

**CITY OF BOULDER**  
**State of Colorado Liquor Sales Room –**  
**Application Packet**

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**Last Edited: 5/27/2021**



**City of Boulder**

**Finance Department · Licensing Division**

**Brenton Building, 1136 Alpine Avenue, Boulder, Colorado 80304 · 303 441-4192**

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**APPLICATION FOR STATE OF COLORADO LIQUOR LICENSE SALES ROOMS  
CHECKLIST OF REQUIRED DOCUMENTS**

If an applicant is filing either a temporary sales room (notice to local licensing authority of 10 business days before event) or permanent sales room (notice to local licensing authority of 45 days before state license issuance) for their Brewery, Winery, or Distillery Location, then they are required to also supply a copy of the State Application and All Attachments to the Beverage Licensing Authority (BLA). This local notice provides the BLA an opportunity to provide local input to the State Liquor Enforcement Division for state license approval or denial.

Applicants then are required to submit a complete application via fax (303-441-1919), email ([LicensingOnline@bouldercolorado.gov](mailto:LicensingOnline@bouldercolorado.gov)), or by mailing to City of Boulder- Finance Dept, P.O. Box 791, CO 80306, Attn: Liquor Licensing, and they should submit the following:

- FOR PERMANENT SALES ROOMS: Local Zoning Laws Review Approval-** please complete Zoning Confirmation for Beverage Licensing Authority review process before proceeding to file application with City Licensing. The City of Boulder will not consider the copy of the state application filed locally until zoning approval is received by City Licensing.
- Application for Colorado Liquor Sales Room** (State Form-DR8057)- Required for both Temporary or Permanent Sales Room applications, completed in pertinent areas and signed by authorized representative of applicant.
- Proof of Possession** – Property Owner’s Signed Permission Letter for Temporary Uses and Executed Complete Lease for the Proposed Licensed Premise for Permanent Uses.
- Licensed Premise Floor Plan** - Must be submitted on 8-1/2" x 11" paper and must include alcohol service, alcohol storage, and alcohol production areas. Use a highlighter to indicate the area(s) that will be licensed. FOR PERMANENT SALES ROOMS, please use the stamped, approved premise diagrams from your zoning review.
- Premise Control Plan** – Applicant’s plan to ensure compliance with liquor code and rules, including avoiding sale to minors, avoiding service to visibly intoxicated persons, and preventing patrons from leaving premises with open alcohol containers. Please also include information about alternate rides home, food offerings, live entertainment, staffing, server training, and other operating characteristics that you would like the City of Boulder to be aware of. FOR PERMANENT SALES ROOMS, please also include the approved Notice of Disposition and any approved Written Statement from you from your zoning review.
- FOR TEMPORARY AND PERMANENT SALES ROOMS IN OUR CITY LIMITS: City of Boulder Business License Application** City Process that may be submitted on line to confirm that Brewery, Winery, or Distillery is approved to operate in their proposed City of Boulder address and set up to remit Boulder sales tax.

For both Temporary and Permanent Applications, please note that failure to submit state notice applications timely in accordance with the 10-business day prior to a permit event or timely 45 days prior to state license issuance and at the same time that application documents are filed with state can be a basis for recommending denial by local licensing.

For Temporary applications, among other criteria, failure to follow the state liquor code and state regulations at past permitted events is a basis for the local licensing authority to recommending denial to the state.

For Permanent applications, among other criteria, failure for the applicant to sufficiently mitigate local concerns as to impacts of traffic, noise or other neighborhood concerns is a basis for the local licensing authority to recommending denial to the state.

**CITY OF BOULDER BREWERY, WINERY, AND DISTILLERY NEW LIQUOR LICENSE APPLICATION**  
**WORKFLOW SUMMARY**

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

**STEP 2- APPLICANT SUBMITS STATE APPLICATION MATERIALS TO CITY LICENSING AFTER ZONING APPROVAL-** The City of Boulder considers this date, after local zoning review and approval, to be the date that the state application materials have been provided to the City of Boulder. The Beverage Licensing Authority (BLA) has up to 45 days to provide its opinion to the State Liquor Enforcement Division (State LED) regarding the pending manufacturer license application.

Additionally, the Authority traditionally appreciates receiving more information from the state license applicant about owner experience, server training, plans for food offerings, plans for live entertainment and amplified music, control of the premise for indoor areas and outdoor patio areas, and plans for traffic and parking mitigation.

