



City Clerk's office 303-538-7230
9500 Civic Center Drive
Thornton, Colorado 80229-4326

CHANGE, ALTER, OR MODIFY PREMISES Checklist and Information

- **ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED FOR INITIAL REVIEW**
- Application packet and Local Licensing Authority (LLA) Rules of Procedure are available on the City Clerk's [Licensing & Permits](#) website:
<https://www.thorntonco.gov/government/city-clerk/licensing-permits/liquor-licensing>.
- Incomplete application documents will not be accepted.
- Applications will not be deemed received and will not be reviewed until all fees have been received.
- Allow six to eight weeks for processing.
- Provide documents in order of the Checklist - **Single-Sided - No Staples Please**
- All documents and copies need to be legible and either typed or printed in BLACK ink on **8-1/2 x 11 size paper** only.
- ALL documents must be properly executed and correspond with name of applicant exactly.
- **Contact Stacie Flis, Licensing Coordinator, 303-538-7270 or stacie.flis@thorntonco.gov, if you have questions or need assistance**

Modification Documents

- Appropriate City & State fees attached (see Fee Schedule).
- State Form DR-8442 - Permit Application & Report of Changes (complete appropriate sections and sign).
- Floor Plans for **Existing and Proposed** Premises (**8-1/2" x 11" size only**).
 - Outline "Licensed Premises" in **BLACK, BOLD** ink.
 - Include square footage, occupancy, and seating capacity (if applicable).
 - Diagrams need to show seating and kitchen facilities for on-premises licenses.
- Provide a signed copy of Deed or Lease if the modification results in a new or modified lease by increasing or decreasing the size of the licensed premises.
- City Form 2 – Zoning Referral: Contact the City Development Department at 303-538-7295 or Pod.Info@thorntonco.gov. The form submitted with the application must be signed by City Development. Pursuant to State Statute 44-3-313(1)(c), the City Clerk's office needs verification that the establishment is properly zoned prior to accepting a new license application. Complete the first three questions and submit it with a copy of the site plan to the City Development Department.

General Information and Instructions

Contact the Building Inspection Division, 303-538-7250, to obtain information for building/construction information and to obtain an updated Certificate of Occupancy, if applicable. A copy of the Certificate of Occupancy is required **before** licenses will be issued.

If criteria listed in Section 42-128 of the City Code are met, the application may be administratively approved.

If the application must go to the LLA, the Licensee must be in attendance. The LLA generally meets on the third Wednesday of each month at 6:00 p.m.

Depending upon the extent of the proposed modification, the LLA may choose to set the matter for a public hearing to receive input concerning the needs of the neighborhood and desires of the inhabitants.

Following completion of modification submit a Letter of Compliance or Certificate of Occupancy to the City Clerk's office from the Building Inspection Division.

Boundary, Posting, and Publishing Requirements (if applicable)

If the application is set for a public hearing, the Applicant has the burden to prove the reasonable requirements of the neighborhood (Requirements) and desires of the adult inhabitants of said neighborhood (Desires) C.R.S. 44-3-301.

The City Clerk's Office will set the boundaries of the neighborhood and send a map. If the boundaries are unacceptable, the Applicant has five days to notify the Licensing Coordinator and the matter will be scheduled for a boundary hearing at the next LLA meeting.

The City Clerk's office will publish the notice of hearing as required by City Code and State Statutes.

The Applicant will need to post the public notice sign(s) prepared by the City Clerk's office on the proposed premises at least 10 days prior to the public hearing and submit pictures of the posted sign(s) at least one week prior to the hearing.

The Applicant needs to ensure that the sign(s) remain posted for at least 10 consecutive days **including the hearing date** and verify by completing the Posting Verification Affidavit supplied by the City Clerk's office. The Affidavit will need to be notarized and submitted to the Licensing Coordinator the morning of the hearing.

