



## LIQUOR LICENSE INSTRUCTIONS AND INFORMATION PACKET

The Steamboat Springs City Council serves as the Liquor Licensing Authority and approves all new Liquor License applications. This process can take in between 60-90 days and includes two public meetings.

The first meeting simply sets the hearing date and designates a neighborhood (the City has six identified neighborhoods: DOWNTOWN, RESORT, HIGHWAY 40, FISH CREEK RESIDENTIAL, WALTON CREEK RESIDENTIAL, AND WEST STEAMBOAT). The applicant is not required to be present at this first meeting as the Council may accept the application on consent with no discussion.

30 days must pass between the first meeting and the second meeting/public hearing date. The second meeting is where the Council approves or denies the application, and the applicant needs to be present. Once the application is approved by the Authority, it is sent to the Colorado Liquor Enforcement Division for final approval. A complete application and all related fees must be submitted before the City Clerk's Office can legally proceed with the application process. Initial application fees can range between \$2,000 and \$2,500 depending on the type of license desired.

Once a complete application has been submitted and meeting dates are set, the City conducts four internal investigations. The Fire Marshall will conduct an inspection of the premise; the Planning Department will ensure that the property is zoned correctly; the Police Department will conduct local, State and Federal background checks; the Finance Department will ensure that the applicant has applied for a City sales tax license; and the Health Department will ensure the establishment is up to code.

Once these investigations are complete and the Authority has approved the application, it is sent to the Colorado Liquor Enforcement Division for final approval. This final approval can take up to a month. If the applicant opts for a Concurrent Review, this process can take less time due to the fact that the application is sent to the State before local approval.

During this process the City Clerk's Office will send out two letters to the applicant, explaining the process and what they are required to do, for example: posting of the premise, photographic evidence of the posting, acceptance of the neighborhood, and circulation of a petition signed by neighbors, potential customers and supporters of the proposed license.

Forms included in this process:

DR8404, Colorado Liquor Retail License. The second page of this form is a checklist of all information that must be submitted for a complete application.

DR8404I, Individual History Record. This form is to be completed by anyone with 10% of stock or more in the entity applying for the liquor license, as well as the manager.

### ALCOHOL SERVER TRAINING

City of Steamboat Springs Ordinances 1026 and 1709 (attached) require that all owner operators, registered managers, assistant managers, bartenders and servers of establishments licensed to dispense malt, vinous and spirituous liquors attend an alcohol server training educational seminar. The establishment has two months to complete this training requirement if within 10 days of employment the server enrolls in the educational seminar, attends the seminar within two months of initial employment, and receives a certificate of completion.

Below are some training resources:

- a. Steamboat Springs Alcohol Responsibility Training (SSART). Steamboat Springs Police Department, Officers Joshua Carrell and Debra Funston. 879-4344 ext. 189.
- b. Training for Intervention Procedures (TIPS). 1-800-GET-TIPS.
- c. The Bartender's Understanding of Responsibility Project (BURP), Mr. Tom Traynor, Ph. D./CAC-III, 879-7637.
- d. Bar Code (National Restaurant Association Educational Foundation) [nraef.org](http://nraef.org)
- e. SERVSAFE Responsible Alcohol Service (RAS) (Colorado Restaurant Association) [coloradorestaurant.com](http://coloradorestaurant.com)
- f. Certified Alcohol Seller Training (CAST) for Off Premise establishments only. (Health Communications, Inc.) 1-800-438-8477.

## MODIFICATIONS TO THE LICENSE

Any transfer of ownership, modification to the premise, change of corporate structure, change of manager, change of location, and change of corporate or trade name must be reported to the City of Steamboat Springs and the Colorado Liquor Enforcement Division. These changes must be reported to the City Clerk's Office, who will then report these changes to the State. This includes, but is not limited to: adding outdoor seating, adding/deleting a stockholder in the entity holding the liquor license, or transferring the ownership of the liquor license.

Liquor in Colorado is of statewide concern, and holding a liquor license is a significant responsibility not to be taken lightly. The City Clerk's Office recommends that you purchase and/or be familiar with the State of Colorado, Liquor Enforcement Division, Liquor and Beer Code Book. You may visit the Liquor Enforcement Division website at [www.revenue.state.co.us/liquor\\_dir/home.asp](http://www.revenue.state.co.us/liquor_dir/home.asp) to access this code or call (303) 205-2300 for more information. Also, if you have any questions about the liquor license process, please feel free to contact the City Clerk's Office at (970) 879-2060.

