City of Centennial

PROCEDURE FOR APPLICANTS OF NEW PAWN BROKER'S LICENSE

This procedure is designed to assist you in complying with the City of Centennial licensing requirements. If you have any questions during the application period, call the Deputy City Clerk, 303-754-3324. Correspondence should be addressed to the Deputy City Clerk, Centennial Civic Center, 13133 E. Arapahoe Road, Centennial, CO 80112.

Please make an appointment with the Deputy City Clerk for submission of application documents. Barbara Setterlind, (303) 754-3324.

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ALL DOCUMENTS MUST BE SUBMITTED IN DUPLICATE

1. Obtain application forms and information instruction packet from the Deputy City Clerk or via the City's website at www.centennialco.gov.

2. Return complete application packet to the Deputy City Clerk with two copies of the following documents and appropriate fees:

   a) City Application Fee - $215.00
   (Check payable to the City of Centennial - NON REFUNDABLE)

   b) Pawn Broker License Yearly Fee - $2500.00
   (Check payable to the City of Centennial)

   c) Individual History Record - Must be submitted for the owner, all partners owning 20% or more, and managers. For corporations, all officers, all directors and each stockholder owning ten percent (20%) or more of the corporate stock, and the local manager must submit an Individual History Record. Also submit a copy of drivers license for each person submitting IHR.

   d) Affidavit Concerning Criminal History – Because CBI/FBI reports take several weeks to obtain, the City will, initially, accept an affidavit from the applicants (described in paragraph "c" above) revealing their complete criminal history. Failing to fully and truthfully disclose all required information could place the liquor license in jeopardy. (See Number 3 below regarding background investigation.)

   e) A current Photograph of the individual applicant, partnerof a partnership, manager a limited liability company, officers and managers of the applicant. (CMC Sec. 6-7-140 (4))

   f) A Financial Questionnaire and Consent to Release Financial Information (on a form provided by the City of Centennial). (CMC Sec 6-7-140 (7)). A current personal financial statement or a balance sheet and income accout statement for the preceding twelve-month period prior to the date of the application for each individual applicant, partner of a partnership, manager of a limited liability company, officer and manager of the applicant.

g) Bond Requirement (CMC Sec. 6-7-160): Every applicant for a pawnbroker's license shall furnish with its application an initial bond with a responsible surety, to be approved by the City Manager, in the amount of ten thousand dollars ($10,000.00), for the benefit of the people of the City, conditioned upon the safekeeping or return of all tangible personal property held by the pawnbroker, as required by law and ordinance, and the due observance of the provisions of this Article. No license shall be issued or renewed absent such approved bond.

h) Evidence of right to property - Proof of applicant's right to the premises must be presented. This may be a copy of lease or rental agreement, or if the premises are owned, a copy of the deed. If a lease is being assigned, the assignment of lease must be submitted. The lease or deed must be in the same name as the applicant. Lease must show an expiration date at least one year from the effective date of the license.

i) Verification of Zoning - Provide documentation that proposed site is zoned for use desired.

Zoning Verification Letter must be obtained by the applicant from the City of Centennial Community Development Department. There will be a fee of $75.00 to the Community Development Department to verify the zoning. Please contact them at (303) 754-3308.

j) Layout of Building - A drawing of the layout of the building will be required. The layout should be submitted on 8 ½" x 11" paper and must show showing, without limitation, the building layout and floor plan of the proposed premises, all entry ways and exits to the proposed premises, all loading areas, the locked secure area for Tangible Personal Property, location of the required burglary safe, and a security plan indicating the location of all video cameras relative to where Tangible Personal Property will be removed from the container in which it is delivered. Include dimensions. Only the licensed premises should appear in the drawing. Please submit a separate diagram for each floor.

k) Evidence of Security Safe - (CMC Sec. 6-7-390 (a)): All Licensees shall provide a safe place within the City for the keeping of Pledged Property it has received. Internet Pawnbrokers shall maintain a monitored alarm system for the licensed premises and shall designate a locked secure area within such premises that is not open to the general public for opening, recording receipt, and holding of Pledged Property. Internet Pawnbrokers shall also maintain on the licensed premises a burglary safe with a minimum rating of TL-15 for the storing of small items of high value.

l) Evidence of Insurance - (CMC Sec 6-7-390 (b)): All Licensees shall maintain sufficient insurance on the Pledged Property held for the benefit of the Pledgor to pay fifty percent (50%) of the real value thereof in case of fire, theft, or other casualty loss. The City Manager shall not approve an application for a license under this Article unless and until the Applicant has provided such insurance policies to the City Manager. Neither the Licensee nor surety shall be relieved from their responsibility by reason of such fire, theft or other casualty loss, nor from any other cause unless they have rendered full performance in accordance with the Contract for Purchase.

m) Individuals Applying - Submit:
1. Management agreement if licensee is not manager.
2. Financial Questionnaire.
3. Affidavit – Restrictions on Public Benefits

n) Partnerships Applying - Submit:
   1. Management agreement if other than a member of partnership is manager.
   2. Partnership agreement.
   3. Financial Questionnaire.

o) Limited Liability Companies Applying - Submit:
   1. Articles of Organization
   2. Acknowledgment from Secretary of State
   3. Operating Agreement
   4. Certificate of Authority (if foreign company)
   5. Minutes of meeting accepting new members
   6. Financial Questionnaire.

p) Corporations Applying - Submit:
   1. Certificate of incorporation and articles of incorporation.
   2. Minutes of last organizational meeting showing election of present officers and directors.
   3. Copy of stock certificates issued.
   4. Corporate financial report.
   5. Management agreement if other than corporate officer or director is manager.
   6. Financial Questionnaire.

3. An investigation of the applicant's background will be completed by the Arapahoe County Sheriff's Department. Owners, partners, all corporate officers and directors, stockholders with ten percent (20%) or more of the corporate stock and managers are required to undergo an investigation.

   Fingerprints must be taken by the Arapahoe County Sheriff Department, or another law enforcement agency, prior to consideration of the application by the Deputy City Clerk.

   Fingerprint cards must be submitted to the Deputy City Clerk, along with a check for each set of prints, payable to the Colorado Bureau of Investigation, in the amount of $16.50. Payment must be in the form of certified funds, a business check or money order. Personal checks will not be accepted.

   Fingerprints may be taken Monday thru Thursday, 12:30 p.m. to 4:30 p.m, at the Arapahoe County Sheriff's Department, 13101 E. Broncos Parkway, Centennial, CO.

4. Upon receipt of an application that is complete in every detail, the Deputy City Clerk will submit the application to the City Clerk and City Manager for approval. The application will be considered to be "received" upon such submittal. Additional documentation may be required at the request of the City Clerk and/or City Manager prior to final approval.

5. Prior to issuance of the City License, the Deputy City Clerk, or his/her representative from the Arapahoe County Sheriff's Office, will inspect the licensed premises.

The City of Centennial will not consider an application that is not complete in every detail. Please make an appointment to review the application with the Deputy City Clerk.