

CITY OF BOULDER LIQUOR LICENSE APPLICATION WORKFLOW SUMMARY

STEP 1- LOCAL ZONING LAWS REVIEW APPROVAL & APPLICATION CLINICS (please see attached page for detailed process)

STEP 2- CITY OF BOULDER BUSINESS LICENSE- Please visit the following link to apply for a business license: <https://boulderonlinetax.gentaxcpc.net/TAP/>

STEP 3- REQUEST SECURE FOLDER TO UPLOAD APPLICATION- Visit <https://tinyurl.com/cobapplication> and fill out the form. You will then be contacted by staff to upload your legally complete application into a secure folder. Please supply the application in the order that is described in the application checklist.

STEP 4- LIQUOR LICENSE APPLICATION INTAKE MEETING- City Licensing will meet with the applicant(s) virtually to go through the legally complete application. Prior to the meeting, staff will generate the **City Application Fees Invoice** which can be paid via the [CSS Portal](#). **State Application Fees** can be paid (if applicable) via their portal here: <https://secure.colorado.gov/payment/liquor>.

STEP 5- NEIGHBORHOOD BOUNDARY SETTING FOR DOOR TO DOOR PETITIONS- BLA will set boundaries that are not less than ½ mile from the proposed location. City Licensing will prepare petition packet, provide them to applicant and interested parties and post packets to the city website.

STEP 6- CBI and FBI RESULTS RECEIVED FOR 10% OWNERS AND ALL MANAGERS/OFFICERS- at approximately this time in the process, background check results should be received, and additional explanatory information may be supplied by the applicant for results and prior enforcement history

STEP 7- HEARING POSTER PICKED UP AND POSTED- City Licensing will prepare a hearing poster which must be picked up by the applicant and which must be posted for at least 10 days prior to convening a public hearing

STEP 8- APPLICANT SUPPLIES PETITION MATERIALS- Applicant should use City Licensing supplied materials to complete door to door petitioning and provide those results to City Licensing not later than 10 days prior to hearing. City Licensing will provide the deadline date.

STEP 9- PRELIMINARY FINDINGS SENT TO APPLICANT- City Licensing will email an application summary to the applicant so that all parties can see what will be supplied in the hearing packet

STEP 10- BLA HEARING FOR APPLICATION- a public hearing will be scheduled and convened for your application before a 5- member volunteer city board that acts as the local licensing authority called the Beverage Licensing Authority or BLA. The BLA makes final decisions on liquor applications and on any liquor license violations. Within 30 days of the BLA hearing, written final findings will be sent.

STEP 11- BLA APPROVAL SENT TO STATE LIQUOR ENFORCEMENT DIVISION- if the BLA approves the application in a public hearing, then local approval will be sent to the State Liquor Enforcement Division or State LED

STEP 12- STATE LED ISSUES STATE LICENSE TO CITY- if the State LED approves the state license after their application review, they will send the state license to City Licensing

STEP 13- PREMISE INSPECTION TO CONFIRM PREMISE DIAGRAM AND CITY AND STATE LICENSE ISSUANCE- If the BLA approves issuance of the city license and the State LED approves the state license, then City Licensing will schedule a premise inspection with the applicant, after a letter of completion and health inspection approval have been supplied, to complete the premise inspection. City Licensing will confirm that the observed premise matches the diagram that the BLA approved, and if the inspection is passed, City Licensing will provide the applicant (now Licensee) with the original city and state liquor licenses.

STEP 1- ZONING APPROVAL OF LOCAL ZONING LAWS & APPLICATION CLINICS- Detailed Process

Explanation

Zoning Confirmation for Beverage Licensing Authority (BLA) is a discretionary review process to determine if the use is appropriate in the proposed location. The review will evaluate the proposed operating characteristics and identify any potential additional reviews required. An approved Zoning Confirmation for BLA constitutes all zoning requirements have been met with the proposed use.

A request for a Zoning Confirmation for BLA is made by completing & submitting an **Administrative Review Application & Zoning Confirmation Application** with the Planning and Development Services Department. The applications can be found at the following links:

- Administrative Review application (No Fee):
https://www-static.bouldercolorado.gov/docs/PDS/forms/100_adr_application.pdf
- Zoning Confirmation application (No Fee):
<https://www-static.bouldercolorado.gov/docs/PDS/forms/bla-zoning-confirmation-attachment.pdf>

The application requirements are described in this document under “Zoning Confirmation for Beverage Licensing Authority”. You may request answers to general questions or project consultations by calling 303-441-1880 or emailing plandevlop@bouldercolorado.gov

The Regulatory Licensing Division holds Wednesday morning application clinics virtually which you may attend via call in or computer to answer your questions:

