



500 South 4th Avenue Brighton, CO 80601  
www.brightonco.gov 303.655.2000

## OFFICE OF THE CITY CLERK LIQUOR LICENSING AUTHORITY

### NEW LIQUOR LICENSE APPLICATION PROCEDURES

Please see below for a list of forms and supporting documents that must be submitted to the City Clerk's Office and the State Liquor Enforcement Division for a new liquor license. Please submit original documents and one (1) copy of all documents. All forms and documents must be properly signed and correspond exactly with the name of the applicant. Please contact the City Clerk's Office with any questions at (303) 655-2031 or via email at [ekelm@brightonco.gov](mailto:ekelm@brightonco.gov)

1. **Colorado Liquor Retail License Application (State Form DR 8404) OR Colorado Fermented Malt Beverage License Application (State Form DR 8403)**
  - Please note that ALL fields must be filled out (no blank fields)
2. **Individual History Record (State Form DR 8404-I)**
  - Must be submitted for each individual applicant, all general partners, all limited partners with 10% or more of interest, all corporate officers and directors, all 10% or more stockholders, all LLC managing members, all LLC members with 10% or more interest and any personal loan makers
3. **Background Investigation Form (City of Brighton Form)**
  - Must be submitted for each individual applicant, all general partners, all limited partners with 10% or more interest, all corporate officers and directors, all 10% or more stockholders, all LLC managing members, all LLC members with 10% or more interest and any personal loan makers
  - Must submit a valid copy of each applicant's identification card (enlarged; front and back)
  - This form is required to be signed in front of a Notary Public
4. **Annual Occupation Tax Application (City of Brighton Form)**
  - Please note that ALL fields must be filled out (no blank fields)
5. **Fingerprint Results**
  - Fingerprints must be taken and submitted through IdentoGo
  - <https://uenroll.identogo.com/>
  - Phone: 844-539-5539 (toll-free)
  - IdentoGo FAQ's: <https://www.colorado.gov/pacific/cbi/identification-faqs>
  - See Fingerprint information in this packet - Colorado Applicant Background Services Form, you will need the Service Code indicated and the CBI Account Number for the City of Brighton when scheduling your appointment to be fingerprinted.

### IF APPLICABLE, THE FOLLOWING FORMS MAY BE REQUIRED:

- **Manager Registration (State Form)**
  - Must be completed for a Hotel & Restaurant **OR** Tavern class of license **ONLY** if the manager is someone other than the owner. All managers, if not an owner, must complete a background investigation form and Individual History Record along with fingerprinting.
- **C.R.S. Affidavit for Lawful Presence Verification (City of Brighton Form)**
  - Must be completed **ONLY** if the applicant is a Sole Proprietor

## **SUPPORTING DOCUMENTS REQUIRED:**

### **Diagram of Premises:**

- Bold outlined floorplan (no larger than 8.5in x 11in) of the premises to be licensed; identify where liquor will be served and stored
- Provide a diagram for each floor separately
- Dimensions must be included; however, the drawing does not need to be to scale
- Clearly indicate; walls, partitions, entrances and exits
- Label divided areas such as bar areas, storage areas, office space, bathrooms, etc.
- Clearly identify any patio(s) if applicable
- **For Hotel & Restaurant liquor license ONLY; clearly label kitchen area**

### **Proof of Possession:**

- A copy of a deed, lease or sub-lease, or any other agreement; **must** be in the name of the applicant

### **Financial Documents:**

- Copies of all notes, loans, security agreements, purchase agreements, stock transfer agreements, cash transactions, banking institutions, bank account/loan numbers, and/or operating capital

### **Liquor Seller/Server Training:**

- Must be completed by the licensee, managers and servers before the application is submitted
- Training can be completed through a State approved vendor (see link below)  
<https://sbg.colorado.gov/approved-responsible-vendors-training>

