

CHECKLIST FOR LIQUOR LICENSES

NAME OF APPLICANT \_\_\_\_\_

D/B/A \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF APPLICANT:   \_\_\_ INDIVIDUAL                           \_\_\_ CORPORATION  
                                  \_\_\_ PARTNERSHIP                           \_\_\_ LIMITED LIABILITY

TYPE OF LIQUOR LICENSE: \_\_\_\_\_

APPLICATION

- \_\_\_ A. ORIGINAL STATE APPLICATION (DR8404)
- \_\_\_ B. TEMPORARY PERMIT APPLICATION (TRANSFER OF OWNERSHIP ONLY)
- \_\_\_ C. AFFIDAVIT OF TRANSFER AND STATEMENT OF COMPLIANCE (TRANSFER OF OWNERSHIP ONLY)
- \_\_\_ D. APPROPRIATE FEES (SEE FEE SCHEDULE)
- \_\_\_ E. TOWN OF PALISADE BUSINESS LICENSE APPLICATION
- \_\_\_ F. COPY OF MENU (IF HOTEL AND RESTAURANT LICENSE)
- \_\_\_ G. COPY OF FOOD SERVICE LICENSE FROM THE HEALTH DEPARTMENT (IF H/R LICENSE)

PROOF OF PROPERTY POSSESSION

- \_\_\_ A. DEED (EXACT ADDRESS)
  - 1) SPECIAL-GENERAL WARRANTY - MUST BE IN THE NAME OF APPLICANT ONLY
  - 2) QUITCLAIM DEED (OR)
- \_\_\_ B. LEASE (EXACT ADDRESS)
  - MUST BE IN THE NAME OF APPLICANT ONLY
  - MUST BE VALID FOR AT LEAST ONE YEAR FROM DATE OF ISSUANCE OF LICENSE
- \_\_\_ C. LEASE ASSIGNMENT (IF APPLICABLE)
  - MUST BE IN THE NAME OF APPLICANT ONLY
  - MUST BE VALID FOR AT LEAST ONE YEAR FROM DATE OF ISSUANCE OF LIQUOR LICENSE
- \_\_\_ D. FLOOR DIAGRAM OF PREMISES TO BE LICENSED MUST REFLECT BARS, WALLS, PARTITIONS, ENTRANCES AND EXITS, KITCHEN AREA (IF H/R) AND DIMENSIONS.  
**NO LARGER THAN 8-1/2 X 11 IN SIZE**
- \_\_\_ E. CERTIFICATE OF OCCUPANCY FROM MESA COUNTY

FINANCIAL DOCUMENTS

- \_\_\_ A. PURCHASE AND SALE AGREEMENT OR STOCK TRANSFER AGREEMENT
  - 1. IF TRANSFER OF OWNERSHIP - NOTARIZED LETTER FROM PREVIOUS OWNER STATING HE/SHE HAS NO OBJECTION TO THE TRANSFER
- \_\_\_ B. NOTES OR LOANS (I.E., ASSUMED, BANKS, PREVIOUS OWNER, ETC.)
- \_\_\_ C. TAX CHECK AUTHORIZATION, WAIVER, AND REQUEST TO RELEASE INFORMATION (DR8495)

BACKGROUND INFORMATION

- \_\_\_ A. INDIVIDUAL HISTORY RECORD(S) (DR 8404-I)
- \_\_\_ B. FINGERPRINT/BACKGROUND CHECK VERIFICATION W/ COLORADO FINGERPRINTING OR IDENTOGO
  - 1. **COLORADO FINGERPRINTING:**
    - a. [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com)
    - b. CBI Unique Code: 6581LLQH TOWN OF PALISADE: Liquor Licensure – Local
  - 2. **IDENTOGO**
    - a. [www.identogo.com](http://www.identogo.com)
    - b. CBI Account #/Name: CONCJ6581 – Town of Palisade
    - c. Service Code: 25YQ6K

MANAGEMENT OTHER THAN APPLICANT (FOR HOTEL AND RESTAURANT AND TAVERN LICENSEES LIQUOR ONLY – NOT REQUIRED IF MANAGER IS OWNER)