If the City's posting board is used to display the sign, it will need to be returned to the City Clerk's Office the day after the public hearing.

If you have any exhibits for the LLA to consider, advise the Licensing Coordinator prior to the hearing date.

Public Hearing and Other Information

The Licensee must appear before the Authority when the public hearing is held for the application. The LLA generally meets on the third Wednesday of each month at 6:00 p.m.

All applicants have the burden of proving (1) that the inhabitants of the neighborhood desire that a license be issued, and (2) that the reasonable requirements of the neighborhood are not being met by existing outlets (with the exception of club licenses), C.R.S. 44-3-301. Present your evidence in the form of verbal testimony, petitions, or other means to support this as concisely as possible, and avoid repetitive testimony.

Petitions. One manner of showing the needs and desires is by circulating petitions within the designated relevant neighborhood as shown on the boundary map. Many applicants use a marketing survey firm to circulate petitions. Sample petitions are available in the City Clerk's office should you decide to do your own survey. Petitions are due no later than 5:00 p.m. the Friday prior to the hearing. For more information, refer to City Code Sections 42-117 and 42-118 and the Rules of Procedure.

Following the hearing: if approved by the LLA, the City Clerk's Office will forward the application to the State for approval.

Resources on State and City Liquor and Beer Codes and Rules

- [LLA Rules of Order and Procedure:](https://www.thorntonco.gov/government/city-clerk/licensing-permits/liquor-licensing)
<https://www.thorntonco.gov/government/city-clerk/licensing-permits/liquor-licensing>
- [Chapter 42, Article II of the Thornton City Code:](https://library.municode.com/co/thornton/codes/code_of_ordinances?nodeId=CO_CH42LIPEBU_ARTIIALBE)
https://library.municode.com/co/thornton/codes/code_of_ordinances?nodeId=CO_CH42LIPEBU_ARTIIALBE.
- [Colorado Liquor and Beer Codes and Liquor Rules:](https://sbg.colorado.gov/liquor-enforcement-laws-rules-regulations)
<https://sbg.colorado.gov/liquor-enforcement-laws-rules-regulations>



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FEE SCHEDULE FOR LIQUOR/BEER LICENSES

Application Fees

Each type of application has an Application Fee and Retail License Fee

	Local Fee	State Fee
Application Fee	\$1000.00	\$1,100.00
Application Fee with Concurrent Review (New Application only – non-refundable)	\$1000.00	\$1,200.00
Application Fee Transfer of Ownership	\$750.00	\$1,100.00
Temporary Permit for Transfer of Ownership only (Optional)	\$100.00	N/A
Application Fee Additional Liquor-Licensed Drugstore	\$1000.00	\$1,100.00
Application Fee Additional Liquor-Licensed Drugstore with Concurrent Review	\$1000.00	\$1,200.00
Application Fee Manager Permit	N/A	\$100.00
Application Late Renewal Fee (Not more than 90 days of license expiration date)	\$500.00	\$500.00
Application Reissue Fee (More than 90 days but less than 180-days of license expiration date)	\$500.00	\$500.00
Application Reissue Fine (More than 90 days but less than 180 days of license expiration date)	\$25.00 a day beyond 90-day expiration date	\$25.00 a day beyond 90-day expiration date
Annual Renewal Application Fee	\$100.00	\$250.00
Annual Art Gallery Fee	\$100.00	\$0.00

