



CITY OF LAKEWOOD

NEW APPLICATION OR TRANSFER OF OWNERSHIP FOR LIQUOR LICENSES

Lakewood Civic Center

Persons seeking a liquor license in the City of Lakewood may pick up an application packet at the City Clerk's Office, 480 S. Allison Parkway, Lakewood, CO. Application packets can also be mailed or accessed online at www.lakewood.org. Completed applications are accepted *by appointment only*. To make an appointment, contact the City Clerk's office at 303-987-7080.

Packet Includes

- Liquor Licensing Fee Schedule
- Instructions/Procedures for Completing a Liquor or 3.2% Fermented Malt Beverage License Application
- DR 8404 Colorado Liquor Retail License Application
- Affidavit of Transfer and Statement of Compliance
- Food Service Affidavit
- Distance Requirement Affidavit
- Alcohol Awareness Seminar Schedule
- Application for Sales and Use Tax License
- Request for Certificate of Taxes Due
- Colorado Liquor Beer Code Book Order Form
- Colorado Liquor and Beer Licensee Handbook

TIME REQUIREMENTS

A NEW OR TRANSFER OF OWNERSHIP CAN TAKE UP TO 4 TO 6 MONTHS TO PROCESS

BACKGROUND INVESTIGATION

Each individual who has a controlling or financial interest in the license must undergo a personal background investigation conducted by the Lakewood Police Department.

APPROVAL PROCESS

The Lakewood Liquor Licensing Authority considers applications for approval. Meetings are held in the City Council Chambers located in Civic Center South at 480 S. Allison Parkway in Lakewood, CO. Meetings begin at 2:00 p.m. on the second and fourth Thursday of each month.

SALES TAX LICENSES

Must be obtained prior to the start of business. For any transfer of ownership application, all prior city sales tax must be paid before the transfer will be approved. Contact the Colorado Department of Revenue 303-534-1209 and the Lakewood Sales Tax Office 303-987-7630.

TEMPORARY PERMIT

To operate under a temporary permit, an application must be submitted within 30 days of filing a Transfer of Ownership application.

If you have any questions regarding a new application or transfer of ownership for liquor licenses, please call the City Clerk's office at 303-987-7080.

All documents must be submitted in triplicate on 8 1/2 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**

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.

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 after the application has been accepted and the fees to the State and City paid.

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)**
- G. Do you plan to do any construction or remodeling at this location? If so, you must contact the Lakewood Building Department before starting the construction or remodel**

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	\$ _____

VII. LIMITED LIABILITY COMPANY

- A. Articles of Organization (acknowledged by 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**

VIII. PARTNERSHIP DOCUMENT

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

LEARN TO USE YOUR I.D.
CHECKING GUIDE

\$20.00 each in the CITY
CLERK'S OFFICE

IT CONTAINS
INFORMATION ON:

U. S. DRIVER LICENSES
and STATE ID CARDS

CANADA DRIVER LICENSES

U. S. & CANADIAN
TERRITORIES

U. S. IMMIGRATIONS
U. S. MILITARY

CREDIT CARDS
LICENSE PLATES

New section added on
UV Codes (page 70)





CITY OF LAKEWOOD

TEMPORARY PERMIT FOR A LIQUOR-LICENSED BUSINESS

Lakewood Civic Center

A prospective liquor licensee who is applying for a transfer of ownership and wants to operate the business while the application is in process may apply for a temporary permit. The following procedures apply:

- 1) The applicant must submit **three** copies of the temporary permit application to the City Clerk's Office.
- 2) The application for a temporary permit must be submitted to the City Clerk's Office no later than 30 days after the filing of the application for transfer of ownership (12-47-303(l)(c)).
- 3) The application for a temporary permit cannot be submitted prior to filing the application for transfer of ownership.
- 4) The nonrefundable permit fee of \$100.00 must be submitted at the time of application.

No one may operate a liquor-licensed establishment under a temporary permit until the following conditions have been met:

- 1) Provisional approval by the City Attorney of the application for transfer of ownership.
- 2) Provisional approval by the Lakewood Police Department of each Background Investigation Report.