11:30AM to 12:30PM for Liquor license application questions
Call: 720-593-3714 and enter conf ID: 247 686 993#

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

CITY OF BOULDER
BEVERAGE LICENSING AUTHORITY
CHECKLIST OF REQUIRED DOCUMENTS FOR LIQUOR LICENSES
FOR NEW LICENSES, TRANSFER OF OWNERSHIP, AND CHANGE OF CLASS APPLICATIONS
FOR CITY AND STATE LICENSING AUTHORITIES REGARDING ALL FMB AND LIQUOR APPLICATIONS

All scanned documents must be properly executed, each question answered, each document fully complete, and must correspond EXACTLY with the name of the license applicant. All scanned documents must be typed or legibly printed in ink.

APPLICANT SHOULD ALSO RETAIN A COMPLETE LICENSE APPLICATION COPY FOR YOUR RECORDS.

You must schedule an appointment to submit your legally complete application prior to or on the deadline date. Please call at least 3 to 4 days ahead before you wish to submit because appointment times on deadline dates tend to fill up fast. Call 303-441-4192, then select "Liquor Licenses" to schedule or email licensingonline@bouldercolorado.gov.

I. ZONING LOCATION ANALYSIS DOCUMENTS

Zoning/Planning Confirmation Form- Conclusions of Zoning Analysis must match the answers to city questions and what is shown on the floor plan exactly for the license application to be accepted. City zoning must approve the liquor license use at the proposed location in order to retain license application. If they do not, then City Licensing will return the application.

II. CITY REVIEW APPLICATION DOCUMENTS

CITY COMPLETES AT APPLICATION IN-TAKE MEETING: Application Review Checklist

CITY COMPLETES FOR BOUNDARY SETTING HEARING IF REQUIRED: Neighborhood and License Application Details letter for BLA Boundary Setting Deliberations

CITY COMPLETES FOR BLA APPLICATION HEARING: Preliminary Findings for License Application

CITY COMPLETES AFTER APPLICATION HEARING FOR APPROVAL OR DENIAL: Findings of Fact and BLA Ruling Order

City License Application- fully complete and signed, with answers to questions 1 to 20 attached

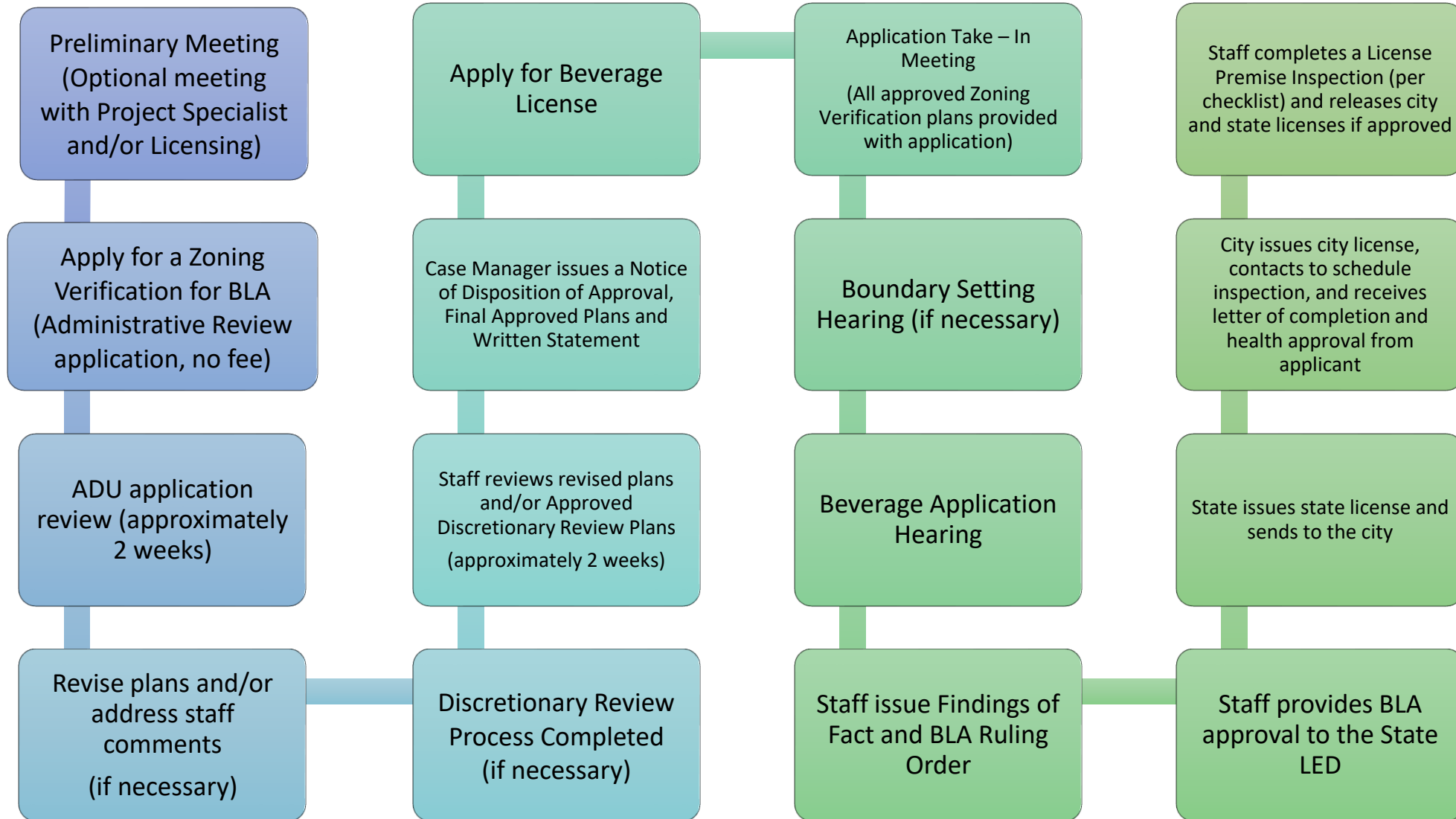
- Operating hours and Seating totals should match those on the below Zoning form

