



## **DOCUMENT CHECKLIST**

### **Transfer of License**

**Please submit each item listed below.**

#### **Application**

- ☐ Colorado Liquor Retail License Application (DR8404)
- ☐ Colorado Beer and Wine License application (DR8403)
- ☐ Affidavit of Transfer and Statement of Compliance (DR8004)

#### **Proof of Possession of Property; Floor Plan**

- ☐ Deed (or) Lease
  - ✓ Lease must cover entire license period (minimum one year). Deed or lease must be in the name of the liquor license applicant.
- OR**
- ✓ Assignment of Lease (signed by original lessee).
  - ✓ Attach acceptance of assignment of lease (signed by applicant).
  - ✓ Attach consent to assignment of lease (signed by landlord).
- ☐ Floor diagram of premises to be licensed (8 ½" x 11" only)
  - ✓ Include dimensions of area to be licensed (anywhere alcohol will be stored or served).
  - ✓ Include bars, walls, partitions, entrances/exits and storage areas.
  - ✓ Label each room to indicate how it will be used.
  - ✓ Must have a black outline around the diagram.

#### **Financial Documents**

- ☐ Purchase agreement, stock transfer agreement, loan documentation, promissory notes, etc.
- ☐ A statement that all accounts for alcohol beverages sold to the applicant are paid.

#### **Background Information**

- ☐ Individual History Record (DR8404-I)
- ☐ Fingerprints (one card per individual- see Fingerprinting Instructions).

#### **Corporate Documents**

- ☐ Attach Certificate of Incorporation or Certificate of Good Standing dated within last two years.

### **Partnership Documents**

- ☐ Attach Partnership Agreement (except for husband-wife partnerships).
- ☐ Attach Certificate of Co-partnership (if applicable).

### **Limited Liability Company Documents**

- ☐ Attach Certificate of Good Standing dated within last two years.
- ☐ Attach Articles of Organization (acknowledge by Secretary of State).
- ☐ Attach copy of Operating Agreement (required if OTHER than sole member LLC or husband and wife LLC).

### **Fee Schedule**

Review the current Liquor Enforcement Division Fee Schedule.

Fees to the Department of Revenue can be paid directly through the DOR Enforcement Liquor Division PayPort Online Service and proof of payment submitted with all applications and renewals.

Fees to the Town of Fraser can be paid with a credit card or check and submitted with all applications and renewals.

\*Concurrent review is for the State to review the application at the same time as the Town. The application fee with concurrent review must be paid.

### **General Information Regarding a Temporary Permit**

The local licensing authority shall have discretionary authority to issue a temporary permit to a transferee of any retail class of alcohol beverage license issued by the local licensing authority. Such temporary permit shall authorize a transferee to continue selling such alcohol beverages as permitted under the permanent license during the period in which an application to transfer the ownership of the license is pending.

A temporary permit shall authorize a transferee to conduct business and sell alcohol beverages at retail in accordance with the license of the transferor subject to compliance with all of the following conditions:

- The premises where such alcohol beverages are sold shall have been previously licensed by the state and local licensing authorities, and such license shall have been valid at the time the application for transfer of ownership was filed with the local licensing authority that has jurisdiction to approve an application for a temporary permit.
- The applicant has filed with the local licensing authority on forms provided by the department of revenue an application for the transfer of the liquor license. Such application shall include, but not be limited to, the following information:
  - The name and address of the applicant; if the applicant is a partnership, the names and addresses of all the partners; and, if the applicant is a corporation,

association, or other organization, the names and addresses of the president, vice-president, secretary, and managing officer;

- The applicant's financial interest in the proposed transfer;
- The premises for which the temporary permit is sought; and
- Such other information as the local licensing authority may require.
- A statement that all accounts for alcohol beverages sold to the applicant are paid.

- The application for a temporary permit shall be filed no later than thirty days after the filing of the application for transfer of ownership and shall be accompanied by a temporary permit fee.

A temporary permit, if granted, by the local licensing authority shall be issued within five working days after the receipt of such application. A temporary permit issued shall be valid until such time as the application to transfer ownership of the license to the applicant is granted or denied or for one hundred twenty days, whichever occurs first; except that, if the application to transfer the license has not been granted or denied within the one-hundred-twenty-day period and the transferee demonstrates good cause, the local licensing authority may extend, in its discretion, the validity of said permit for an additional period not to exceed sixty days.

A temporary permit shall also be authorized in the event of a transfer of possession of the licensed premises by operation of law, a petition in bankruptcy pursuant to federal bankruptcy law, the appointment of a receiver, a foreclosure action by a secured party, or a court order dispossessing the prior licensee of all rights of possession pursuant to article 40 of title 13, C.R.S.

A temporary permit may be canceled, revoked, or summarily suspended if the local or state licensing authority determines that there is probable cause to believe that the transferee has violated any provision of Title 44 articles 3 and 4 or has violated any rule or regulation adopted by the local or state licensing authority or has failed to truthfully disclose those matters required pursuant to the application forms required by the department of revenue.

**For additional information, please contact:**

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