



DOCUMENT CHECKLIST

New Licenses

Please submit each item listed below

Application

- ☐ Colorado Liquor Retail License Application (DR8404)
- ☐ Colorado Beer and Wine License Application (DR8403)

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.
 - ✓ Must have a black outline around the diagram.

Financial Documents

- ☐ Purchase agreement, stock transfer agreement, loan documentation, promissory notes, etc.

Background Information

- ☐ Individual History Record (DR8404-I)
- ☐ Fingerprints (one card per individual- see Fingerprinting Instructions).

Corporate Documents

- ☐ Attach Certificate of Incorporation or Certificate of Good Standing dated within last two years.
- ☐ Attach Certificate of Good Standing dated within last two years.
- ☐ Attach Articles of Organization (acknowledge by Secretary of State).
- ☐ List of officers, directors and stockholders of Parent Corporation (designate 1 person as "principal officer").

Partnership Documents

- ☐ Attach Partnership Agreement (except for husband-wife partnerships).

Limited Liability Company Documents

- ☐ Attach Certificate of Good Standing dated within last two years.
- ☐ Attach Articles of Organization (acknowledge by Secretary of State).
- ☐ Attach copy of Operating Agreement (required if OTHER than sole member LLC or husband and wife LLC).

Fee Schedule

Review the current Liquor Enforcement Division Fee Schedule.

Fees to the Department of Revenue can be paid directly through the DOR Enforcement Liquor Division PayPort Online Service and proof of payment submitted with all applications and renewals.

Fees to the Town of Fraser can be paid with a credit card or check and submitted with all applications and renewals.

*Concurrent review is for the State to review the application at the same time as the Town. The application fee with concurrent review must be paid.