A temporary permit, if granted by a local licensing authority shall be issued within 5 working days after the receipt of such application. A temporary permit shall be valid until such time as the application to transfer ownership of the license to the applicant is granted or denied or for 120 days, whichever comes first (12-47-303(4)).

If you have any questions regarding a special event permit, please call the City Clerk's office at 303-987-7080.

CITY OF LAKEWOOD

City Clerk's Office
Lakewood Civic Center
480 S. Allison Pkwy.
Lakewood, CO 80226-3127
Phone: 303-987-7080
Fax: 303-987-7088
TDD: 303-987-7057

TEMPORARY LIQUOR PERMIT APPLICATION

NAME OF APPLICANT

ADDRESS OF APPLICANT

TRADE NAME OF BUSINESS

ADDRESS OF BUSINESS

CITY STATE ZIP CODE

NAME OF PRESENT LICENSEE _____

TRANSFER OF OWNERSHIP APPLICATION RECEIVED COMPLETE (date) _____

PERMIT FEE: \$100 (nonrefundable)

***The City of Lakewood retains discretionary authority
to issue a temporary permit.***

Lakewood City Clerk's Office

480 South Allison Parkway, Lakewood, CO 80226-3127 (303) 987-7080

****Alternative formats of this document are available upon request.****



CITY OF LAKEWOOD

INDIVIDUAL'S BACKGROUND INVESTIGATION PACKET

Lakewood Civic Center

As part of the liquor or beer license application, Colorado Revised Statutes and the Lakewood Municipal Code requires each individual who is a sole proprietor, partner, corporate officer, director, or stockholder to give personal history information that will be used to conduct a background investigation.

Included are the following forms:

- Background Investigation Report
- Release of Information
- Individual History Record (DR 8404-I)
- Lawful Presence Affidavit

**ALL INFORMATION MUST BE TYPEWRITTEN OR HAND
PRINTED IN BLACK INK**

**PLEASE SUBMIT FORMS AND SUPPORTING DOCUMENTS
IN TRIPLICATE**

When the complete liquor or beer license application is received in the City Clerk's Office, individuals will be referred to the Lakewood Police Department for fingerprinting.

FINGERPRINTING IS CONDUCTED BY APPOINTMENT ONLY

All paperwork must be submitted to the City Clerk's Office prior to scheduling an appointment for fingerprinting.

Out-of-state residents may handle fingerprint/photograph requirements by mail using special packets available from the City Clerk's Office.

If you have any questions regarding this packet, please call the City Clerk's office at 303-987-7080.

CITY OF LAKEWOOD

**City Clerk's Office
Lakewood Civic Center
480 S. Allison Parkway
Lakewood, CO 80226-3127
Phone: 303-987-7080
Fax: 303-987-7088
TDD: 303-987-7057**

