



Liquor License Application Checklist

TWO APPLICATION PACKETS MUST BE SUBMITTED TO THE TOWN CLERK (1 ORIGINAL and 1 COPY).

AN APPLICATION IS NOT CONSIDERED FILED UNTIL ALL DOCUMENTS ARE:

- Completed In Full [8 ½ x 11" paper ONLY]
- Properly Executed, Signed & Notarized, if required

THE APPLICATION PACKET MUST INCLUDE THE FOLLOWING ITEMS:

[] Application Form

- ___ Form DR8404 – Colorado Liquor Retail License (or)
- ___ Form DR8403 – Colorado Fermented Malt Beverage License

[] Application Fees

- \$ 1100.00 Payable to CO Dept. of Revenue - [\$1200.00 for Concurrent Review of application]
- \$ 1,000.00 Payable to Town of Parker - [\$750.00 for Transfer Application]
- \$ 25.00 Payable to CO Dept. of Revenue [if adding new location to State Master File]

[] License Fees [refer to Fee Schedule for applicable amount]

- \$ _____ Payable to CO Dept. of Revenue
- \$ _____ Payable to Town of Parker

[] Parker Business License

- Business & Tax License Application Form
- Police & Fire Department Information Form

[] Financial Documents

- Copies of all Notes & Loans [assumed, banks, previous owner]
- Equipment, furniture, and fixtures purchase agreement [if applicable]

[] Proof of Possession of Property

- Deed or Purchase Agreement in name of Applicant (or)
- Lease in name of Applicant only (or)
- Lease Assignment in name of Applicant only with consent from Landlord and current Lessee
[a copy of the original lease and all previous assignments must be attached]

[] Floor Plan of Premises to be Licensed must include:

- Dimensions [need not be to scale] & North/South/East/West Directionals clearly labeled
- Square Footage & Seating Capacity
- Separate Diagram for each floor
[identify all areas - i.e. kitchen, food prep, bar, lounge, dining, patio, alcohol storage, office, restrooms, etc.]
- Exterior areas showing exits & control [fences, walls, etc.]
- Outline Premises to be licensed with a **WIDE BLACK** marker

[] Background Information

Required for each Individual Owner; all General Partners of a Partnership [*includes Husband/Wife Partnerships*]; all Limited Partners owning 10% (*or more*) of the Partnership; all Officers and Directors of a Corporation; all Stockholders owning 10% (*or more*) of the stock of a corporation; all LLC Managing Members, or Members with 10% (*or more*) ownership interest in such company.

- Form DR8404-I – Individual History Record
- Fingerprint Card(s) (out of state only)
- You will be given fingerprint instructions once you submit the application to the Town Clerk.
- Lawful Presence Affidavit with a copy of a Valid Form of ID
[applies only to applications submitted as SOLE PROPRIETORS & HUSBAND/WIFE PARTNERSHIPS]

[] Manager Registration [*Hotel & Restaurant, Tavern, Lodging & Entertainment, Campus Liquor Complex Managers ONLY; other than owner*]

- Form DR8442 – Permit Application & Report of Changes
- \$30.00 Fee Payable to CO Dept. of Revenue
- \$30.00 Fee Payable to Town of Parker

[] Manager Reporting [*All other licenses ONLY; other than owner*]

- Form DR8442 – Permit Application & Report of Changes
- \$.00 Fee Payable to CO Dept. of Revenue
- \$75.00 Fee Payable to Town of Parker

[] If Transfer of Ownership, Additional Requirements Include:

- Wholesaler Affidavit of Compliance – DR8004
- Written Request & \$100.00 Fee Payable to Town of Parker [*if applying for a Temporary Permit*]

[] If Applicant is Corporation, Additional Requirements Include:

- Articles of Incorporation Registered with Colorado Secretary of State [*must be date-stamped*]
- Authorization to Do Business in Colorado [*if incorporated in another state*]
- Certificate of Good Standing [*obtain from Colorado Secretary of State; must be dated within last two (2) years; only needed if corporation has been in existence more than two (2) years*]
- Corporate Meeting Minutes Showing Election of Current Officers
- Management Agreement [*if applicable*]

[] If Applicant is LLC, Additional Requirements Include:

- Articles of Organization Registered with Colorado Secretary of State [*must be date stamped*]
- Operating Agreement Stating Responsible Party

[] If Applicant is Partnership, Additional Requirements Include:

- Partnership Agreement [*must identify all partners; not required for husband/wife*]

The following applies to NEW LICENSE APPLICANTS ONLY using a Petitioning Process to establish the needs and desires of the inhabitants of the neighborhood:

[] Petitions

[The Original & one (1) photocopy of each petition must be submitted to the Town Clerk no less than ten (10) days prior to Public Hearing Date at which time the application will be considered by the Special Licensing Authority]

Note: Applicants should allow a minimum of 60-90 days to complete the liquor license application process. Upon receipt, all application documents will be reviewed by the Town Clerk staff. Following the review, you will be advised if the application is considered complete or contacted to schedule an appointment to review any deficiencies that need to be addressed.