Other Documents: Menus, Drink lists, Chef Resumes, News Articles, Training Certificates, Change of Class letter for license surrender agreement

City Transfer License Form accepting license as is with all debts, obligations, and violation history in place- fully completed and signed

City Financial Statement- total dollar amount required for application and build out should match total amount disclosed and detailed

Beverage Licensing Authority



Statement of Food Service to acknowledge required food percentage for hotel-restaurants and brew pub licenses only

Statement of Training to acknowledge city condition for alcohol server training within 90 days of opening or hiring

City Occupation Tax Registration- Liquor occupation tax is an on-going, yearly city tax based on license class held and will be invoice every six months in January and July

City Business License for Sales Tax- if not already licensed or preferable applied for on-line for with city area

City Temporary License for Transfer Applications- For transfers only, all requirements must be met on temporary application for temporary to be issued. Temporary licenses must be requested not later than thirty days from the transfer application filing and city licensing has up to five business days to issue temporary licenses

Neighborhood Boundary Information and Company Name for Petitioning- Door to door petition are required for permanent modifications, changes of location, changes of class, and new liquor license applications. City licensing will provide the petition materials that are required to be used and neighborhood petition submissions are due at least nine days prior to application hearings.

III. STATE REQUIRED DOCUMENTS

- State Application- complete all appropriate sections and authorized representative must sign
- In the state application, does the Applicant name of the individual or business entity listed in question 2 match exactly the name of the Tenant in question 14, and also the Tenant/Lessee in the submitted Lease?
 - Has the Applicant gone through the page 2 state checklist to ensure that all of those documents are attached and state questions are addressed?
 - For question 13, if Applicant holds other liquor licenses, is a detailed list attached?
 - In question 15, should this question be complete if the landlord or a manager gets paid a percentage based on sales in the Lease Agreement or Management Agreement?
 - In question 21, does the total percentage of all owners disclosed or on attached list total 100% ownership?

Floor Plan- must be on 8 ½ x11 paper, use highlighter to outline all area that you want included in your liquor license, include separate pages for each floor that will be licensed, and include both overall premise and room dimensions, doors, walls, all locked and unlocked alcohol storage, points of sale, all bars, tables and chairs, booths, patios with means of control (fencing, stationed employees, landscaping), books and records marked as to where alcohol receipts will be stored on the premise, and for restaurants, the kitchen should be marked as “kitchen” with kitchen equipment listed.

State “Affidavit of Transfer and Statement of Compliance”- fully complete and signed

Alcohol Inventory if any alcohol was transferred for Transfers of Ownership

Wholesaler Affidavits for Transferor's Suppliers to confirm payment status for Transfers of Ownership- due by the time of BLA Transfer application hearing

Purchase Agreement or other document indicating final sale of business

Notes and Loans- executed by all parties and dollar amounts matching the total disclosed

Ownership flow chart in complex business ownerships- will be requested for multi-tiered owners

Individual History Reports (IHR) for all 10% Interest Owners & all Officers/Partners/Managing Members- all background should be disclosed and explained so it matches results discovered

