



## DOCUMENT CHECKLIST

### Change of Location

Please submit each item listed below

#### Application

- Permit Application and Report of Changes (DR8442)

#### Proof of Possession of Property; Floor Plan

- Deed (or) Lease
  - ✓ Lease must cover entire license period (minimum one year). Deed or lease must be in the name of the liquor license applicant.
  - OR**
  - ✓ Assignment of Lease (signed by original lessee).
  - ✓ Attach acceptance of assignment of lease (signed by applicant).
  - ✓ Attach consent to assignment of lease (signed by landlord).
- Floor diagram of premises to be licensed (8 ½" x 11" only)
  - ✓ Include dimensions of area to be licensed (anywhere alcohol will be stored or served).
  - ✓ Include bars, walls, partitions, entrances/exits and storage areas.
  - ✓ Label each room to indicate how it will be used.

#### Fee Schedule

		<i>Town Fees**</i>		<i>State Fees***</i>
<b>Related Fees and Permits</b>	Change of Location	\$750.00		\$150.00

\*\*Check or money order payable to the "Town of Fraser".

\*\*\*Check or money order payable to the "Colorado Department of Revenue".