

Town of Palisade
Transfer of Ownership Application Process

1. **Forms and Fees**

Refer to the form list below and to the attached fee schedule. Once you have all the forms and fees ready, make an appointment to come into the Town Clerk's office (970-464-5602) to go over your application material. The Town Clerk cannot provide legal advice; therefore, you should consult a private attorney for any legal questions regarding the application.

All forms must be typewritten or handwritten in black ink. Applications will not be considered unless all questions are fully answered. If a question is not applicable, write N/A. If the answer is none, write none. All supporting documents must be submitted and correspond exactly with the name of the applicant. The required fees must be included with the application (refer to the attached fee schedule). Incomplete applications will not be accepted.

All documents must be fully executed, showing the required signatures and dates. Items that are contingent upon receipt of the liquor license should include a contingency clause worded in documents.

NOTE: Please be sure that you are thorough, complete, and consistent in listing your criminal history. Discrepancies found between your application materials and background checks will be included in the Clerk's report to the Town Board during your liquor license hearing.

NOTE: Changes in application information (i.e., changes in financial sources, corporate structure, any action taken by a law enforcement agency or litigation connected with the application) must be provided to the Town Clerk to update the information contained in the original application.

2. **Background Check**

Fingerprints must be done by Identogo or Colorado Fingerprinting. Locations may be found by visiting their websites at <https://uenroll.identogo.com/workflows/25YQ6K> or <https://www.coloradofingerprinting.com/>.

Identogo:

CBI Account # or Name: CONCJ6581 – Town of Palisade
Service Code: 25YQ6K

Colorado Fingerprinting:

3. Temporary Liquor Permit

The new owner may apply for a temporary liquor permit to allow liquor to be sold/served at the premises while the Transfer of Ownership is in process. A temporary permit can be active for up to 120 days.

4. Town Departments

Before the liquor license can be approved, the Town Clerk will ask the Community Development/Planning and Police Departments to outline any concerns they may have with the application.

5. Public Hearing

Section 6-2-120 states that a public hearing shall not be necessary for a transfer of ownership unless the Town opposes the transfer or determines that a hearing would benefit the public.

6. License Approval

Your application will be approved or denied by the Town Board as the Local Licensing Authority. If the Town Board approves your license, it may be with several contingencies, which may include the issuance of a Business License from the Town Clerk, approval from the Town Planning Department (if you have not completed construction of the liquor license premises), and approval from the Mesa County Health Department for establishments selling food. All of these contingencies must be met before the license can be approved and sent to the State.

7. State Licensing

Once the local licensing authority (the Town Board) approves your application, the Town Clerk will send your paperwork to the Colorado Department of Revenue Liquor Licensing Enforcement Division (unless you have paid the extra fee for a Concurrent Review, in which case the Town Clerk will send your application to the State as soon as all the forms and fees have been submitted). After their review, the Division will send your approved Liquor License to the Town Clerk, who will make a copy for our records and send you the original to post at your place of business.

8. License Renewal

Your license must be renewed annually. You will receive a renewal application from the State that must be submitted with payment to the Town Clerk. Once the Clerk certifies the application is complete, it will be forwarded to the State.

9. License Changes

Any changes in the following must be reported to the Town Clerk's office for consideration by both the local and State licensing authorities:

- Change in corporate or trade name
- Change in a corporate partner, company member, board president, board members, or operating manager
- Change in partnership

- Change of location
- Change or transfer of ownership
- Change in limited liability director or stockholder
- Modification of licensed premises.

Forms and Documents

From Town of Palisade:

- Temporary Permit Application
- Notarized letter from the previous owner stating he/she has no objection to the transfer
- Business License Application (\$50 fee payable to Town of Palisade after liquor license has been approved)

From the Colorado Department of Revenue:

- Liquor Retail License Application (DR 8404)
Note: This application requires a state sales tax number from the Colorado Department of Revenue. To apply for a state sales tax number, visit <http://www.colorado.gov/revenue>.
- Individual History Record (DR 8404-1) – *one per manager/board member*
- Tax Check Authorization, Waiver, and Request to Release Information (DR8495)
- Wholesaler Affidavit of Compliance (DR 8004) for ALL wholesalers
- Affidavit of Transfer and Statement of Compliance

From the Secretary of State

- Certificate of Good Standing
(<http://www.sos.state.co.us/biz/BusinessEntityCriteria.do>)

From Mesa County Health (ONLY for licenses that require food):

- Food Service License

From Mesa Building Department:

- Certificate of Occupancy

From you:

- See page 2 of DR 8404, Application Documents Checklist and Worksheet

Fee Schedule

	<u>Town of Palisade</u>	<u>State</u>
Transfer of Ownership	\$750.00	\$1,550.00
License Fee	Varies by type	Varies by type
TOP Business License	\$50.00	
Temporary Permit	\$100.00	
Annual Renewal Fee	\$75.00	Varies by type
Annual Business License Renewal Fee	\$50.00	N/A
Annual License Fee	Varies by type	