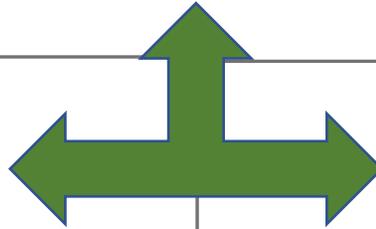


PROCESS FOR LIQUOR LICENSES TO TEMPORARILY MODIFY SERVING AREAS

For quicker review and processing, the liquor license holder can file a temporary modification due to COVID-19 concurrently with Local Licensing Authority and to the State Licensing Authority.



LOCAL LICENSING AUTHORITY

Please submit the following to the [Lone Tree City Clerk's Office](#)

State Form DR 8442:

- Questions 1-4, Section C, Question 9, and Page 5 (all);
- Attach a diagram of the new premises with an outline of the entire licensed area;
- Proof of your permission to use the modified area to include but not limited to statements of use, permits, easements;
- A control plan which details boundaries of the licensed premises, ingress/egress, signage, hours of operation, and preventing sales to underage or intoxicated persons (here is an example of a [control plan](#)); and
- A completed [Temporary Use Permit](#) application. (the City has waived the fee for this permit)

If you have any questions about the Temporary Use Permit application, please contact the City [here](#).

STATE LICENSING AUTHORITY

Please submit the same application to the [State Liquor Enforcement Division](#)

State Form DR 8442:

- Questions 1-4, Section C, Question 9, and Page 5 (all);
- Attach a diagram of the new premises with an outline of the entire licensed area;
- Proof of your permission to use the modified area to include but not limited to statements of use, permits, easements; and
- A control plan which details boundaries of the licensed premises, ingress/egress, signage, hours of operation, and preventing sales to underage or intoxicated persons. (here is an example of a [control plan](#));

The state application fee of \$150.00 can be paid online [here](#). (Please do not pay more than this amount)

If you have any questions, please send an email to: dor_liqlicensing@state.co.us