



CITY OF LONE TREE  
**NEW LIQUOR LICENSE**

Listed below are the forms and supporting documents that must be submitted to the City Council, as the local licensing authority, and the State Liquor Enforcement Division for a New Liquor License. Submit one original and one copy of all documents. All forms and documents must be properly signed and correspond exactly with the name of the applicant.

**1. License Application**

Completed State Form DR8404 (12/30/14) or DR8403 (12/30/14)

**2. New License Fees**

Type of License	State Fees* (w/out concurrent review)	or	State Fees ** (w/concurrent review)	and	City Fee***
Retail Liquor Store	\$827.50	or	\$927.50	and	\$522.50 (\$500.00+\$22.50)
Liquor Licensed Drugstore	\$827.50	or	\$927.50	and	\$522.50 (\$500.00+\$22.50)
Beer & Wine	\$951.25	or	\$1,051.25	and	\$548.75 (\$500.00+\$48.75)
Hotel & Restaurant	\$1,100.00	or	\$1,200.00	and	\$575.00 (\$500.00+\$75.00)
Club	\$908.75	or	\$1,005.75	and	\$541.25 (\$500.00+\$41.25)
Tavern	\$1,100.00	or	\$1,200.00	and	\$575.00 (\$500.00+\$75.00)
Retail 3.2% Beer	\$696.25	or	\$796.25	and	\$503.75 (\$500.00+\$3.75)

\* State fees should be made payable to the "CO Department of Revenue". Fees listed above include the \$600.00 application fee plus the license fee.

\*\* State fees with concurrent review should be made payable to the "CO Department of Revenue" and includes the \$700.00 application fee for a new license with concurrent review.

\*\*\* City fees should be made payable to the "City of Lone Tree" and includes the \$500.00 application fee for a new license.

**2. Additional Fees & Licenses**

Manager Registration (for Hotel/Rest or Tavern License)      \$75.00 State Fee      \$75.00 City Fee  
 City of Lone Tree Business & Sales Tax License Application      \$15.00 City Fee  
 FEIN, State of Colorado business & sales tax licenses, and retail food establishment license (if applicable).

**3. Proof of Possession**

This includes a copy of a deed, lease or sublease. Term of the deed, lease or sublease should be for at least one year from the date of **issuance** of the liquor license. Deed, lease or sublease must be in the name(s) of the applicants.

**4. Diagram of Premises**

A red lined floor plan (no larger than 8-1/2 x 11 inches) of the premises to be licensed. Each floor should be drawn separately. Outdoor seating, liquor storage areas, etc., should be indicated on the drawing. Drawing must reflect bars, walls, partitions, ingress, egress, kitchen area (if Hotel/Restaurant class). Dimensions must be included; however, the drawing does not have to be to scale.

5. **Financial Documents**

Copies of all notes, loans, security agreements, purchase agreements, stock transfer agreements, etc., used in and for the business.

6. **Background Information**

Individual History Record (Form 8404-I) and 2 Fingerprint Card(s) must be submitted for each individual applicant, all general partners, all limited partners with 10% or more interest, all corporate officers & directors, all 10% or more stockholders, all LLC managing members, all LLC members with 10% or more interest, and any personal loan makers. Fingerprint cards are forwarded to the Colorado Bureau of Investigation for CBI & FBI checks.

Fees for each fingerprint card: The Lone Tree Police Department will charge residents \$10 for the first card and \$3 for each additional card for fingerprinting services. The CBI charges \$38.50 per person to conduct their background check – CBI fees must be paid in the form of a money order, company check, or certified check made payable to CBI.

NOTE: Fingerprints for the manager **must** be done at the Lone Tree Police Department to ensure appropriate and timely processing. Fingerprint results completed at other law enforcement agencies are typically not returned to the City, and therefore, may delay your application process. For more information contact the Liquor Licensing Clerk at 303-708-1818.

7. **Additional Documents Needed**

**For Sole Proprietor Applicant:**

- Individual History Record (All Sole Proprietors, if husband and wife – both)
- DR4679 Affidavit – Restrictions on Public Benefits

**For Partnership Applicant:**

- Individual History Record (All general partners, if husband and wife – both)
- DR4679 Affidavit – Restrictions on Public Benefits
- Partnership agreement – except for husband-wife partnerships
- Certificate of co-partnership – if applicable
- Certificate of Good Standing from Secretary of State's office within 2 years from date of application

**For Limited Liability Applicant:**

- Individual History Record (10% or more stockholders, limited partners, or members; all managers of an LLC)
- Date-stamped Articles of Organization
- Certificate of Good Standing from Secretary of State's office within 2 years from date of application
- Operating Agreement if written

**For Corporate Applicant:**

- Individual History Record (10% or more stockholders, limited partners, or members; all corporate officers and directors)
- Date Stamped Articles of Incorporation
- Certificate of Good Standing from Secretary of State within 2 years from date of application

If Applicant is a Subsidiary Corporation:

- List name and address of parent corporation

- List name, DOB, and address of all officers, directors and stockholders holding 10% or more of the parent company
- Background on one principal officer of Parent Corporation

#### 8. **Manager's Registration**

- Must be noted on the application for a Hotel/Restaurant or Tavern class of license.
- Individual History Record must be submitted if the manager is someone other than the applicant(s).
- Managers other than owners must complete fingerprinting and background investigation.