Retail License Fees

	Local Fee City	State Fee City
Art	\$41.25	\$308.75
Beer & Wine	\$48.75	\$351.25
Brew Pub	\$75.00	\$750.00
Club	\$41.25	\$308.75
Distillery Pub	\$75.00	\$750.00
Entertainment	\$75.00	\$500.00
Hotel & Restaurant	\$75.00	\$500.00
Hotel Restaurant with one Optional Premises	\$75.00	\$600.00
Each Additional OP License	N/A	\$100.00
Resort Complex	\$75.00	\$500.00
Campus Liquor Complex	\$75.00	\$500.00
Related Facility – Resort Complex	\$15.00	\$160.00
Related Facility – Campus Liquor Complex	\$15.00	\$160.00
Liquor-Licensed Drugstore	\$22.50	\$227.50
Lodging	\$75.00	\$500.00
Optional Premises	\$75.00	\$500.00
Racetrack	\$75.00	\$500.00
Retail Gaming Tavern	\$75.00	\$500.00
Retail Liquor Store	\$22.50	\$227.50
Tavern	\$75.00	\$500.00
Vintner's Restaurant	\$75.00	\$750.00
Fermented Malt Beverage On Premises	\$3.75	\$96.25
Fermented Malt Beverage Off Premises	\$3.75	\$96.25
Fermented Malt Beverage On/Off Premises	\$3.75	\$96.25

Local and State Issued Permit Fees

	Local Fee City	State Fee
Retail Establishment Permit (Art Gallery)	\$3.75	\$93.25
Bed & Breakfast Permit	\$3.75	\$71.25
Each Resort-Complex-Related Facility Permit	\$15.00	\$160.00
Special Event Permit	\$100.00	N/A
Mini Bar Permit with Hotel Restaurant License	\$48.75	\$276.25

Additional Fees

	Local Fee	State Fee
Alternating Proprietor Licensed Premises	N/A	\$150.00
Change of Location	\$750.00	\$150.00
Change of Trade Name/Corporate Name	N/A	\$50.00
Change of Corporate Structure/LLC Change (City Investigation – Per Person)	\$100.00	\$100.00**
Duplicate License (City)	\$5.00	\$50.00
Add Optional Premises to Hotel & Restaurant License	N/A	\$100.00
Limited Liability Change	N/A	\$100.00
Manager Registration (Hotel & Restaurant; Tavern; Entertainment, Lodging, and Campus Liquor Complex)	\$30.00	\$30.00
Master File Background	N/A	\$250.00
Master File Location Fee (Per Location)	N/A	\$25.00
Modification of Premises	\$75.00	\$150.00
Sole Source Registration	N/A	\$100.00
Petition Fee for Fine-in-Lieu of Suspension (Non-refundable)	\$250.00	N/A
Replacement Fee for Public Hearing Signs (each)	\$25.00	N/A
Violation Signs (each)	\$5.00	N/A
State Liquor Code (if purchased through the City)	\$25.00	N/A

** The State Fee of \$100 only pertains to state-only issued licenses and does not apply to licenses issued by local licensing authorities

State Only License & Permit Fees can be found on the [State's Website](https://sbq.colorado.gov/liquor):

<https://sbq.colorado.gov/liquor>

State License Type

Limited Winery License
 Manufacturer's License (Distillery or Rectifier)
 Manufacturer's License (Brewery)
 Manufacturer's License (Winery)
 Nonresident Manufacturer's License (Malt Liquor)
 Importer License
 Wholesaler's Liquor License
 Wholesaler's Beer License
 Public Transportation (dining, club or parlor car; plane; bus or other vehicle)

State Permit Type

Winery Direct Shipper Permit
 Wine Packaging Permit
 Wine Festival Permit
 Branch Warehouse or Warehouse Storage Permit
 Retail Warehouse Storage Permit
 Manager Permit Registration (Liquor-Licensed Drugstore)
 Non-Contiguous Location (Winery/Limited Winery) Application
 Non-Contiguous Location (Winery/Limited Winery) Renewal
 Takeout and Delivery Permit Application
 Takeout and Delivery Permit Renewal

Instruction Sheet for Permit Application and Report of Changes

For All Sections, Complete Questions on Page 2

Section A

To Register or Change Managers, check the appropriate box in section A and complete question 10 on page 6. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

Section B

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 8 for Oath of Applicant signature.

Section C

Check the appropriate box in section C and proceed below.

