

Date Received by Clerk's Office: _____

CITY OF GREELEY



Office of the City Clerk

CHECKLIST FOR SUBMITTING A NEW LIQUOR LICENSE APPLICATION

[Greeley Municipal Code Title 8, Chapter 13](#) applies to Alcohol Beverages and related licenses.

Liquor licensing is also governed by [Colorado Revised Statutes Article 3, Title 44](#)

Liquor license applications must be reviewed by the City of Greeley and approved by the Liquor Authority prior to submission to the State of Colorado by the Clerk's Office, unless concurrent review is selected on the application and the required fee submitted to the state.

Section 1. KEY APPLICANT INFORMATION

1. Applicant (Legal Name of entity to whom license will be issued)		2. Trade Name of Establishment (DBA)		
3. Business Address		4. City	5. State	6. Zip Code
Primary Point of Contact about this application				
7. First Name		8. Last Name		
9. Primary Telephone Number	10. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	11. Alternate Phone Number		12. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
13. Email Address:		14. Role of person completing application: <input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input type="checkbox"/> Other: Interpreter		
Information about primary point of contact for this license during licensed activity (if different than above)				
15. First Name		16. Last Name		
17. Primary Telephone Number	18. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	19. Alternate Phone Number		20. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
21. Email Address		22. Role of primary contact: <input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input type="checkbox"/> Other _____		
Mailing Address Information				
23. Name of Organization or Individual to Whom Correspondence Should be Sent about this license				
24. Email Address				
25. Mailing Address		26. City	27. State	28. Zip Code
29. Please send official notices relating to this license to: <input type="checkbox"/> Mailing Address <input type="checkbox"/> Email				

Section 2. NEW LIQUOR APPLICATION TYPE & FEE INFORMATION

License Classification

Select one of the following License Types

Submit Colorado Liquor Retail License Application Form DR8404 for the following:

- Beer and Wine License (City) FEES (application, occupation & license fees): \$1,451.25 to State & \$1,298.75 to City
- Brew Pub License (City) FEES (application, occupation & license fees): \$1,850.00 to State & \$2,225.00 to City
- Club License (City) FEES (application, occupation & license fees): \$1,408.75 to State & \$1,191.25 to City
- Hotel and Restaurant License (City) FEES (application, occupation & license fees): \$1,600.00 to State & \$2,225.00 to City
- Liquor-Licensed Drugstore (City) FEES (application, occupation & license fees): \$1,327.50 to State & \$1,172.50 to City
- Lodging & Entertainment – L&E (City) FEES (application, occupation & license fees): \$1,600.00 to State & \$2,725.00 to City
- Retail Liquor Store License (City) FEES (application, occupation & license fees): \$1,327.50 to State & \$1,172.50 to City
 - With Optional Wine Tasting Permit FEES: State: \$0 City: \$100.00 additional
- Tavern License (City) FEES (application, occupation & license fees): \$1,600.00 to State & \$2,725.00 to City

Submit Colorado Fermented Malt Beverage License Application Form DR8403 for the following:

- Retail Fermented Malt Beverage Off-Premises (City) FEES (application, occupation & license fees): \$1,196.25 to State & \$903.75 to City
- Retail Fermented Malt Beverage On/Off-Premises (City) FEES (application, occupation & license fees): \$1,196.25 to State & \$1,153.75 to City

Additions to the License Application

Select one or more of the following additions to a license

Not all items are available with all License types

- Concurrent Review of Application by State FEES: State: \$100
 - Takeout & Delivery Permit from State FEES: State: \$11
- If there is a manager other than the Owner for certain license types:
- Manager Registration – H&R FEES: State: \$75 each
 - Manager Registration – Lodging & Entertainment FEES: State: \$75 each
 - Manager Registration – Tavern FEES: State: \$75 each

Section 3. CHECKLIST OF REQUIRED INFORMATION AND STEPS

Staff Initials	For your license application to be processed, you must submit the following to the City Clerk's Office:
	<input type="checkbox"/> State Liquor Application Form – DR8404 or DR8403 <i>*Complete either Colorado Liquor Retail License Application Form DR8404 or Colorado Fermented Malt Beverage License Application Form DR8403, depending upon the type of license being applied for</i> <ul style="list-style-type: none"> <input type="checkbox"/> Tax Check Authorization, Waiver, and Request to Release Information – DR8495 <i>*This form is included with both State Application Forms</i>
	<input type="checkbox"/> City of Greeley Attachment to New Liquor/Fermented Beverage Retail Liquor License Applications
	<input type="checkbox"/> Diagram of the Premises – all areas where liquor is sold, served, consumed, or stored must be clearly indicated and outlined in bold black
	<input type="checkbox"/> Proof of Property Possession – <ul style="list-style-type: none"> • Deed in name of the applicant date stamped/fled with County Clerk • Lease in the name of the applicant • Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant • Other agreement if not a deed or lease For all of the above, the following is required: <ul style="list-style-type: none"> • must be for at least the term of the license (one year) • applicant must match the applicant in question 2 on DR8404 or DR8403 – the legal name of the entity applying for the license

