



**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 up to twice a month 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:

- 1 – Set the Neighborhood and set the Findings and Public Hearing dates.
- 2 – Review and issue the Findings of Fact
- 3 – Public Hearing to consider the entire application – ***the applicant must be present at the Public Hearing.***

Fee Schedule:

Application Fees:

	<u>City Fee</u>	<u>State Fee</u>
NEW LICENSE APPLICATION (Non-refundable)	\$625.00	\$ 1025.00
NEW LICENSE APPLICATION WITH CONCURRENT REVIEW (Non-refundable)	\$625.00	\$ 1125.00
Manager Registration H/R and Tavern	\$75.00	\$ 75.00
Manager Registration (non H/R & Tavern)	\$75.00	\$ 0.00

License Fees:

Tavern License	\$ 75.00	\$ 500.00
Hotel/Restaurant	\$ 75.00	\$ 500.00
Brew Pub	\$ 75.00	\$ 750.00
Retail Liquor Store	\$ 22.50	\$ 227.50
Club License	\$ 41.25	\$ 308.75
3.2% Beer	\$ 3.75	\$ 96.25
Beer & Wine License	\$ 48.75	\$ 351.25
Liquor-Licensed Drug Store	\$ 22.50	\$ 227.50

**** CBI Investigation**

\$ 38.50 Per Person

**Must be money order, business check (payable to CBI) or credit card payment.

CBI Does Not Accept Personal Checks

Please remember that 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, and the Colorado Dept. Of Revenue must issue a state license before the city of Northglenn may issue a City License. You will be notified immediately when both the State and City License are ready to be delivered or picked up.

CITY OF NORTHGLENN, COLORADO
NEW APPLICATION
CHECKLIST
3.2% Beer and Liquor License Applications

TWO COMPLETE PACKETS MUST BE SUBMITTED (One original and one copy.)

ALL documents must be:

- < Properly executed and must correspond with the name of the applicant **exactly**.
- < Typed or printed legibly in black ink.

THE FOLLOWING ITEMS MUST BE SUBMITTED:

A. STATE APPLICATION FORMS:

(All sections must be completed, if not applicable, mark N/A.)

- _____ 1 Colorado Liquor or 3.2% Fermented Malt Beverage Retail License Application.
- _____ 2 Additional Information as required for Corporate, Partnership or LLC Applicant.
- _____ 3 If separate and distinct manager, manager's registration packet.
- _____ 4 Application and fees for Amusement Device License, if applicable.
- _____ 5 Appropriate fees (see fee schedule.)

B. PROOF OF POSSESSION OF PROPERTY:

- _____ 1 Deed or Lease (also assignment of lease if applicable) **in Applicant's name only**.
- _____ 2 Lease must cover entire license period.
- _____ 3 Lease must be properly executed and signed by all parties involved.
- _____ 4 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:

- _____ 1 Purchase Agreements or Stock Transfer Agreements.
- _____ 2 Notes or Loans (assumed, banks, previous owner.)
- _____ 3 Affidavit on source of all funds invested.

D. MANAGEMENT (IF OTHER THAN LICENSEE):

- _____ 1 Individual History Form
- _____ 2 3 sets of fingerprints – please call to schedule an appointment in City Clerk's office.

E. BACKGROUND INVESTIGATION INFORMATION FOR APPLICANTS:

- _____ 1 ****Individual History Record (10% or more stockholders/limited partners, all general partners, principals, applicant, corporate officers/directors.**
- _____ 2 ****Fingerprints (2 sets each – taken in City Clerk’s Office, City of Northglenn)**
- _____ 3 **** NOT REQUIRED IF APPLICANT HAS STATE MASTER FILE**

F. OTHER:

- _____ 1 City Sales Tax Applied for
- _____ 2 State sales tax number MUST be obtained from Colorado Department of Revenue
- _____ 3 Certificate of Occupancy (if applicable.)

G. CORPORATE DOCUMENTS (If Applicable):

- _____ 1 Certificate of Incorporation.
- _____ 2 Certificate of Good Standing issued within the past two years
- _____ 3 Articles of Incorporation
- _____ 4 Minutes of Corporate Meeting showing desire to purchase.
- _____ 5 Stock Certificates (100%)
- _____ 6 List of Officers/Stockholders/Directors of Parent Corporation (if applicable.)

H. PARTNERSHIP DOCUMENTS (If Applicable):

- _____ 1 Partnership Agreement recorded (not needed for husband and wife)
- _____ 2 Equity holdings, identity of all partners
- _____ 3 Dissolution of Partnership (if applicable.)

I. LIMITED LIABILITY COMPANY:

- _____ 1 Articles of Organization
- _____ 2 Acknowledgment from Secretary of State’s Office
- _____ 3 Copy of operating agreement
- _____ 4 Certificate of Authority (if foreign company.)
- _____ 5 Minutes of meetings reflecting acceptance of new members

Notification Requirement:

The applicant is required to mail a notice via US mail to all Northglenn landowners within the neighborhood designated by the local Liquor Licensing Authority. The notice must be postmarked at least 7 days, but not earlier than 14 days, prior to the date of the public hearing on the application. A signed affidavit of mailing together with the postmarked receipt(s) will constitute evidence of the required mailing, and will be submitted to the Liquor Licensing Authority as part of the application material.

The City Clerk's Office will notify the applicant of the date and time of the public hearing after it has been set by the Liquor Licensing Authority. It is the applicant's responsibility to prepare and mail the notification. After the notices have been mailed, the applicant will need to provide a signed affidavit of mailing and the postmarked receipt to the City Clerk's office.

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 Liquor Licensing Authority for the City of Northglenn. 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. Additionally, public comments on the application may be presented at the public hearing to be held on _____, 200_____, at _____ p.m., in the City Council Chambers, 11701 Community Center Drive, Northglenn, CO 80233.”

Please contact the City Clerk's office at 303-450-8757 if you have questions about the application process.