in Northglenn:**

1. _____ 2. _____

16. ***List all principal owners, partners, and or corporate officers (attach an additional sheet if necessary):**

1. Name _____ Home Address _____

Title _____ Home Phone _____ Cell Phone _____

Date of Birth _____ Email Address _____

Valid Identification Number _____ Valid Identification Type _____

2. Name _____ Home Address _____

Title _____ Home Phone _____ Cell Phone _____

Date of Birth _____ Email Address _____

Valid Identification Number _____ Valid Identification Type _____

* Valid proof of identification includes a State Driver's License, State Identification Card, U.S. Passport, Resident Alien Card, and/or Military Identification card. Enclose a **legible copy** of valid identification.

17. **Colorado Registered Agent (if Corporation or LLC):** _____

Address _____

Phone _____ Fax _____ Email _____

18. **Contact for Business Records/Accountant:** _____ Phone _____

Address _____ Email _____

19. **Emergency Contact Name:** _____ Phone _____

"I declare under penalty of perjury, that this application has been examined by me and the statements made herein are made in good faith pursuant to the City of Northglenn tax laws and regulations, and to the best of my knowledge and belief, are true, correct, and complete. I also understand that additional permits and/or approvals (as described in the 'New Business Checklist') will be necessary prior to conducting any business within the City of Northglenn."

Signature of Owner/Officer _____ Date _____

Printed Name _____ Title _____

Incomplete applications will not be processed. Applications will not be processed until \$15.00 license fee is received. Please allow 7-10 days for processing.
Items noted with an asterisk (*) are kept strictly confidential.

PRINT & SIGN IN BLUE OR BLACK INK



AFFIDAVIT - RESTRICTIONS ON PUBLIC BENEFITS

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(check one)**:

- ☐ I am a United States citizen.
- ☐ I am not a United States citizen but I am a Permanent Resident of the United States.
- ☐ I am not a United States citizen but I am lawfully present in the United States pursuant to Federal law.
- ☐ I am a foreign national not physically present in the United States.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

Colorado Retail Liquor and Beer Licenses and Permits

Retail Liquor Store license permits the sale to the public of malt, vinous, and spirituous liquors in sealed containers for consumption off the premises.

Liquor-Licensed Drug Store license permits licensed drugstores to sell malt, vinous, and spirituous liquors to the public in sealed containers for consumption off the premises.

Tavern license permits the sale to the public of malt, vinous, and spirituous liquors for consumption on the premises.

Hotel and Restaurant license permits restaurants, and hotels with restaurant facilities, to sell malt, vinous, and spirituous liquors to the public for consumption within the licensed premises.

Beer and Wine license permits the sale of malt and vinous liquors only to the public for consumption on the licensed premises.

Club license permits qualifying non-profit corporations to sell malt, vinous, or spirituous liquors to members and their guests for consumption on the premises.

Arts license permits qualifying non-profit corporations and municipalities to sell malt, vinous, and spirituous liquors to patrons of artistic and cultural performances for consumption on the premises in connection with such performances.

Bed and Breakfast Permit allows complimentary alcohol beverages to be provided only to overnight guests during limited hours for consumption on the premises.

Racetrack license permits racetracks with pari-mutuel wagering to sell malt, vinous, and spirituous liquors to customers for consumption on the premises.

Public Transportation System license permits operators of a public transportation system to sell malt, vinous, and spirituous liquors to the public for consumption on the conveyances, cars, or planes of the system, or in private club rooms in airports or airport concourses.

Optional Premises license permits the sale on a licensed outdoor sports and recreational facility of malt, vinous, and spirituous liquors by the drink to customers for consumption on the premises.

3.2% Beer license permits the sale of fermented malt beverage (3.2% beer) to the public by the drink for consumption on the premises, or in sealed containers for off-premises consumption, or for both on- and off-premises consumption, depending upon the type of license issued.

Mini Bar Permits allow a hotel and restaurant licensee (owner) who has a separate hotel facility, if located within 1,000 feet of its existing hotel and restaurant license, to establish mini bars in guest rooms at the hotel.

Delivery Permit allows the delivery of alcohol beverages to locations off the licensed premises in sealed containers. Permits are only available to off premises retail licensees and to 3.2 beer licensees who hold on/off combination licenses.

Brew Pub license allows sale and consumption on premises of malt, vinous and spirituous liquors, and permits the manufacture of malt liquor on the licensed premises. Malt liquor which is manufactured on licensed premises may be sold for consumption on the premises, sold to an

independent wholesaler for distribution to other licensed retailers, or sold to the public in properly labeled sealed containers "to go."

Retail Gaming Tavern license allows sale of malt, vinous and spirituous liquor by the drink for consumption on the premises.

Vintner's Restaurant means a retail establishment that sells food for consumption on the premises and that manufactures not more than two hundred fifty thousand gallons of wine on its premises each year.