

INSTRUCTIONS/PROCEDURES FOR COMPLETING A LIQUOR OR 3.2% FERMENTED MALT BEVERAGE LICENSE APPLICATION

Anyone seeking a liquor or 3.2% fermented malt beverage license in the City of Lakewood must complete an application packet.

Applications are accepted by appointment only. Make an appointment with the Liquor Licensing Clerk by calling (303) 987-7084 to review the application. Allow approximately two hours for the scheduled meeting.

Applications will not be considered unless all questions are fully answered, if a question is not applicable, write n/a. If the answer is none, write none. All supporting documents must be submitted and correspond exactly with the name of the applicant. The required fees must be included with the application (refer to fee schedule). Incomplete applications will not be accepted.

All documents must be fully executed showing required signature and dates. Items that are contingent upon receipt of the liquor license should include a contingency clause worded in the documents. If specimen copies are created they must be clearly marked "specimen."

NOTE: Changes in application information (i.e. changes in financial sources, corporate structure, any action taken by a law enforcement agency or litigation connected with the application) must be provided to update the information contained in the original application.

All forms are to be TYPEWRITTEN or HANDWRITTEN IN BLACK INK and submitted in TRIPLICATE.

FINGERPRINTING AND PHOTOGRAPHING

Applicants will be referred to the Lakewood Police Department for fingerprinting and photographing only during specified times below:

**Tuesday: 8:00 a.m. to 9:30 a.m.
Wednesday: 11:30 a.m. to 1:00 p.m.**

Out of state residents may satisfy the fingerprinting requirements by mail using the packets available from the City Clerk's Office.

DOCUMENT CHECKLIST

I. APPLICATION

- A. Application form DR 8404**
- B. Affidavit stating school is not located within 500 feet of the licensed premises (n/a on transfers)**
- C. (H&R licensees only): Affidavit to certify that food sales will be a minimum of 25% of gross income**
- D. Affidavit of Transfer**
- E. Certificate of Taxes Due (Transfer Applications Only)**
- F. Evidence that the applicant meets the Jefferson County Health Dept. food service requirements (n/a for Retail Liquor and 3.2% Beer Off Premises Licenses)**

II. FEES

Make checks payable to the State of Colorado or to the City of Lakewood. Refer to the attached fee schedule.

Note: Separate and distinct managers must register with the City by completing a manager registration packet available in the City Clerk's Office.

CITY OF LAKEWOOD FEES

Application Processing Fee	\$ _____
License Fee	\$ _____
Occupation Fee	\$ _____
Manager Registration Fee	\$ _____
Fingerprinting (\$38.50 per owner)	\$ _____
Temporary Permit Application	\$ _____
Total City Fees	\$ _____

COLORADO DEPARTMENT OF REVENUE FEES

Application Processing Fee	\$ _____
License Fee	\$ _____
Manager fees (H&R & Taverns) \$75	\$ _____
Total State fees	\$ _____

III. INDIVIDUAL BACKGROUND INFORMATION

The following documents are required

- A. Background Investigation Report (one form per individual)**
- B. Individual History Record DR 8404-I**
- C. Release of Information Form**

IV. PROOF OF POSSESSION OF PREMISES

- A. Deed or lease (lease must cover one year minimum from issue date of license).**
- B. Assignment of lease, if applicable**
- C. Certificate of Zoning**
- D. Building plans for existing structure or architects drawing of building to be constructed and plot plan (reduced to 8 1/2" x 11").**
- E. 8 1/2" x 11" diagram of premises to be licensed outlined in red**

V. FINANCIAL DOCUMENTS

- A. Purchase agreement or stock transfer agreement**
- B. Affidavit on source of funds invested (Applicant must draft)**
- C. Photocopies of notes or loans (assumed, banks, etc.) dated and signed.**

VI. CORPORATE DOCUMENTS (IF CORPORATION)

- A. Certificate of Incorporation or Certificate of Good Standing (if corporation is two years old) or Certificate of Authorization (if out-of-state corporation)**
- B. Articles of Incorporation (stamped by Secretary of State's Office)**
- C. List of current officers, stockholders, and directors**
- D. Minutes/resolutions electing current officers, stockholders, and directors**
- E. Trade name certificate, if applicable**
- F. Annual corporate report (if corporation is two years old)**
- G. Stock Certificates (100%), copy front and back**

VII. LIMITED LIABILITY COMPANY

- A. Articles of Organization**
- B. Acknowledgment from Secretary of State's Office**
- C. Copy of operating agreement**
- D. Certificate of Authority (if foreign company)**
- E. Minutes of meetings reflecting acceptance of new members**
- F. Certificate of Good Standing (if company is two years old)**

VIII. PARTNERSHIP DOCUMENT

- A. Partnership agreement (general or limited) Not needed if husband and wife**
- C. Certificate of partnership**