	<input type="checkbox"/> Background Information and Financial Documents <ul style="list-style-type: none"> <input type="checkbox"/> Individual History Record(s) – Form DR 8404-I *Must be completed for each principal (individuals with more than 10% ownership, officers, directors, partners, members) as well as managers who are not owners if required to complete registration _____ Total IHR forms submitted <input type="checkbox"/> Supplemental financial information such as list of all notes and loans, source of funds documentation, purchase agreement, stock transfer agreement, etc. <input type="checkbox"/> Completion of Fingerprinting with a state approved vendor for submission to the City of Greeley <ul style="list-style-type: none"> • Identogo – https://uenroll.identogo.com/ <ul style="list-style-type: none"> ▪ Phone: (844) 539-5539 (toll-free) ▪ Identogo FAQs: https://www.colorado.gov/pacific/cbi/identification-faqs <p>SERVICE CODES NEEDED TO SUBMIT PRINTS TO GREELEY: 25YQ6K & CONCJ6253</p> <ul style="list-style-type: none"> • Colorado Fingerprinting – http://www.coloradofingerprinting.com <ul style="list-style-type: none"> ○ Appointment Scheduling Website: http://www.coloradofingerprinting.com/cabs/ <ul style="list-style-type: none"> ▪ Phone: (720) 292-2722 ▪ Toll Free: (833) 224-2227
	<p>Applicant Ownership Structure Information Choose the appropriate ownership structure for this applicant:</p> <p><input type="checkbox"/> Sole Proprietor/Husband and Wife Partnership Applicant <input type="checkbox"/> Corporate Applicant <input type="checkbox"/> Partnership Applicant <input checked="" type="checkbox"/> Limited Liability Company (LLC) Applicant</p> <p>Provide documentation from one of the following sections based upon the applicant type:</p>
	<p>Sole Proprietor/Husband and Wife Partnership Applicant</p> <p><input type="checkbox"/> Copy of State Issued Driver’s License or Identification Card for each applicant <input type="checkbox"/> Submit a completed Lawful Presence Affidavit for each applicant</p>
	<p>Corporate Applicant</p> <p><input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Certificate of Good Standing from the Colorado Secretary of State <input type="checkbox"/> Certificate of Authorization if foreign (outside of Colorado) corporation</p>
	<p>Partnership Applicant</p> <p><input type="checkbox"/> Partnership Agreement (general or limited) <input type="checkbox"/> Certificate of Good Standing from the Colorado Secretary of State</p>
	<p>Limited Liability Company (LLC) Applicant</p> <p><input type="checkbox"/> Copy of Articles of Organization <input type="checkbox"/> Certificate of Good Standing from the Colorado Secretary of State <input type="checkbox"/> Copy of Operating Agreement (if applicable) <input type="checkbox"/> Certificate of Authorization if foreign (outside of Colorado) LLC</p>
	<p><input type="checkbox"/> Payment for required fees</p> <p>State Fees: _____ Application Fee _____ License Fee _____ Additional Fees _____ Total - Checks must be made payable to the Colorado Department of Revenue</p> <p>Local Fees _____ Total Local Fee (includes Application Fee, Occupation Fee & License Fee) Checks must be made payable to the City of Greeley</p>

After initial submission, the following steps can be anticipated:

STEP 1: Once the Clerk's Office accepts a complete application, processing begins.

- Checks for local fees will be cashed and applied to the application account
- Only if concurrent review is selected, the application is sent to the state at this point with state fees

Date sent: _____

STEP 2: Within 5 business days of receipt of an accepted application, the Clerk's Office:

- prepares a boundary map depicting a one half mile radius around the establishment applying for a new liquor license – this map is needed for determining the area the applicant must prove the needs and desires of as part of the application process
- schedules a public hearing on the application in front of the liquor authority hearing office – the hearing cannot take place sooner than 30 days from the date the application is submitted

Date of Hearing: _____ -

STEP 3: The Boundary Map is sent via email and postal mail to the applicant along with the time and date set for the public hearing on the application, and an Acceptance of Boundaries form that must be completed and returned by the applicant to the Clerk's Office.

Date sent _____

Applicant signs and return the Acceptance of Boundaries form to the Clerk's Office before the public hearing date.

STEP 4: All new alcohol beverage license applications must be reviewed by multiple City departments

- Finance Department verifies a City business license is in place or has been applied for
- Community Development Department verifies zoning and use
- Code Compliance verifies there are no outstanding code issues at the business site
- Police Department conducts required background checks
- Building Department performs a building inspection and ensures a certificate of occupancy is in place before a license can be issued
- City Attorney's Office reviews for potential legal issues

STEP 5: The Clerk's Office publishes notice of the public hearing in the newspaper and mails notice to the addresses within one half mile of the establishment

Date of Newspaper Notice: _____ Date letters sent: _____

STEP 6: City Clerk's Office prepares a public hearing sign and notifies the applicant when it is ready to pick up at City Hall. The public hearing sign must be posted on the premises of the establishment applying to be licensed for at least 10 days prior to the public hearing. The applicant will also be provided an Affidavit of Posting for the applicant to complete and have notarized

Date applicant notified to pick up sign and affidavit: _____

Applicant completes then signs in front of a notary and returns the Affidavit of Posting form to the Clerk's Office before the public hearing date.

STEP 7: City Clerk's Office prepares the Clerk's Administrative Report and sends a copy to the applicant at least 5 days before the public hearing

Date Sent: _____

Applicant must return any evidence of needs and desires, such as a neighborhood petition, prior to the public hearing date

STEP 8: Public hearing is held in front the hearing officer on the license application

- the applicant must appear, and present information about why a license should be granted, including evidence of the needs and desires of the surrounding area
- members of the public may submit comments or appear in person to offer comments on the application
- the Clerk's Office presents its report to the hearing officer
- the City Attorney's Office has an opportunity to ask questions of the applicant and seek further information about the application
- the Hearing Officer may also ask questions of the applicant and seek any necessary information before making a decision on the application

STEP 9: If the hearing officer approves the application, it is submitted to the state for review and approval. If the application was already submitted for concurrent review, the state is notified of the local approval.

Date of submission/notification to state: _____

STEP 10: Once the state approves the application, it issues a state license and sends it to the City. Once all conditions of approval have been met, the City issues the local license as well and sends both licenses to the applicant.

Date licenses issued: _____