### **Fees:**

- Review the Fee Schedule on the State's website for the state and local fees due at the time the application is filed.
- Submit all fees with the application.
- All fees should be paid via check, certified funds or money order and should be made payable to: CITY OF BRIGHTON and COLORADO DEPARTMENT OF REVENUE

## **DOCUMENTS REQUIRED FOR THE FOLLOWING APPLICANT(S):**

### **CORPORATE APPLICANT:**

- A. Certificate of Incorporation
- B. Certificate of Good Standing
- C. Certificate of Authorization, if foreign corporation (out of state applicants ONLY)
- D. List of officers, directors and stockholders of parent corporation

### **PARTNERSHIP APPLICANT:**

- A. Partnership Agreement (general or limited). Not needed if partners are husband and wife
- B. Certificate of Good Standing

### **LIMITED LIABILITY COMPANY APPLICANT:**

- A. Copy of Articles of Organization
- B. Certificate of Good Standing
- C. Copy of Operating Agreement, if applicable
- D. Certificate of Authority, if foreign LLC (out of state applicants ONLY)

\*\*\*\*\* ALL STATE FORMS CAN BE FOUND ONLINE AT <https://sbg.colorado.gov/liquor-forms-by-title> \*\*\*\*\*  
\*\*\*\*\* ALL CITY FORMS CAN BE FOUND ONLINE AT <https://www.brightonco.gov/974/Liquor-Licensing> \*\*\*\*\*

To obtain a copy of the Colorado Liquor Code, please visit the State of Colorado's Liquor Enforcement Division webpage at <https://sbg.colorado.gov/liquor-enforcement-laws-rules-regulations>

## ADDITIONAL LIQUOR LICENSING INFORMATION

1. Liquor licensing meetings are held on the first Wednesday of each month and meetings begin at 10:00am. A public hearing will be scheduled and the applicant must attend the meetings at City Hall located at 500 South 4<sup>th</sup> Avenue, Brighton, CO 80601 in Council Chambers.
2. Once the application is submitted, the Deputy City Clerk will contact you to schedule an appointment to review the application and make sure that all documents are in order. Please submit two (2) copies of the application and supporting documents.
3. The City Clerk's Office will set the neighborhood boundaries and the public hearing date. The neighborhood boundaries are typically one-half (1/2) mile radius of the site proposed for the liquor license and the public hearing date will not be less than thirty (30) days from the date the application was submitted.
4. The Deputy City Clerk will post the premises to be licensed with a public hearing sign and publish the public hearing notice in a local newspaper of general circulation, not less than ten (10) days prior to the date of the public hearing (you may have to be present if the location is locked).
5. Before approving the liquor license application, the hearing officer must consider evidence that indicates the needs and desires of the neighborhood towards the liquor license being applied for. The burden of producing evidence of support is placed upon the applicant. Although the law does not require that an applicant petition the neighborhood, it is the most common form of evidence presented, there are professional survey firms that complete the petition process.
6. Results of the petitioning process must be submitted to the City Clerk's Office not less than two (2) weeks prior to the public hearing date.
7. Upon final determination, if the hearing officer approves the liquor license application, the application will then be forwarded to the State of Colorado's Liquor Enforcement Division for review (unless the applicant has filed for Concurrent Review).
8. Application fees paid to the City of Brighton are non-refundable upon filing the application, regardless of the decision of the hearing officer; however, if the application is denied, the check made payable to the Colorado Department of Revenue will be returned to the applicant (if the applicant has not filed for Concurrent Review).
9. You must obtain a State and City sales tax license and provide the assigned number before the application for a liquor license is considered complete.
10. Proof of liquor training completion through an approved vendor trainer must be submitted along with a complete application.

### RESOURCES FOR FURTHER INFORMATION AND/OR ASSISTANCE:

State of Colorado Liquor Enforcement Division - <https://sbg.colorado.gov/liquor>

City of Brighton - Liquor Licensing - <https://www.brightonco.gov/974/Liquor-Licensing>

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