For a Retail Warehouse Storage Permit, go to page 4 complete questions in the section (be sure to check the appropriate box). Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Submit to the State Licensing Authority for approval.

For a Wholesale Branch House Permit, go to page 4 and complete questions in the section (be sure to check the appropriate box). Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Submit to the State Licensing Authority for approval.

To Change Trade Name or Corporation Name, go to page 4 and complete questions in the section (be sure to check the appropriate box). Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Retail Liquor License submit to the Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to the State Liquor Licensing Authority.

To modify Premises, or add Sidewalk Service Area, go to page 7 and complete all questions. Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Retail Liquor License submit to the Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to the State Liquor Licensing Authority.

For Optional Premises go to page 7 and complete all questions. Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Retail Liquor License submit to the Local Liquor Licensing Authority (City or County).

To Change Location, go to page 5 and complete questions in the section. Submit the necessary information and proceed to page 8 for Oath of Applicant signature. Retail Liquor License submit permit application or report of change to the Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to the State Liquor Licensing Authority.

Noncontiguous or Primary Manufacturing Location Change, go to page 6, and complete questions in the section. Use this section to make a current Noncontiguous Manufacturing Location into a Primary Manufacturing Location, or a Primary Manufacturing Location into a Noncontiguous Manufacturing Location. To be eligible for a Noncontiguous or Primary Manufacturing Location Change, you must be a Colorado state licensed manufacturer pursuant to section 44-3-402 or 44-3-403, C.R.S.

Campus Liquor Complex Designation, go to page 8 and complete questions in the section. Submit the necessary information and proceed to page 8 for Oath of Applicant signature.

To add another Related Facility to an existing Resort or Campus Liquor Complex, go to page 8 and complete questions in the section.

Section C

Retail Warehouse Storage Permit (each).....	\$100.00	
Wholesale Branch House Permit (each).....	\$100.00	
Change Corporation or Trade Name Permit (each).....	\$50.00	
Change Location Permit (each).....	\$150.00	
Noncontiguous or Primary Manufacturing Location Change.....	\$150.00	
Change, Alter or Modify Premises.....	\$150.00 x	Total Fee:
Addition of Optional Premises to Existing Hotel/Restaurant	\$100.00 x	Total Fee:
Addition of Related Facility to an Existing Resort or Campus Liquor Complex.....	\$160.00 x	Total Fee:
Campus Liquor Complex Designation.....	No Fee	
Sidewalk Service Area.....	\$75.00	

Do Not Write in This Space – For Department of Revenue Use Only

Date License Issued	License Account Number	Period
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The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

Total Amount Due..... \$ 00

Storage Permit

Retail Warehouse Storage Permit or a Wholesalers Branch House Permit

Retail Warehouse Permit for:

On-Premises Licensee (Taverns, Restaurants etc.)

Off-Premises Licensee (Liquor stores)

Wholesalers Branch House Permit

Address of Storage Premises

City

County

ZIP Code

Attach a deed/lease or rental agreement for the storage premises.

Attach a detailed diagram of the storage premises.

Change Trade Name or Corporate Name

Change of Trade Name/DBA only

Corporate Name Change (Attach the following supporting documents)

1. Certificate of Amendment filed with the Secretary of State, or
2. Statement of Change filed with the Secretary of State, and
3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.

Old Trade Name

New Trade Name

Old Corporate Name

New Corporate Name

Change of Location

Note to Retail Licensees: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.

Date filed with Local Authority

Date of Hearing

Address of current premises.

Address

City

County

ZIP Code

Address of proposed New Premises

(Attach copy of the deed or lease that establishes possession of the premises by the licensee)

Address

City

County

ZIP Code

New mailing address if applicable.

Address

City

County

State ZIP Code

Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.

Noncontiguous or Primary Manufacturing Location Change

Select the option that applies to your situation:

Make a current Primary Manufacturing Location (Location 1) into a Noncontiguous Location (Location 2); **or**

Make a current Noncontiguous Manufacturing Location (Location 1) into a Primary Manufacturing Location (Location 2).

