



**PROCEDURE FOR APPLICANTS OF NEW LIQUOR/3.2 BEER LICENSES**

This procedure is designed to assist you in complying with the State of Colorado and the City of Centennial licensing requirements. If you have any questions during the application period, call the License Clerk, 303-754-3371. Correspondence should be addressed to the License Clerk, Centennial Civic Center, 13133 E. Arapahoe Road, Centennial, CO 80112.

**Please make an appointment with the License Clerk for submission of application documents. Applications received less than thirty days prior to the next Liquor Licensing Authority meeting may not be included on that meeting’s agenda. Check with the License Clerk for the meeting schedule.**

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ALL REQUIRED FORMS (CITY AND STATE) CAN BE OBTAINED FROM THE CITY’S WEB SITE OR FROM THE LICENSE CLERK

1. Obtain application forms and information instruction packet from the City’s web site or the License Clerk.
2. Fill out State Application DR8404 (or DR8403 for 3.2 Beer). Return it to the License Clerk with two copies of the following documents and fees:
  - a) State Application Fee - \$600.00 (Concurrent Review -- \$700.00)  
(Check payable to Colorado Department of Revenue)  
City Application Fee - \$1000.00  
(Check payable to the City of Centennial - NON REFUNDABLE)
  - b) Liquor License Fees - Checks to the City of Centennial and the State of Colorado. These yearly fees are paid according to the type of license:

<i>Type of License</i>	<i>City of Centennial</i>	<i>State of Colorado</i>
Hotel/Restaurant	75.00	500.00
Tavern	75.00	500.00
Brew Pub	75.00	750.00
Liquor Licensed Drug Store or Retail Store	22.50	227.50
Club	41.25	308.75
Beer and Wine	48.75	351.25
3.2 Beer	3.75	96.25
Optional Premises	75.00	500.00
Manager Registration	75.00 H/R & Tavern unless managed by principal	75.00 H/R & Tavern unless managed by principal

- c)\* State of Colorado Individual History Record (Form DR8404-1) -  
Must be submitted for the owner, all partners owning 10% or more, and managers. For corporations, all officers, all directors and each stockholder owning ten percent (10%) 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) 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 (box two of the application form). Lease must contain authorization for applicant to obtain liquor licensing, and must show an expiration date at least one year from the effective date of the license.
- f) Zoning Use Permit - Provide documentation that proposed site is zoned for use desired (the License Clerk will request this verification).

**Pursuant to § 12-47-313 (1)(D)(I) Colorado Revised Statutes –  
Measurement and Distance:**

**No license shall be issued to or held by any person where alcoholic liquor is sold within 500 feet from any public or parochial school, or the principal campus of any college, university or seminary; said distance to be computed by direct measurement from nearest property line of the land used for school purposes to the nearest portion of the building in which liquor is to be sold, using a route of direct pedestrian access, measured as a person would walk safely and properly, without trespassing, with right angles at crossings and with the observance of traffic regulations and lights.**

- g) Layout of Building - A drawing of the layout of the building will be required. No modifications of the licensed premises may be undertaken without the prior approval of the local and state authorities. The layout should be submitted on 8 ½" x 11" paper and must show liquor service areas, liquor storage areas, food preparation areas, entrances/exits, etc. Hotel/Restaurant applicants must identify the kitchen area. Include dimensions. Only the licensed premises should appear in the drawing. Please submit a separate diagram for each floor.
- h) Individuals Applying - Submit:
1. Management agreement if licensee is not manager.
  2. Affidavit – Restrictions on Public Benefits
- i) Partnerships Applying - Submit:
1. Management agreement if other than a member of partnership is manager.
  2. Partnership agreement.
- j) 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
- k) 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.
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 (10%) 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 License Clerk.

Fingerprint cards must be submitted to the License Clerk, along with a check for each set of prints, payable to the Colorado Bureau of Investigation, in the amount of \$38.50. 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.

If the applicant has a Master File with the State of Colorado, the investigation will be conducted by the State. Individual History Records must be submitted to the License Clerk, along with a copy of the Master File letter.

