



OFFICE OF THE CITY CLERK  
LIQUOR LICENSING AUTHORITY

NEW LIQUOR LICENSE APPLICATION PROCEDURES

Listed below are the 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. Submit originals 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 at [pleyva@brightonco.gov](mailto:pleyva@brightonco.gov)

1. **Colorado Liquor Retail License Application OR 3.2% Beer License Application** (*state forms*)
2. *Individual History Record (state form)*
3. *Background Investigation (city form) driving record and copy of identification card.*
4. *Annual Occupation Tax (city form)*
5. *Fingerprint Cards – provided by City Clerk's Office or BPD*

***If Applicable, these forms may need to be submitted:***

- *Manager's Registration - (state form)*

Must be completed for a Hotel & Restaurant or Tavern class of license **ONLY** if the manager is someone other than the applicant(s). All managers if not an owner must complete a background investigation form and Individual History Record along with fingerprint card and certified funds in the amount of \$38.50 made out to "CBI" in addition to \$75.00 payable to "Colorado Department of Revenue" and \$75.00 payable to the "City of Brighton".

- *C.R.S. Affidavit (City form)*

Must be completed **ONLY** if the applicant is Sole Proprietor.

*Individual History Record, Background Investigation and Fingerprint Cards* must be submitted for each individual applicant, all general partners, all limited partners with 10% of more interest, all corporate officers & directors, all 10% or more stockholders, all LLC managing members, all LLC members with 10% or more interest and any personal loan makers.

***Additional Documents Needed:***

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

**Diagram of Premises** – Outlined floor plan (no larger than 8-1/2 x 11 inches) of the premises to be licensed, where liquor will be stored and served.

Each floor should be drawn 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, bars and liquor storage areas.

Clearly identify any patio(s) if applicable.

**For Hotel & Restaurant Liquor License only; clearly label kitchen area.**

**Financial Documents** – Copies of all notes, loans security agreements, purchase agreements, stock transfer agreements, cash transactions, banking institutions, bank account/loan numbers, and operating capital.

***Additional Documents required for:***

Corporate Applicant:

- A. Certificate of Incorporation and/or
- B. Certificate of Good Standing if incorporated more than 2 years ago.
- C. Certificate of Authorization if foreign corporation.
- D. List of officers, directors and stockholders of parent corporation

Partnership Applicant:

- A. Partnership Agreement (general or limited). Not needed if husband and wife.

Limited Liability Applicant:

- A. Copy of articles of organization
- B. Copy of operating agreement
- C. Certificate of Authority (if foreign company)

**Fingerprints:** For fingerprinting services contact Officer Ashley at 303-655-8744 to schedule an appointment or you may visit the Brighton Police Department on Wednesdays from 1:30 p.m. – 4:30 p.m. for public fingerprinting.

**Fees** – Be sure to review the fee schedule on the state’s website for fees due to the City and State at the time of the application is filed, submit all fees with the application. Checks, certified funds or money orders should be made payable to: CITY OF BRIGHTON and COLORADO DEPARTMENT OF REVENUE. The Fingerprint cards should be accompanied by certified funds in the form of a Money Order of Cashier’s Check in the amount of **(\$38.50 per card)** made payable to the COLORADO BUREAU OF INVESTIGATION or (CBI). Checks returned by the bank will be assessed an additional collection fee and the scheduled hearing date may be postponed or cancelled.

**Liquor Training:** Liquor training must be completed by the licensee, managers and servers before the application is submitted. Liquor training can be completed through a trainer approved by the Liquor Enforcement Division (list is on page 4).

All state forms can be filled out and printed on line at [www.colorado.gov/revenue/liquor](http://www.colorado.gov/revenue/liquor)

To obtain a copy of the Liquor Code Book please visit the State Liquor Enforcement Division web page at [www.colorado.gov/revenue/liquor](http://www.colorado.gov/revenue/liquor)