8. List any other persons who have a direct or indirect financial interest in this business.

Name	Complete Address (street name, city, state, and zip)	Percentage

PERSONAL INFORMATION

9. Your name: _____
Last Name First Name Middle Initial

10. Other names used: _____

11. Home Address: _____
Street Name City & State Zip Code

12. Home Phone: _____ Email: _____
(Area Code)

13. Date of Birth: _____ 14. Place of Birth: _____

15. Sex: F M 16. Race: _____ 17. Eye Color: _____

18. Height: _____ 19. Weight: _____ 20. Hair Color: _____

21. Social Security No. _____

22. Driver's License No.: _____ 23. State Issuing Driver's License: _____

24. Has your driver's license **ever been** suspended or revoked? Y N

25. If yes, please explain (include date and location): _____

26. **Is** your driver's license suspended, revoked, canceled or denied now? Y N

27. If yes, please explain (include date and location) _____

28. Are you a U.S. Citizen? Y N 29. Permanent Residence No.: _____

30. Alien Registration No.: _____ 31. Naturalization No.: _____

32. List all states of residence (including military): _____

33. List addresses for the past five years (attach separate page if necessary)

Street Address	City, State & Zip Code

34. Is your current residence owned or rented? _____

35. If rented, give name, and **complete** address of landlord: _____

36. If owned, give name, and **complete** address of mortgagor: _____

FAMILY HISTORY

37. Mother's full name: _____

38. Father's full name: _____

39. Spouse's full name (including maiden): _____

40. Spouse's Date of Birth: _____ 41. Spouse's Place of Birth: _____

42. Spouse's **complete** residence address, if different than yours: _____

43. Spouse's Present Employer: _____

44. List the name, address, date and place of birth of all children

Name	Complete Home Address Include street name, city, state and zip	Birthplace City and State or Country	DOB

45. Have you ever served in the military? Y N

46. If yes, what branch? _____

47. Years of Service: _____ 48. Date of Discharge: _____

49. Type of Discharge: _____ 50. Military Service No.: _____

EDUCATIONAL HISTORY

51. List all high schools and colleges attended

School Attended (High School and/or College)	Address (include city & state)	Years Attended

EMPLOYMENT HISTORY

52. Name of present employer: _____

53. Type of Business: _____ 54. Current Position: _____

55. Business address: _____
Street name City, State Zip Code

56. Business phone no.: _____ (Area Code) 57. Length of Employment: _____

58. Employment for the last 10 years:

Company Name	Complete Address Include street name, city, state and zip	Position Held	To/From

59. Have you ever been discharged from a position? Y N If yes, please explain: _____

FINANCIAL INFORMATION

60. List all personal bank accounts of applicant and spouse

Bank	Address (street name, city, state & zip)	Type of Account	Account Number

61. List all personal outstanding loans and credit cards (attach a separate page if necessary).

Lender	Address (street name, city, state & zip)	Type of Loan	Account Number

62. Cash to be invested

Source	Address (street name, city, state & zip)	Amount	Account No.

63. Complete the following on all business loans obtained (Attach copies of loan agreements).

Source	Address (street name, city, state & zip)	Amount	Collateral

64. Complete the following on all business accounts.

Bank	Bank Address (street name, city, state & zip)	Account Number	Authorized Signatories

65. State purchase price of business _____

PROPERTY INFORMATION

66. Is the building owned or leased? owned Leased

67. Name and **complete** address of building owner _____
name

_____ street address _____ city & state _____ zip code

68. Is the land owned or leased? owned Leased

69. Name and **complete** address of land owner _____
name

street address city & state zip code

REFERENCES

70. List three professional references

Name	Complete Address Include street name, city, state and zip	Occupation	Telephone number

71. List three personal references

Name	Complete Address Include street name, city, state and zip	Occupation	Telephone number

ADDITIONAL BACKGROUND INFORMATION

72. Do you hold, or have you ever held, a direct or indirect interest in a liquor or beer license? Y N
If yes, include name of establishment, complete address, type of license and dates: _____

73. Have you, any member of your family, or any corporation, company, or partnership in which you were involved ever had a liquor license suspended, revoked, or refused? Y N
If yes, give name, dates, jurisdiction, and action taken: _____

74. List all of your arrests (include date, charge, location, conviction, sentence and disposition):

75. List all civil court actions (include divorce, name changes) along with the names of litigants, dates, court of jurisdiction and cause of action: _____

76. List all of your traffic charges (include date, location, charge, conviction, sentence, and disposition):

City Clerk's Office – Referral to Police Department – Date _____

Criminalistics:

() Photographs By: _____

() Fingerprints Date: _____

LPD Identification No. _____

Investigation Division: Date Received: _____

Criminal History

- () Yes () No – Criminal Record, NCIC
- () Yes () No – Criminal Record, CCIC
- () Yes () No – Criminal Record, Lakewood Police Department
- () Yes () No – Criminal Record, Jeffco Sheriff's Office
- () Yes () No – Criminal Record, _____
- () Yes () No – Criminal Record, _____

Background Summary: _____

Memorandum Completed: () Yes () No

By: _____ Date: _____
Investigator

_____ Date: _____
Reviewing Supervisor

Recommendation:

- () Approval () No Recommendation () Disapproval

_____ Date: _____
Investigation Division



AFFIDAVIT - RESTRICTIONS ON PUBLIC BENEFITS

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(check one)**:

- I am a United States citizen.
- I am not a United States citizen but I am a Permanent Resident of the United States.
- I am not a United States citizen but I am lawfully present in the United States pursuant to Federal law.
- I am a foreign national not physically present in the United States.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date



**CITY OF LAKEWOOD REVENUE DIVISION
480 S. ALLISON PARKWAY
LAKEWOOD, CO 80226
303-987-7630**

REQUEST FOR CERTIFICATE OF TAXES DUE

Current Legal Business Name: _____ **Date:** _____

D. B. A.: _____

Current City of Lakewood Sales Tax License #: _____

Business Address: _____

Telephone Number: _____ **FEIN:** _____

TO BE COMPLETED BY PERSON REQUESTING INFORMATION

I hereby certify and represent that I am the _____ of the above named business and am an authorized person under 38-25.5-101(1) C.R.S., and thereby enabled to request this tax information.

*Note: If Sales, Use, or Accommodations tax information is requested, this form must be signed by an **OWNER OF THE BUSINESS** before we can release information to the buyer. Any taxes being paid during the process of an application for a liquor license application must be by certified funds.

Transferor Information: Mailing Address: _____
(Seller) Home Address of Principal Officer: _____
 Telephone Number: _____
 Signature: _____
 Printed Name and Title: _____
 FEIN/SSN: _____

Transferee Information: Mailing Address: _____
(Buyer) Home Address of Principal Officer: _____
 Telephone Number: _____
 Signature: _____
 Printed Name and Title: _____
 FEIN/SSN: _____

Closing Information: Attorney for Transferor: _____
 Attorney Address: _____
 Telephone Number: _____
 Attorney for Transferee: _____
 Attorney Address: _____
 Telephone Number: _____
 Closing Date: _____
 Agreed Purchase Price on Personal Property: _____

City of Lakewood Sales/Use Tax Licenses are non-transferable. The Seller must file and pay all outstanding tax returns within (10) ten days of termination. The Buyer must remit Use Tax on the purchase of tangible personal property within (10) ten days of closing.

This form must be filled out completely for your request to be processed. Under normal circumstances your Certificate of Taxes Due will be ready within (2) two to (5) five business days. Please note that there is a \$10.00 processing fee for each specifically identified tax.

Fees Paid: _____
 Sales
 Use
 Accommodations

Date of Payment: _____

Payment Type:
 Check _____
 Cash

AFTER HOURS EMERGENCY CONTACT FORM

Please provide current contact information to help the Lakewood Police Department protect your property in the event of an after-hours emergency at your business. All information is confidential. If you have questions, call 303-987-7111. Mail or fax the completed form to the Lakewood Police Department Communications Center, 445 S. Allison Pkwy, Lakewood, CO 80226. Fax: 303-763-6828.

Business Name _____

If Storefront sign is different, please indicate that name here _____

Exact Business Address (please include Unit #) _____

Gate Code (apts, storage facilities etc) _____

Is this business operating out of your home? Yes No _____

Local Business Phone # _____

Please circle one: Landline Cell VOIP

Type of Business (bank, tavern, etc) _____ Hours of Operation _____

Alarm Company _____ Phone _____

Alarm System (please circle all that apply) Silent Holdup Audible

Please list personnel (who have keys) in the order in which they should be called if someone is needed to respond to an after-hours emergency. List after-hours **LOCAL** numbers, not daytime.

Name _____ Position _____

Home Address _____

Phone _____ Cell Phone _____ Pager _____

Name _____ Position _____

Home Address _____

Phone _____ Cell Phone _____ Pager _____

Name _____ Position _____

Home Address _____

Phone _____ Cell Phone _____ Pager _____

Please provide additional information to help protect your business in case of an after-hours emergency (for example: guard dogs, employees are onsite 24 hrs, hazardous materials stored on site) _____

Signature _____ Print Name _____ Date _____