## FOOD REQUIREMENTS

All on-premise liquor licenses have a food requirement, whether it be sandwiches and light snacks, or full meals, dependent upon the type of liquor license. More information is available from the City Clerk's Office, or from the Liquor Enforcement Division's website.



Dear Liquor License/Marijuana License Applicant:

Thank you for your interest in becoming a part of the Liquor/Marijuana industry. Before you submit your application, we want to make you aware of a few facts.

These industries in Colorado are scrutinized because Colorado citizens want the industries and everyone involved in them to be free from any corruption or deceit. That is why we take regulations very seriously, including the issuance of licenses.

During the licensing process, we will conduct a thorough check of your background. If you pass our qualifications, you will be found suitable as a license holder that will allow you to work in these industries. You should know that Liquor and Marijuana licenses are a privilege, not a right. One thing you must do to obtain this privilege is to be completely honest on your license application.

In particular, we ask you on the application: "Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? Include arrests for DUI and DWAI?"

You must list all arrests and charges on your application that resulted in a conviction, suspended or deferred sentence, or bail forfeiture. If you were arrested or ticketed and are not sure how the charges were resolved, you should include the arrest or ticket in your application. Here are some of the excuses we have heard from people who have failed to disclose arrests:

- My attorney told me I did not have to disclose.
- I didn't think I was arrested because I only got a ticket.
- I didn't think that was still on my record.

But there is no excuse to not disclose an arrest or ticket that results in a conviction, deferred or suspended ticket, or bail forfeiture. You will not necessarily be denied a license if you have ever been arrested, but you may be denied if you fail to disclose an arrest.

I have read and understand this letter.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## ACCEPTANCE AND ACKNOWLEDGMENT OF LIQUOR LICENSE INFORMATION

I \_\_\_\_\_ acknowledge that I have received and understand the information in the LIQUOR LICENSE INSTRUCTIONS AND INFORMATION PACKET, provided by the Steamboat Springs City Clerk's Office.

Further, I acknowledge that it is my responsibility and the responsibility of my agents and employees to have knowledge of, and comply with the provisions of the Colorado Liquor and Beer Code and all City of Steamboat Springs rules, regulations and codes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Colorado Liquor Retail License Application

**New License**   
  **New-Concurrent**   
  **Transfer of Ownership**   
  **State Property Only**

- **All answers must be printed in black ink or typewritten**
- **Applicant must check the appropriate box(es)**
- **Applicant should obtain a copy of the Colorado Liquor and Beer Code: [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor)**

1. Applicant is applying as a/an  Individual  
 Corporation  Limited Liability Company  
 Partnership (includes Limited Liability and Husband and Wife Partnerships)  Association or Other

2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation FEIN Number

2a. Trade Name of Establishment (DBA)	State Sales Tax Number	Business Telephone
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3. Address of Premises (specify exact location of premises, include suite/unit numbers)

City	County	State	ZIP Code
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4. Mailing Address (Number and Street)	City or Town	State	ZIP Code
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5. Email Address