### **ADDITIONAL LIQUOR LICENSING INFORMATION**

1. Liquor Licensing meetings are held the first Wednesday of every month and meetings begin at 10:00 a.m. A public hearing will be scheduled and the applicant must attend the meetings at 500 S. 4<sup>th</sup> Avenue in the Council Chambers, Brighton Colorado 80601.
2. Once the application is submitted the Deputy City Clerk will contact you to schedule an appointment to review the application and make sure 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 a one-half mile radius of the site proposed for a liquor license and the public hearing date will not be less than 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 notice in a newspaper of general circulation, not less than 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 liquor license application is approved by the Hearing Officer, the application will be forwarded to the State of Colorado Liquor Enforcement Division for review.
8. Application fees paid to the city are non-refundable upon filing of the application, regardless of the approval or disapproval of the Hearing Officer, however, if the application is disapproved the check to the **Colorado Department of Revenue** will be returned to the applicant (if the applicant has not filed a concurrent review)
9. You must obtain a state and city sales tax license and number before the application for a liquor license is considered complete.
10. Proof of liquor training completion through an approved trainer must be submitted along with a complete application.

**List of Approved Liquor Trainers** for an up-to-date list visit the following link  
<https://www.colorado.gov/pacific/enforcement/approved-responsible-vendors-training>

**City of Brighton - Brighton Police Department**

Gail Ashley, Community Resource Officer  
3401 East Bromley Lane  
Brighton, CO 80601  
Phone: 303-655-8744  
E-mail: [gashley@brightonco.gov](mailto:gashley@brightonco.gov)

**City of Cortez - Cortez Police Department**

Officer Boyd Neagle  
608 North Park  
Cortez, CO 81321  
Phone: 970-565-8441  
E-mail: [Bneagle@cityofcortez.com](mailto:Bneagle@cityofcortez.com)

**City of Evans - Evans Police Department**

Officer Eric McCall  
1100 37th Street  
Evans, CO 80620  
Phone: 970-339-2441  
E-mail: [emccall@evanscolorado.gov](mailto:emccall@evanscolorado.gov)

**City of Grand Junction - City Clerk Office**

Stephanie Tuin, MMC  
250 North 5th Street  
Grand Junction, CO 81501  
Phone: 970-244-1509

**City of Grand Junction - Police Department**

Meghan Woodland & Ms. Maggie Fitzgerald  
250 North 5th Street  
Grand Junction, CO 81501  
Phone: 970-244-1509

**City of Greeley - Police Department**

Detective Andy Gilmore  
2875 West 10th Street  
Greeley, CO 80634  
Phone: 970-350-9675  
E-mail: [Andy.Gilmore@greeleyPD.com](mailto:Andy.Gilmore@greeleyPD.com)

**City of Lafayette - Police Department**

Detective John Dombeck  
451 N 111th Street  
Lafayette, CO 80026  
Phone: 303-665-5571  
[www.cityoflafayette.com](http://www.cityoflafayette.com)

**City of Montrose - Police Department**

Coordinator: Sgt. Bernie Chism - Phone: 970-252-5215  
Montrose Police Department - Phone: 970-252-5200  
433 South 1st Street

Montrose, CO 81402  
E-mail: [gchism@ci.montrose.co.us](mailto:gchism@ci.montrose.co.us)

**COAST**

Ron Rasmussen, Field Trainer  
Western Refining  
2939 East Main  
Farmington, NM 87402  
Phone: 602-286-1443  
E-mail: [ron.rasmussen@wnr.com](mailto:ron.rasmussen@wnr.com)

**Colorado Complete Compliance**

Cil Schutz-Curran  
6050 Stetson Hills Boulevard, Suite 272  
Colorado Springs, CO 80923  
Phone: 719-377-0452  
E-mail: [info@cocompletecompliance.com](mailto:info@cocompletecompliance.com)  
Website: [www.cocompletecompliance.com](http://www.cocompletecompliance.com)

**Colorado Responsible Vendor by Dave Reitz**

David C. Reitz  
10898 County Road 28  
Ft. Lupton, CO 80621  
Phone: 303-653-5643  
E-mail: [reitz.david@gmail.com](mailto:reitz.david@gmail.com)

**Colorado Responsible Vendor Training by Robert Lanphier**

Rob Lanphier  
1980 Willow Street  
Denver, CO 80220  
Phone: 720-260-7247  
E-mail: [rblanphier@gmail.com](mailto:rblanphier@gmail.com)

**Colorado Seller Server Training (Approved for Live Streaming)**

Mickey Petrollini - Executive Director  
4040 S. Spruce Street  
Denver, CO 80237  
Phone: 303-945-5249  
E-mail: [mpetrollini@CObars.com](mailto:mpetrollini@CObars.com)  
Website: [www.cobars.com](http://www.cobars.com)