#### 9. **Evidence of Support**

A form of petition can be supplied by the City Clerk's Office. The City Council considers the reasonable requirements of the neighborhood to which the applicant seeks a New License and the desires of the adult inhabitants as evidenced by the petition. Signatures should be obtained from a designated one mile area which the City Clerk's Office will provide.

#### 10. **Food Service Requirements**

##### **3.2 % Beer Licenses:**

3.2% Beer Licensees are not obligated to serve food at any time.

##### **On-Premises Liquor Licenses:**

Club licensees, Arts licensees, Optional premises licensees, and Public Transportation System licensees are not obligated to serve food at any time.

Hotel and Restaurant licensees must have full meals available until 8:00 p.m. everyday, and snacks and sandwiches after 8:00 p.m. Food sales must provide at least 25% of the gross income (based on a one year time frame) from the sale of food and beverages.

Brew Pubs must serve meals and must derive 15% of the on-premises gross sales from the sale of food.

Taverns, Gaming Taverns, and Beer and Wine licensees must have sandwiches and snacks available during operating hours.

Racetracks are required to have food available during hours of operation.

When food is required to be served, it must be available wherever alcoholic beverages are served.

##### **Off-premises Liquor Licenses:**

Liquor stores are prohibited from the sale of food items except those approved by the State Licensing Authority that are prepackaged, labeled, directly related to the consumption of liquor, and are sold in containers up to 16 ounces for the purpose of cocktail garnish. Liquor-licensed Drug stores are not subject to prohibitions or requirements regarding sale of food items.

---

## **ADDITIONAL LIQUOR LICENSE APPLICATION POINTERS INFORMATION AND CONDITIONS**

### **Time Line:**

1. City Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month; a public hearing will be scheduled for a City Council meeting. Make sure you plan your application process to accommodate both your schedule and that of the Council's meetings. **YOU WILL BE REQUIRED TO ATTEND THIS MEETING.** City Council Meetings begin at 7:00 p.m. at Lone Tree Civic Center, 8527 Lone Tree Parkway.
2. Get fingerprinted FIRST and deliver the fingerprint cards, along with an Individual History Report Form for each individual fingerprinted, even before submittal of your license application. The public hearing might be delayed until your background check is complete.
3. Upon receipt of a complete application for a New License, a public hearing is scheduled no less than 30 days from the date of the application. The City will post the premises with a public hearing sign not less than at least 10 days prior to the date of the public hearing.
4. The City will publish a notice of the hearing in a newspaper of general circulation. The notice of hearing will be published not less than 10 days prior to the date of the hearing.
5. Petitions and affidavits of circulation must be submitted 10 business days prior to the hearing date.
6. If approved, it may take as long as two – four weeks to obtain your State license. Alcohol cannot be purchased, sold, or served until both the State and City liquor licenses are issued.

### **Fees:**

1. If your application is withdrawn or not approved, the application fee is non-refundable. The license fee is refundable, upon request, if the application is withdrawn or not approved.
2. If your application is withdrawn or not approved, you may request a refund from the State of Colorado Liquor Enforcement Division for the license fee; the application fee is non-refundable.

### **Other Licensing Requirements:**

1. You must obtain a State and City Sales Tax license and/or number prior to the application for liquor license being considered complete. (Sales tax license contact with the City is Gita Listiadji at [gita.listiadji@cityoflonetree.com](mailto:gita.listiadji@cityoflonetree.com) or 303-708-1818)
  2. For any categories of liquor licenses that require food (Hotel/Restaurant; Tavern; Beer & Wine, etc.) you must also obtain a Retail Food Establishment license issued by Tri-County Health Department. Contact Tri-County Health at 303-220-9206.
  3. You must have a copy of the Liquor Code on premises. They can be downloaded from the State Liquor Division's web page at [www.colorado.gov/pacific/sites/default/files/FINAL%202015%20CODE.pdf](http://www.colorado.gov/pacific/sites/default/files/FINAL%202015%20CODE.pdf)
-

# Checklist Summary

- \_\_\_ Application (Form DR 8404)
- \_\_\_ DR4679 Affidavit – Restrictions on Public Benefits (for Sole Proprietor or Partnership)
- \_\_\_ Individual History Records (Form 8404-I) for each 10% or more interest in business
- \_\_\_ Fingerprint Cards for each 10% or more interest in business (1 per person). Check for \$10.00 payable to the City of Lone Tree for fingerprinting.
- \_\_\_ Money order, cashier's check, or company check for \$38.50 for EACH person fingerprinted (payable to: CBI)
- \_\_\_ Deed, lease, sublease, or purchase contract
- \_\_\_ Financial documents
- \_\_\_ Fees for license (2 checks – one payable to Department of Revenue and the other to City of Lone Tree)
- \_\_\_ Diagram of Premises (8-1/2 x 11, red-lined and including dimensions)
- \_\_\_ Partnership, Limited Liability, or Corporation documents (if applicable)
- \_\_\_ Evidence of Support – Petition
- \_\_\_ Sales Tax numbers (State and City)
- \_\_\_ Federal Employer Identification Number (FEIN number)
- \_\_\_ Food Service License (if applicable)
- \_\_\_ Copy of Proposed Menu (if applicable)