JEFFERSON COUNTY LIQUOR LICENSING OFFICE
100 JEFFERSON COUNTY PARKWAY, SUITE 2560
GOLDEN, CO. 80419-2560
email: clerktoboard@jeffco.co.us
Phone: (303) 271-8166 OR (303) 271-8167

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

THIS PROCESS USUALLY TAKES **3-4 MONTHS.**

Anyone seeking a liquor or 3.2% fermented malt beverage license in Unincorporated Jefferson County must complete an application packet. ***Applicants are strongly encouraged to obtain their own Legal Counsel to assist with application process.***

Applications will not be considered unless all questions are fully answered. Write n/a if a question is not applicable. 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). **PLEASE INCLUDE ALL REQUIRED FORMS INCLUDING LEGAL POSSESION BEFORE YOU SUBMIT YOUR APPLICATION. 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**. (Only one set of bank statements needed)

FINGERPRINTING AND PHOTOGRAPHING

Applicants will be referred to the Jefferson County Sheriff's Office for fingerprinting and photographing only during specified times below:

$38.50 Fee for Fingerprints

Check must be made out to Colorado Bureau Investigations via certified check, cashiers check, or money order **(No Personal Checks).**

Monday through Friday from 8:00 a.m. to 4:30 p.m.

NAME OF APPLICANT_____

DOING BUSINESS AS_____

___INDIVIDUAL___CORPORATION___PARTNERSHIP___LIMITED LIABILITY

1. APPLICATION

_____ A. Application form DR 8403 (only for 3.2% applications) or DR8404 (for all other types of applications).

_____ B. School Affidavit stating school is not located within 500 feet of license premises. (NOT NEEDED FOR TRANSFER OF OWNERSHIP)

_____ C. Dance Application (and fee), if applicable

_____ D. Temporary Permit Application Form

2. PROOF OF PROPERTY POSSESSION

_____ A. Deed or lease (lease must cover one year minimum from issue date of license)

_____ B. Assignment of lease, if applicable.

_____ C. 8 1/2" x 11" diagram of premises with dimensions drawn to scale. License premises where alcohol can be served outlined in red, liquor storage in yellow with parking spaces outlined. For a patio we need the height of the fence, the composition of materials used and how you will control the alcohol usage.

_____ D. Area map outlining business in different color. (MapQuest preferred)

3. FINANCIAL DOCUMENTS

_____ A. Purchase or Sales Agreement or Stock Transfer Agreement

_____ B. Photocopies of <u>all</u> Notes or Loans (i.e., assumed, banks, previous owner, etc.) dated and signed.

_____ C. Fund Source Information Sheet

_____ D. Authority to Release Information (**ORIGINAL FORM ONLY**)

_____ E. Last six months of bank statements. (One set only for Sheriff's Dept.)

4. BACKGROUND INFORMATION

_____ A. Individual History Record (s) (DR8404-I)

_____ B. Fingerprints & Photo take at Sheriff's Office

_____ C. Sheriff's Clearance

5. CORPORATE DOCUMENTS (IF APPLICABLE)

_____ A. Certificate of Incorporation or Certificate of Good Standing or Certificate of Authorization (if out-of-state corporation).

_____ B. Articles of Incorporation.

_____ C. Minutes/resolutions electing current officers, stockholders, and directors.

_____ D. Stock Certificates (100%), copy front and back sides.

_____ E. Corporate Seal (if applicable)

_____ F. By-laws

6. PARTNERSHIP DOCUMENTS (IF APPLICABLE)

_____ A. Partnership agreement (not needed if husband and wife)

7. LIMITED LIABILITY COMPANIES (IF APPLICABLE)

_____ A. Copy of Articles of Organization (Date Stamped by Colorado Secretary of State's Office)
_____ B. Copy of Operating Agreement
_____ C. Certificate of Authority (If Foreign Company)
_____ D. Minutes of meeting reflecting acceptance of New Members.

8. MANAGEMENT OTHER THAN APPLICANT (FOR HOTEL/RESTARAUNT ONLY OR TAVERN ONLY)

_____ A. Report of Changes Form (DR8442)
_____ B. Individual History Record (DR8404-I)
_____ C. Fingerprint Application
_____ D. Authority for Release of Information

APPLICATION FEES:

The application fee for a **TRANSFER OF OWNERSHIP** is **$750.00** made payable to **JEFFERSON COUNTY** and **$1025.00** made payable to the **DEPARTMENT OF REVENUE**. In addition, you must add on the appropriate License fees as listed below:

License Fees:	COUNTY	STATE
Temporary Permit	100.00	- 0 -
Retail Liquor Store	37.50	312.50
Drug Store	37.50	312.50
Beer & Wine	63.75	436.25
Hotel/Restaurant or Tavern	75.00	500.00
Club	41.25	308.75
3.2%	7.50	117.50
Manager Registration (H/R or Tavern only)	75.00	75.00
Dance License	25.00	- 0 -

Completed applications will be submitted to the Sheriff's Department for their investigation. It will then be sent to the Assistant County Attorney for approval and returned to our office with information to set hearing dates.

Posting of one sign on the premises is required ten days prior to the Public Hearing. The poster should be obtained from the Jefferson County Courthouse, Clerk to the Board's Office. The poster must be placed in a conspicuous place and be easily visible to the public. The newspaper publication will be handled by the County in our legal newspaper.

The applicant **must be present** at the hearing.

If approved, all information will be mailed to the State Department of Revenue for their processing. The State process usually takes 10 days to 2 weeks. They will then mail the license to us. AFTER APPROVAL BY THE COUNTY AND STATE, BOTH LICENSES WILL BE MAILED TO THE APPLICANT.

PLEASE SUBMIT ALL PAPERWORK TO:

JEFFERSON COUNTY GOVERNMENT CENTER
CLERK TO THE BOARD'S OFFICE
LIQUOR LICENSING
GOLDEN, CO 80419-2560

QUESTIONS, PLEASE CALL
303-271-8166 OR 303-271-8167

Email: clerktoboard@jeffco.co.us