6. If the premises currently has a liquor or beer license, you **must** answer the following questions

Present Trade Name of Establishment (DBA)	Present State License Number	Present Class of License	Present Expiration Date
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Section A Nonrefundable Application Fees	Section B (Cont.) Liquor License Fees
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<input type="checkbox"/> Application Fee for New License .....\$1550.00 <input type="checkbox"/> Application Fee for New License w/Concurrent Review .....\$1750.00 <input type="checkbox"/> Application Fee for Transfer .....\$1550.00	<input type="checkbox"/> Lodging & Entertainment - L&E (County) ..... \$500.00 <input type="checkbox"/> Manager Registration - H & R ..... \$75.00 <input type="checkbox"/> Manager Registration - Tavern ..... \$75.00 <input type="checkbox"/> Manager Registration - Lodging & Entertainment..... \$75.00
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Section B Liquor License Fees
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<input type="checkbox"/> Add Optional Premises to H & R..... \$200.00 X _____ Total _____ <input type="checkbox"/> Add Related Facility to Resort Complex \$75.00 X _____ Total _____ <input type="checkbox"/> Arts License (City) ..... \$308.75 <input type="checkbox"/> Arts License (County) ..... \$308.75 <input type="checkbox"/> Beer and Wine License (City)..... \$351.25 <input type="checkbox"/> Beer and Wine License (County)..... \$436.25 <input type="checkbox"/> Brew Pub License (City) ..... \$750.00 <input type="checkbox"/> Brew Pub License (County)..... \$750.00 <input type="checkbox"/> Club License (City)..... \$308.75 <input type="checkbox"/> Club License (County) ..... \$308.75 <input type="checkbox"/> Distillery Pub License (City)..... \$750.00 <input type="checkbox"/> Distillery Pub License (County) ..... \$750.00 <input type="checkbox"/> Hotel and Restaurant License (City) ..... \$500.00 <input type="checkbox"/> Hotel and Restaurant License (County) ..... \$500.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (City) ..... \$700.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (County)..... \$700.00 <input type="checkbox"/> Liquor-Licensed Drugstore (City) ..... \$227.50 <input type="checkbox"/> Liquor-Licensed Drugstore (County) ..... \$312.50 <input type="checkbox"/> Lodging & Entertainment - L&E (City) ..... \$500.00	<input type="checkbox"/> Master File Location Fee ..... \$50.00 X _____ Total _____ <input type="checkbox"/> Master File Background ..... \$500.00 X _____ Total _____ <input type="checkbox"/> Optional Premises License (City)..... \$500.00 <input type="checkbox"/> Optional Premises License (County) ..... \$500.00 <input type="checkbox"/> Racetrack License (City)..... \$500.00 <input type="checkbox"/> Racetrack License (County) ..... \$500.00 <input type="checkbox"/> Resort Complex License (City)..... \$500.00 <input type="checkbox"/> Resort Complex License (County)..... \$500.00 <input type="checkbox"/> Retail Gaming Tavern License (City) ..... \$500.00 <input type="checkbox"/> Retail Gaming Tavern License (County)..... \$500.00 <input type="checkbox"/> Retail Liquor Store License-Additional (City)..... \$227.50 <input type="checkbox"/> Retail Liquor Store License-Additional (County) ..... \$312.50 <input type="checkbox"/> Retail Liquor Store (City)..... \$227.50 <input type="checkbox"/> Retail Liquor Store (County) ..... \$312.50 <input type="checkbox"/> Tavern License (City) ..... \$500.00 <input type="checkbox"/> Tavern License (County)..... \$500.00 <input type="checkbox"/> Vintners Restaurant License (City) ..... \$750.00 <input type="checkbox"/> Vintners Restaurant License (County)..... \$750.00
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**Questions? Visit: [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor) for more information**

**Do not write in this space - For Department of Revenue use only**

Liability Information

License Account Number	Liability Date	License Issued Through (Expiration Date)	<b>Total</b>
			<b>\$</b>

## Application Documents Checklist and Worksheet

**Instructions:** This checklist should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable.

**Questions? Visit:** [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor) for more information

<b>Items submitted, please check all appropriate boxes completed or documents submitted</b>	
<b>I.</b>	<b>Applicant information</b> <input type="checkbox"/> A. Applicant/Licensee identified <input type="checkbox"/> B. State sales tax license number listed or applied for at time of application <input type="checkbox"/> C. License type or other transaction identified <input type="checkbox"/> D. Return originals to local authority <input type="checkbox"/> E. Additional information may be required by the local licensing authority <input type="checkbox"/> F. All sections of the application need to be completed
<b>II.</b>	<b>Diagram of the premises</b> <input type="checkbox"/> A. No larger than 8 1/2" X 11" <input type="checkbox"/> B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.) <input type="checkbox"/> C. Separate diagram for each floor (if multiple levels) <input type="checkbox"/> D. Kitchen - identified if Hotel and Restaurant <input type="checkbox"/> E. Bold/Outlined Licensed Premises
<b>III.</b>	<b>Proof of property possession (One Year Needed)</b> <input type="checkbox"/> A. Deed in name of the applicant (or) (matching question #2) date stamped / filed with County Clerk <input type="checkbox"/> B. Lease in the name of the applicant (or) (matching question #2) <input type="checkbox"/> C. Lease assignment in the name of the applicant with proper consent from the Landlord and acceptance by the Applicant <input type="checkbox"/> D. Other agreement if not deed or lease. (matching question #2) (Attach prior lease to show right to assumption)
<b>IV.</b>	<b>Background information and financial documents</b> <input type="checkbox"/> A. Individual History Records(s) (Form DR 8404-I) <input type="checkbox"/> B. Fingerprints taken and submitted to local authority (State Authority for Master File applicants) <input type="checkbox"/> C. Purchase agreement, stock transfer agreement, and/or authorization to transfer license <input type="checkbox"/> D. List of all notes and loans (Copies to also be attached)
<b>V.</b>	<b>Sole proprietor/husband and wife partnership (if applicable)</b> <input type="checkbox"/> A. Form DR 4679 <input type="checkbox"/> B. Copy of State issued Driver's License or Colorado Identification Card for each applicant
<b>VI.</b>	<b>Corporate applicant information (if applicable)</b> <input type="checkbox"/> A. Certificate of Incorporation date stamped by the Colorado Secretary of State's Office <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Certificate of Authorization if foreign corporation <input type="checkbox"/> D. List of officers, directors and stockholders of applying corporation (If wholly owned, designate a minimum of one person as principal officer of parent)
<b>VII.</b>	<b>Partnership applicant information (if applicable)</b> <input type="checkbox"/> A. Partnership Agreement (general or limited). Not needed if husband and wife <input type="checkbox"/> B. Certificate of Good Standing (If formed after 2009)
<b>VIII.</b>	<b>Limited Liability Company applicant information (if applicable)</b> <input type="checkbox"/> A. Copy of articles of organization (date stamped by Colorado Secretary of State's Office) <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Copy of operating agreement <input type="checkbox"/> D. Certificate of Authority if foreign company
<b>IX.</b>	<b>Manager registration for Hotel and Restaurant, Tavern and Lodging &amp; Entertainment licenses when included with this application</b> <input type="checkbox"/> A. \$75.00 fee <input type="checkbox"/> B. Individual History Record (DR 8404-I) <input type="checkbox"/> C. If owner is managing, no fee required

