



[Administrative]

**PROCEDURE FOR TRANSFER OF OWNERSHIP
LIQUOR OR 3.2 BEER LICENSED BUSINESSES**

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, 13133 E. Arapahoe Road, Centennial, CO 80112.

Please make an appointment with the License Clerk for submission of application documents.

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1. Obtain application forms and information instruction packet from the City's web site, or the License Clerk.
- 2.* Fill out State Application DR8404 for Liquor License or DR8403 for 3.2 Beer License (black ink, print or type). Return it to the License Clerk with the following documents and fees:
 - a) State Application Fee - **\$920.00**
(Check payable to Colorado Department of Revenue)
City Application Fee - **\$750**
(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:

Type of License	City of Centennial	State of Colorado
Hotel/Restaurant	75.00	500.00
Tavern	75.00	500.00
Brew Pub	75.00	500.00
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 (IHR - Form DR8404-1) - Must be submitted for the owner, all partners, 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. Also submit a copy of a driver's license for each person submitting an 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)* Affidavit of Transfer and Statement of Compliance (State form) - A statement from the previous owner regarding status of alcohol beverage accounts.
 - g) Layout of Building - An update 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 8¹/₂" x 11" paper and must show liquor service areas, liquor storage areas, food preparation areas, entrances/exits, etc. Hotel/Restaurant applicants must include kitchen area. Include dimensions. Only the licensed premises should appear in the drawing. A separate drawing should be completed for each floor.
 - h) Individual 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 member(s)
 - 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 manage
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.**

The Arapahoe County Sheriff's Department, 13101 E. Broncos Parkway, conducts fingerprinting for the City of Centennial Liquor Licensing, Monday through Friday, 12:30pm to 4:30pm. The cost is \$25.00, checks made payable to the Arapahoe County Sheriff's Department.

4. Upon receipt of all required documents, the License Clerk will present the application for Transfer of Ownership to the City Clerk for approval. If the application is approved, it will then be sent to the State for consideration.

THE APPLICATION WILL BE CONSIDERED TO HAVE BEEN "RECEIVED" WHEN ALL REQUIRED DOCUMENTS AND NECESSARY INVESTIGATIONS ARE PRESENTED TO THE CITY CLERK FOR CONSIDERATION.

[If no public hearing is to be held, skip to number 10]

5. **The City may deem to hold a public hearing on the application for Transfer of Ownership.** If a public hearing is held, the following will be decided at the initial appearance before the Authority:
 - a. Establish a date for a public hearing.
 - b. Answer questions.
6. During the period between the initial appearance and the public hearing, the License Clerk will:
 - a. Advertise the public hearing and provide proof of publication during the public hearing.
 - b. Provide a poster to the applicant announcing the public hearing. Site must be posted for the ten (10) days preceding the public hearing. The Liquor Licensing Authority may request longer posting.
 - c. Submit a copy of the application to the City Attorney for review.
 - d. Not less than ten (10) days prior to the public hearing, the License Clerk will notify the applicant in writing of the public hearing date.
7. 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 the public hearing on the premises so as to be conspicuous and plainly visible to the general public. A picture must be taken of the poster on the premises and presented at the public hearing with a sworn affidavit stating the dates for which the premise was posted. The premise is required to be posted at least ten days prior to the public hearing. The City Council may request a longer posting.
8. The purpose and order of the public hearing:

The hearing before the Liquor Licensing Authority on the application is to consider the requirements of Section 12-47-111 of the Colorado Liquor Code and does not concern the needs and desires of the neighborhood.

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 and all supporting documents
- b) Investigation reports
- c) Evidence of right to premises

The applicant and/or his representative will then appear to respond to any questions of the Authority. Any opponents to the application will be recognized. Opponents may present petitions and other appropriate evidence.

9. Action by the Liquor Licensing Authority will be taken within thirty (30) days after the hearing. It is permissible for the City Council to table the application immediately after closing the hearing. The applicant will be notified in writing of the decision of the Liquor Licensing Authority.
10. **The City will submit approved applications to the State of Colorado for their final consideration and decision.** The State of Colorado will issue the State License and send it to the City Clerk after the premise has been approved for occupancy by the Building Division and the Tri-County Health Department.
11. The licenses will be issued subsequent to the following:
 - a) Receipt of the State license by the License Clerk.
 - b) Final inspection of the premises by the Liquor Liaison for the Arapahoe County Sheriff's Department.

A Temporary Permit Pending Transfer of Ownership is available for this type of application*. Speak to the License Clerk for further information.

*Form provided by City and available via the City's web site.