4. Upon receipt of an application that is complete in every detail, the License Clerk will submit the application to the City Clerk. The application will be considered to be "received" upon such submittal. The City Clerk will:
1. Set a date and time for a public hearing before the Centennial Liquor Licensing Authority, to be held not less than 30 days from the date the application is "received".
  2. Establish neighborhood boundaries.
5. During the period between the initial appearance and the public hearing, the License Clerk will:
- a. Advertise the public hearing and receive proof of publication to be presented at the public hearing.
  - b. Provide a poster to the applicant announcing the public hearing.
  - c. Submit a copy of the application to the Land Use Division for review as to zoning compliance and proximity to schools and churches, and building code compliance.
  - d. Prepare a map of the neighborhood with similar type liquor outlets plotted.
  - e. Provide applicant with sample petition and names of survey companies, if requested. Payment for petitioning is the responsibility of the applicant.

Not less than five (5) days prior to the public hearing, the License Clerk will notify the applicant in writing of the status of the application. Other Parties in Interest

who have submitted **written** inquiries or petitions will be listed on the notification and will also be notified. If the notification of the status of the application containing the list of Parties In Interest is mailed by the Liquor Licensing Administrator prior to the deadline for such inquiries, the applicant and other interested parties may obtain a list of additional persons who submitted such inquiries by calling the License Clerk.

At the applicant's request, the Clerk will submit a copy of the application and all related documents to the Colorado Department of Revenue / Liquor Division, for concurrent review (additional fee required by the State). The applicant should be aware that the application fee will not be refunded if the local or state authority denies the application.

6. During the period between the initial appearance and the public hearing the applicant will:
  - a. Place a poster, provided by the City, announcing the date of public hearing on the premises in a conspicuous place, plainly visible to the general public. If the building is not in existence at the time of application, the poster shall be posted upon the premises where the building is to be constructed. The poster must be conspicuous and plainly visible to the public. A picture must be taken of the poster as it is posted on the proposed premises and attached to a sworn affidavit stating the dates during which the premise was posted (this should be completed after the posting period has ended). The affidavit must be returned to the License Clerk by noon the day of the hearing. The premises are required to be posted at least 10 days prior to the public hearing. The Liquor Licensing Authority may request longer posting.
  - b. If a survey of the neighborhood is performed, the petitions may be pre-filed to the City Clerk prior to the public hearing or entered in as evidence during the public hearing.

7. The purpose and order of the public hearing:

The hearing before the Liquor Licensing Authority on the application is to determine the desires of the inhabitants and the reasonable needs of the neighborhood in which an applicant proposes to conduct business. Some of the suggested methods for showing need and desire are:

1. Petitioning the designated neighborhood
2. Witnesses at the public hearing
3. Consult an attorney

All persons testifying during the hearing will do so under oath.

Order of Hearing - The first appearance at the hearing will be the License Clerk, who will present as the first exhibit the following items previously submitted:

- a. Original Application with all supporting documents
- b. Investigation report
- c. A map and list of similar type outlets
- d. Evidence of right to premises

The applicant and/or his/her representative will then appear to establish the needs of the neighborhood and desires of the inhabitants for the outlet. All petitions, maps, and other exhibits will be submitted to the Liquor License Authority during the appearance of the

applicant. Any opponents to the application will then be recognized. Opponents may present petitions and other appropriate evidence.

- Record of Hearing - The City will hire a court reporter to record the proceedings of the public hearing at the request and personal expense of the applicant only. Seventy-two hours notice is required. If the applicant and/or opponents desire a transcript of the hearing, it will be provided upon payment of the cost of the court reporter for such transcript. All orders for transcripts shall be placed through the License Clerk.
8. Action by the Liquor Licensing Authority will be taken within thirty (30) days after the hearing. It is permissible for the Liquor Licensing Authority to postpone rendering the decision, or a decision may be rendered immediately following the hearing. The applicant will, in all cases, be notified in writing of the decision of the Liquor Licensing Authority.
  9. The City will submit approved applications to the State of Colorado for their final consideration and decision.

If remodeling or new construction is necessary, the approved liquor/3.2 license will not be issued until the building in which the business is to be conducted is ready for occupancy with such furniture, fixtures and equipment in place as are necessary. The Building Division will receive copies of plans and specifications presented at the public hearing to ensure that the outlet will be remodeled or constructed in general compliance with the plans submitted at the hearing.

The State of Colorado will issue the State License and send it to the License Clerk. The City License and the State License will be issued to the licensee by the License Clerk after the premise has been approved for occupancy by the Building Division.

10. Prior to issuance of the State and City Licenses, the City Clerk, or his/her representative, will inspect the licensed premises, in accordance with 12-47-137(4) of the Colorado Liquor Code.

**The Centennial Liquor Licensing Authority will not consider an application that is not complete in every detail.** Please make an appointment to review the application with the License Clerk at least ten days prior to the next regular Liquor Licensing Authority meeting.