Address of Location 1:

Address

City

County

ZIP Code

Address of Location 2:

Address

City

County

ZIP Code

Change of Manager

Change of Manager or to **Register the Manager** of a Tavern, Hotel and Restaurant, Lodging Facility and Entertainment Facility liquor license or licenses pursuant to section 44-3-301(8), C.R.S.

Change of Manager

Former Manager's Name

New Manager's Name

Date of Employment

Has manager ever managed a liquor licensed establishment?..... Yes No

Does manager have a financial interest in any other liquor licensed establishment?..... Yes No

If yes, give name and location of establishment

Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area

Note: Licensees may not modify or add to their licensed premises until approved by state and local authorities.

(a) Describe change proposed

(b) If the modification is temporary, when will the proposed change:

Start (month/day/year)

End (month/day/year)

Note: The total state fee for temporary modification is \$300.00

(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?.....

Yes

No

(If yes, explain in detail and describe any exemptions that apply)

(d) Is the proposed change in compliance with local building and zoning laws?.....

Yes

No

(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises?.....

Yes

No

(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.

(g) Attach any existing lease that is revised due to the modification.

(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), 1 C.C.R. 203-2, include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

Campus Liquor Complex Designation

An institution of higher education or a person who contracts with the institution to provide food services
I wish to designate my existing:

Liquor License Type

Liquor License Number

to a Campus Liquor Complex..... Yes No

Additional Related Facility

To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the
Related Facility and include the address and an outlined drawing of the Related Facility Premises.

Address of Related Facility

Address

City

State ZIP Code

Outlined diagram provided..... Yes No

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all
attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Print Name

Title

Electronic signature is not accepted, physical signature is required.

Date (MM/DD/YY)

Report and Approval of Local Licensing Authority (City / County)

The foregoing application has been examined and the premises, business conducted and character of
the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable
provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.

Local Licensing Authority (City or County)

Date filed with Local Authority

Electronic signature is not accepted, physical signature is required. Title

Date (MM/DD/YY)

Report of State Licensing Authority

The foregoing has been examined and complies with the filing requirements of Title 44, Article 3,
C.R.S., as amended.

Electronic signature is not accepted, physical signature is required. Title

Date (MM/DD/YY)



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CITY FORM 2 ZONING REFERRAL

This form must be completed and signed by City Development before the City Clerk's Office can accept an application. If this application needs to go before the Planning Commission, the application will be returned and will need to be submitted if approval is received by the Planning Commission.

Applicant: complete the Applicant section, select appropriate application type, and submit this form, with a copy of the site plan of the premises, to the City Development Department.

City Development Department
303-538-7295
pod.info@thorntonco.gov

Return the signed form with your application to the Licensing Coordinator in the City Clerk's Office.

Applicant Information		
Business Name:		
Business Address:		
Type of License applying for:		
Is the existing building going to be expanded/enlarged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Select Application Type:		
Liquor Licensing:		
<input type="checkbox"/> New License	<input type="checkbox"/> Modification of Premises	<input type="checkbox"/> Change of Location
Other Licensing:		
<input type="checkbox"/> Circus/Carnival	<input type="checkbox"/> Commercial Animal	<input type="checkbox"/> Non-Alcoholic Entertainment Club
<input type="checkbox"/> Pawnbroker	<input type="checkbox"/> Sexually Oriented Business	

To be completed & signed by City Development		
Zoning for the property is:		
Is the property zoned for the type of license applied for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the Development Review Process be required for this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, what type of Development Permit is required?	<input type="checkbox"/> Major	<input type="checkbox"/> Minor

If a review is scheduled, please indicate the anticipated hearing date for the Planning Commission:	
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Is there sufficient parking for the proposed use?

Comments:

City Development/Zoning Division Signature:	Date:
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