



**CITY OF LAKEWOOD**

## **CHANGE IN LOCATION**

### Lakewood Civic Center

Colorado Regulation 47-312 requires that any licensee who manufactures or sells alcoholic beverages, who desires to change its place of business from that named in an existing license, must receive permission from both the City and the State to change the location to the place where such license is to be exercised.

#### **SUBMIT THE FOLLOWING IN TRIPLICATE:**

- \_\_\_\_\_ Form DR 8442
- \_\_\_\_\_ Signed copy of deed or lease in the name of the licensee only
- \_\_\_\_\_ A diagram of the new location
- \_\_\_\_\_ The signed Distance Affidavit stating the new location is not within 500 feet of a school, college, university or seminary
- \_\_\_\_\_ Certificate of Zoning
- \_\_\_\_\_ Certificate of Good Standing from Secretary of State's office
- \_\_\_\_\_ \$500.00 fee made payable to the City of Lakewood
- \_\_\_\_\_ \$300.00 fee made payable to the Colorado Department of Revenue

**ALL INFORMATION IS TO BE TYPEWRITTEN  
OR HANDPRINTED IN BLACK INK.**

If you have any questions, please call the City Clerk's office at 303-987-7084.

**All documents must be submitted in triplicate on 8 ½ x 11 single-sided white paper**

**City Clerk's Office - 480 S. Allison Parkway - Lakewood, CO 80226  
Phone: 303-987-7084 - Fax: 303-987-7088 - TDD: 303-987-7057**