- \_\_\_ A. MANAGER REGISTRATION FORM (DR 8367)
- \_\_\_ B. \$75.00 FEE MADE PAYABLE TO "CITY OF CHERRY HILLS VILLAGE"
- \_\_\_ C. \$75.00 FEE MADE PAYABLE TO "DEPARTMENT OF REVENUE"
- \_\_\_ D. INDIVIDUAL HISTORY RECORD (DR 8404-I)
- \_\_\_ E. FINGERPRINT/BACKGROUND CHECK VERIFICATION W/ COLORADO FINGERPRINTING OR IDENTOGO

SOLE PROPRIETORS AND HUSBAND AND WIFE PARTNERSHIPS

- \_\_\_ A. STATE FORM DR-4679 – AFFIDAVIT – RESTRICTIONS ON PUBLIC BENEFITS  
HB 1023, IMMIGRATION LAW REQUIRES THAT YOU SUBMIT VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES. TO VERIFY LEGAL PRESENCE, PLEASE COMPLETE THE AFFIDAVIT – RESTRICTIONS ON PUBLIC BENEFITS AND SUBMIT WITH A COPY OF ONE OF THE FOLLOWING DOCUMENTS: COLORADO DRIVER'S LICENSE OR US MILITARY CARD OR MILITARY DEPENDANT'S CARD, OR UN COAST GUARD MERCHANT MARINER CARD OR NATIVE AMERICAN TRIBAL DOCUMENT

CORPORATE DOCUMENTS (IF APPLICABLE)

- \_\_\_ A. CERTIFICATE OF INCORPORATION (OR)
- \_\_\_ B. CERTIFICATE OF DESIGNATION (REPLACES CERTIFICATE OF GOOD STANDING) (OR)
- \_\_\_ C. CERTIFICATE OF AUTHORIZATION IF FOREIGN CORPORATION
- \_\_\_ D. ARTICLES OF INCORPORATION
  - 1. DATE STAMPED BY COLORADO SECRETARY OF STATE'S OFFICE
- \_\_\_ E. MINUTES OF MEETING ELECTING CURRENT OFFICERS, DIRECTORS AND STOCKHOLDERS
- \_\_\_ F. STOCK CERTIFICATES

- 1. 100% OF STOCK ISSUED
- 2. COPIES OF FRONT AND BACK
- \_\_\_ G. CORPORATION - PARENT COMPANY APPLICATION (IF PARENT COMPANY HAS ANY OWNERSHIP IN THE LICENSE)
- \_\_\_ H. LIST OF OFFICERS, STOCKHOLDERS AND DIRECTORS OF PARENT CORPORATION (IF APPLICABLE (DESIGNATE ONE PERSON AS "PRINCIPAL OFFICER"))
- \_\_\_ I. CORPORATE SEAL

PARTNERSHIP DOCUMENTS (IF APPLICABLE)

- \_\_\_ A. PARTNERSHIP AGREEMENT (GENERAL OR LIMITED) - (NOT NEEDED IF HUSBAND/WIFE PARTNERSHIP)
- \_\_\_ B. DISSOLUTION OF PARTNERSHIP (IF APPLICABLE)

LIMITED LIABILITY COMPANY (IF APPLICABLE)

- \_\_\_ A. COPY OF ARTICLES OF ORGANIZATION
  - 1. DATE STAMPED BY THE COLORADO SECRETARY OF STATE'S OFFICE
- \_\_\_ B. CERTIFICATE OF GOOD STANDING FROM COLORADO SECRETARY OF STATE'S OFFICE
- \_\_\_ C. COPY OF OPERATING AGREEMENT
- \_\_\_ D. CERTIFICATE OF AUTHORITY (IF FOREIGN COUNTRY)
- \_\_\_ E. MINUTES OF MEETING REFLECTING ACCEPTANCE OF NEW MEMBERS
- \_\_\_ F. CONSENT OF LIMITED LIABILITY MANAGERS

NEIGHBORHOOD NEEDS AND DESIRES

- \_\_\_ A. COMPLETE PETITION  
Guidelines may be obtained from the Clerk's office but should be consulted about with your attorney.

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