

INSTRUCTIONS FOR A CHANGE OF LOCATION

PROCEDURE FOR APPLICATION

1. Applicant should furnish Clerk to the Board's Office, Liquor Licensing, with a copy of the zoning for the specific address of the new location. If the zoning is Planned-Development, furnish us with a copy of the Official Development Plan showing restrictions applying to liquor sales.
2. Fill out **APPLICATION FOR CHANGE OF LOCATION (8442)** and submit to the Clerk's Office, Liquor Licensing.
3. Fees - \$750.00 - Jefferson County and \$150.00 - Department of Revenue
4. **ALSO INCLUDE:**
 - a. A letter explaining the reason for requesting such change of location.
 - b. A copy of the lease/deed. (If leased, landlord's written permission for occupancy for purposes of selling liquor or beer if not in the lease).
 - c. Area map showing the old and new locations in a contrasting color.
 - d. Floor plan of new location highlighting all areas of service and storage of liquor in a contrasting color with parking spaces outlined.
 - e. School Affidavit
5. After the file has been approved by the County Attorney's Office, a date will be set for a public hearing before the Board of County Commissioners.
6. Prior to the hearing you will be required to retain an independent person, firm or corporation who has no financial interest in the establishment OR anyone employed by the applicant to circulate petitions necessary to establish the reasonable requirements of the neighborhood and the desires of the adult inhabitants. The petitions must be filed with the Clerk's Office, Liquor Licensing, a minimum of five (5) non-holiday business days prior to the public hearing being held on the application.
7. Posting of one sign on the premises is required ten days prior to the public hearings. The poster may be obtained from the Clerk's Office, Liquor Licensing. 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.

No change of location shall be permitted until after the Department of Revenue, Liquor Enforcement Division shall have considered the application and such additional information as they may require and shall have issued to the applicant a permit for such change. The permit shall be effective on the date of issuance and the licensee shall thereafter promptly change the location of his business to the place specified therein. (Reg. 47-128.6 C)