



## DOCUMENT CHECKLIST

### New Licenses

Please submit each item listed below

#### Application

- Colorado Liquor Retail License Application (DR8404)
- Colorado Fermented Malt Beverage (3.2% beer) 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).
- Business check or money order payable to the "Colorado Bureau of Investigation" for \$38.50 for each set of fingerprints submitted.

#### 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**

		<b>Town Fees**</b>	<b>State Fees***</b>
<b>Application Fees</b>	New License	\$1000.00	\$550.00
	New License with w/Concurrent Review *	\$1000.00	\$650.00
<b>Plus, applicable license fees below</b>			
<b>License Fees</b>	Hotel Restaurant	\$75.00	\$500.00
	Fermented Malt Beverage	\$3.75	\$117.50
	Tavern	\$75.00	\$500.00
	Brew Pub	\$75.00	\$750.00
	Retail Liquor Store	\$22.50	\$312.50
	Beer and Wine	\$48.75	\$436.25
	Club	\$41.25	\$308.75

\*Concurrent review is for the State to review the application at the same time as the Town.

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

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