- Under question 14 (a)- this will be the total purchase price or total initial investment and will be the same for all owners or investors
- Under question 14 (b)- this should list the value of the individual owner's personal contribution to the whole purchase or investment and the totals of individual owner's answers should match total the whole dollar amount disclosed
- Under question 14 (c)- this should list personal source of funds and where the funds for contribution are held (checking, savings, home loan, brokerage),
- Under question 14 (d)- this should list all applicant business entity financial investment,
- Under question 14 (e)- this should list all promissory notes and loans, including construction reimbursement by landlords and each entry should explain the repayment terms

Fingerprint Cards- these must be on standard FBI cardstock cards and Boulder Police can print

Registered Manager's IHR Form and Fingerprint cards for Hotel-Restaurants, Taverns, and Lodging and Entertainment-if manager listed on the state application is not already an owner, officer or manager, \$75 state & city fee is also required

{ } Applicant Entity Documents For Corporations

- Articles of Incorporation
- Certificate of Good Standing
- Certificate of Authority for foreign companies
- Minutes of the First Meeting
- List of all officers, directors, and stockholders

{ } Applicant Entity Documents For Partnerships

- Partnership Agreement
- Dissolution of Partnership for prior owners

{ } Applicant Entity Documents For Limited Liability Companies

- Articles of Organization
- Certificates of Good Standing
- Certificate of Authority- if foreign company
- LLC Operating Agreement

{ } Applicant Entity Documents For Sole Proprietors

[] Lawful Presence Affidavit

[] Copy of Valid Driver's License

IV. POSSESSORY DOCUMENTS

[] Deed or Leased for Proposed Licensed Premise- properly executed by all parties with all attachments and must be on 8 ½ x 11 paper. Tenant name must match applicant's name exactly.

[] Assignment of Lease- fully executed by all parties and on 8 ½ x11 paper.

[] Lease Amendment- if required to change tenant name to match applicant name or list address

[] Management Agreements -if any, be prepared to explain why applicant is not joint licensee

V. CITY AND STATE LICENSE AND APPLICATION FEES

[] State Application and License Fees (payable to Colorado Department of Revenue): \$ _____

[] City Application and License Fees (made payable to City of Boulder): \$ _____

[] Background Investigation Fees (payable to City of Boulder and \$38.50 each): \$ _____

1= \$38.50 2= \$77.00 3= \$115.50 4= \$154.00 5= \$192.50 6= \$231.00 7= \$269.50 8= \$308.00

[] Application Copy or Scan Fee for lack of Required Applications, Possessory Applications, or Lack of Complete Scan on Thumb Drive (\$50 staff work charge): \$ _____

VI. OTHER REQUIRED ITEMS AND WHEN WILL BE DELIVERED:

Resource Contacts Who Have Appeared Before the BLA

Attorneys

Mark Shapiro, Esq.	303-443-3234	
Dill and Dill Law Firm	303-777-3737	https://dillanddill.com/
Laszlo Law	303-926-0410	https://www.laszlolaw.com/
Wussow and Associates	303-800-1590	http://wussow-law.com/
Runco/Proffitt, P.C.	720-452-2646	https://runprolaw.com/
O'Brien Law, P.C.	303-443-2626	http://fernobrienlaw.com/
Kristine Holtgen, Esq.	303-202-5075	
Li & Associates, P. C. (Mandarin Chinese)	720-535-8726	
Lyons Gaddis Law Firm	303-776-9900	https://www.lyonsgaddis.com/
Erika Kaiser, Esq.	719-473-8780	
J.Y. Kang, Esq. (Korean)	303-647-5423	

Accountants

Victor Juarez (Spanish)	303-567-6310	
A Boulder Bookkeeper	720-255-3490 or mara@boulderbookkeeper.com	

Consultants

Silvia Chaney, CPA Business and Start-Ups Consulting	303-6661-9721 or chaneycpa@earthlink.net	
Hanson Business Strategies Planning and Zoning Consultant	303-859-0333 or lizhanson22@gmail.com	

Neighborhood Petitioning Services

Liquor Pros (English and Spanish)	719-390-8844	http://www.liquorpros.com/
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Trade Organizations

Responsible Association of Retailers	nathand@partnersmentoringyouth.org	
Boulder Convention and Visitors Bureau	303-442-2911 www.bouldercoloradousa.com/cvb/	
Boulder Small Business Development	303-442-1475 www.bouldersbdc.com	

City of Boulder

Officer Rich Denig-BPD Alcohol Enforcement Officer	303-413-4485	
Lane Landrith-Community Vitality/Business Assistance	303-441-7316	
Cris Jones-DUHMD	303-413-7302	
Mishawn Cook-Licensing Manager and BLA Secretary	303-441-4192	
Website	https://bouldercolorado.gov/tax-license/liquor-licensing	