**Colorado ServeSMART - Server and Management Alcohol Responsibility Training**

Edward McLean  
1235 Grant Street - Suite 612  
Denver, CO 80203  
Phone: 512-796-3842  
E-mail: [contact@coloradoservesmart.com](mailto:contact@coloradoservesmart.com)

**Frederick Police Department**

Sergeant Gregg Lotspeich  
333 5th Street - PO Box 639  
Frederick, CO 80530

Phone: 720-382-5700 ext. 705  
E-mail: [glotspeich@frederickco.gov](mailto:glotspeich@frederickco.gov)

**Grand Futures Prevention Coalition**

Kate Elkins & Josh Carell  
PO Box 774923  
Steamboat Springs, CO 80477  
Phone: 970-879-6188  
E-mail: [kate@grandfutures.org](mailto:kate@grandfutures.org)

**Grand Futures Prevention Coalition - RAST**

Megan McCord  
PO Box 557  
Granby, CO 80446  
Phone: 970-887-9655  
E-mail: [megan@grandfutures.org](mailto:megan@grandfutures.org)

**Larimer County Sheriff's Office**

Sergeant Gerald Baker  
2501 Midpoint Drive  
Ft. Collins, CO 80525  
Phone: 970-498-5358  
E-mail: [bakergl@co.larimer.co.us](mailto:bakergl@co.larimer.co.us)

**Liquor Awareness Training**

Larry Mullen, Trainer  
PO Box 40762  
Grand Junction, CO 81504  
Phone: 970-644-0804  
E-mail: [mullele1950@gmail.com](mailto:mullele1950@gmail.com)

**LiquorPros**

Eva Garretson & Sylvie Gauvin-Clmino, Trainers  
5515 Saddle Rock Place  
Colorado Springs, CO 80918  
719-390-8844  
[liquorpros@msn.com](mailto:liquorpros@msn.com)

**Louisville Police Department**

Sergeant Benjamin Redard  
992 Via Appia  
Louisville, CO 80027  
Phone 303-335-4659  
E-mail: [benr@louisvilleco.gov](mailto:benr@louisvilleco.gov)

**Loveland Police Department**

Sargent James Mines  
810 East 10th Street, Suite 100  
Loveland, CO 80537-4942  
Phone: 970-962-2683  
Website: [www.ci.loveland.co.us](http://www.ci.loveland.co.us)

**Tavern League of Colorado**

David Reitz  
c/o Tavern Hospitality Group

2563 15th Street, Suite 200  
Denver, CO 80211  
Phone: 303-653-4643  
E-mail: [reitz.david@gmail.com](mailto:reitz.david@gmail.com)

**Tom Regan Responsible Vendor Training**

Tom Regan  
251 Buckthorn Road  
New Castle, CO 81647  
Phone: 970-948-9127  
E-mail: [team-regan@hotmail.com](mailto:team-regan@hotmail.com)

**Town of Erie - Erie Police Department**

Sgt. Mike Haefele; Officer Cristi Gordanier; Officer Brittany Brodbeck  
1000 Telleen Avenue  
Erie, CO 80516  
Phone: 303-926-2827  
E-mail: [mhaefele@erieco.gov](mailto:mhaefele@erieco.gov)

## Training Classes in English & Spanish

**Lucero's Liquor Licensing Service**

Lawrence Lucero  
2840 South Circle Drive C  
Colorado Springs, CO 80906  
Phone: 719-355-0397  
E-mail: [lucerosliqlicserv@yahoo.com](mailto:lucerosliqlicserv@yahoo.com)

**Oedipus, Inc.**

Max Scott & Tina Scott  
PO Box 1012  
Lafayette, CO 80026  
Phone: 303-661-0638  
Fax: 303-604-2862  
E-mail: [exleg@comcast.net](mailto:exleg@comcast.net)  
Website: <http://member.expertpages.com/oedipusinc>

**ServSafe Alcohol**

Maureen McNamara  
430 E. 7th Avenue  
Denver, CO 80203  
Phone: 303-830-2972  
Website: [www.coloradorestaurant.com](http://www.coloradorestaurant.com)