At this same time, the applicant should apply for a **City Business License** using the below link:

<https://bouldercolorado.gov/finance/business-licensing-form>

**STEP 3- BLA HEARING FOR APPLICATION-** a public hearing will be scheduled for your application before the BLA, a 5- member volunteer city board that acts as the local licensing authority. The BLA provides opinion on if the applicant can mitigate local concerns of traffic, noise, or other neighborhood concerns.

**STEP 4- BLA OPINION SENT TO STATE LIQUOR ENFORCEMENT DIVISION-** City Licensing supplies the BLA's opinion as to approval or denial of the pending application discussed at the public hearing to the State LED

**STEP 5- STATE LED ISSUES STATE LICENSE TO APPLICANT-** if the State LED approves the state license after their application review, they will send the state license to the Applicant

## **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 \(No Fee\)](#)
- [Zoning Confirmation Application \(No Fee\)](#)

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](mailto:plandevlop@bouldercolorado.gov)

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**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](#)

# Application for Colorado Liquor Sales Room

## Regulation 47-428, 1 C.C.R. 203-2

<input type="checkbox"/> Malt Liquor <input type="checkbox"/> Limited Winery <input type="checkbox"/> Winery <input type="checkbox"/> Distillery		<input type="checkbox"/> Temporary (3 days or less)		<input type="checkbox"/> Permanent	
1. Name of Applicant exactly as it appears on your current Colorado Liquor License.					
2. Trade Name of Applicant					
3. State Sales Tax No.			Applicant Liquor License No.		
4. Business Address of Applicant (Number and Street)			City	State	ZIP
5. Mailing Address (Number and Street)			City	State	ZIP
6. Phone Number			7. Email Address		
8. Sales Room Location (Full Address)			9. Dates of Events: From Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM To Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		
10. Rights to Premises Granted by: (attach a copy of the Premises Use Authorization letter or lease if not previously submitted)					
11. Renting/Leasing % Basis <input type="checkbox"/> Yes <input type="checkbox"/> No		12. If Yes, List % and Interested Party. Use Additional Sheet if Necessary.			
13. Alcohol will be sold (check all that apply) <input type="checkbox"/> For on-premises consumption (if selected, please file this application with the Local Licensing Authority and the State Licensing Authority) <input type="checkbox"/> For off-premises consumption					
14. The Sales Room Applicant affirms they have complied with local zoning restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No					
15. Additional Required Documents <input type="checkbox"/> Attach an outlined diagram of proposed premises <input type="checkbox"/> Attach a copy of the premises control plan describing how the premises will be controlled to ensure compliance with liquor code and rules. It must include restricting sales to minors and visibly intoxicated persons and insuring that customers cannot leave the premises with an open container of alcohol. <input type="checkbox"/> Attach a copy of any contracts and/or operating agreements pertaining to the sales room.					
Local Licensing Authority Name			Date Application Copy Submitted to Local Licensing Authority		
<b>Oath of Applicant:</b> I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor, Beer Code and Liquor Rules which affects my permit.					
Applicant Signature			Title	Date	
<b>Notice to Local Licensing Authority</b> <b>This application for a Sales Room will be granted to the above name applicant unless any of the below listed conditions apply. If any of these conditions apply please contact the State Licensing Authority immediately.</b>					
<input type="checkbox"/> Issuance of this permit would impact traffic, noise, or other neighborhood concerns in a manner that is inconsistent with local regulations or ordinances.					
<input type="checkbox"/> If granted this permit would result in violations of the Colorado liquor code or the laws of the local government. (specify)					
<input type="checkbox"/> Issuance of this permit would violate local zoning laws.					
For events lasting <u>three consecutive days or less</u> , the Local Licensing Authority has <b>ten (10) business days</b> to submit its determination to the State Licensing Authority.					
For events lasting <u>four or more consecutive days</u> , the Local Licensing Authority has <b>forty-five (45) days</b> to submit its determination to the State Licensing Authority.					
Local Licensing Authorities can send the approval via mail or email to dor_liqlicensing@state.co.us					
If the Local Licensing Authority does not submit a response or determination within the time specified, the State Licensing Authority shall deem that the Local Licensing Authority has determined that the proposed sales room will not impact traffic, noise, or other neighborhood concerns in a manner that is inconsistent with local regulations or ordinances or that the applicant will sufficiently mitigate any impacts identified by the Local Licensing Authority.					
Licensing Authority Signature <input type="checkbox"/> Object <input type="checkbox"/> Do Not Object			Local Licensing Authority Contact Name		Phone Number

If the Local Licensing Authority objects to the sales room, provide a separate page with details of the objection.