<b>7.</b> Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?	Yes	No		
	<input type="checkbox"/>	<input type="checkbox"/>		
<b>8.</b> Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):				
(a) Been denied an alcohol beverage license?	<input type="checkbox"/>	<input type="checkbox"/>		
(b) Had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>		
(c) Had interest in another entity that had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>		
If you answered yes to 8a, b or c, explain in detail on a separate sheet.				
<b>9.</b> Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail. _____	<input type="checkbox"/>	<input type="checkbox"/>		
<b>10.</b> Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>or</b>		
Waiver by local ordinance?	<input type="checkbox"/>	<input type="checkbox"/>		
Other: _____				
<b>11.</b> Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? <b>NOTE:</b> The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>12.</b> Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? <b>NOTE:</b> The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>13a.</b> For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>13b.</b> Are you a Colorado resident?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>14.</b> Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any <u>current</u> financial interest in said business including any loans to or from a licensee.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>15.</b> Does the applicant, as listed on line 2 of this application, <b>have legal possession of the premises by ownership</b> , lease or other arrangement?	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____				
<b>a.</b> If leased, list name of landlord and tenant, and date of expiration, <b>exactly</b> as they appear on the lease:				
Landlord	Tenant	Expires		
<b>b.</b> Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16. <span style="float:right;"><input type="checkbox"/> <input type="checkbox"/></span>				
<b>c.</b> Attach a diagram designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".				
<b>16.</b> Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.				
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
<b>Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.</b>				
<b>17.</b> Optional Premises or Hotel and Restaurant Licenses with Optional Premises:				
Has a local ordinance or resolution authorizing optional premises been adopted? <span style="float:right;"><input type="checkbox"/> <input type="checkbox"/></span>				
Number of additional Optional Premise areas requested. (See license fee chart) <input style="width:50px;" type="text"/>				
<b>18.</b> Liquor Licensed Drugstore (LLDS) applicants, answer the following:				
(a) Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise? <span style="float:right;"><input type="checkbox"/> <input type="checkbox"/></span>				
<b>If "yes" a copy of license must be attached.</b>				
<b>19.</b> Club Liquor License applicants answer the following: <b>Attach a copy of applicable documentation</b> <input style="width:50px;" type="text"/>				
(a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain? <span style="float:right;"><input type="checkbox"/> <input type="checkbox"/></span>				
(b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain? <span style="float:right;"><input type="checkbox"/> <input type="checkbox"/></span>				
(c) How long has the club been incorporated? <input style="width:50px;" type="text"/>				
(d) Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above? <span style="float:right;"><input type="checkbox"/> <input type="checkbox"/></span>				
<b>20.</b> Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:				
(a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached) <span style="float:right;"><input type="checkbox"/> <input type="checkbox"/></span>				
<b>21.</b> For all on-premises applicants.				
<b>a.</b> Hotel and Restaurant, Lodging and Entertainment or Tavern License, the Registered Manager must also submit an Individual History Record - DR 8404-I and fingerprints.				
<b>b.</b> For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit an Manager Permit Application - DR 8000 and fingerprints.				
Last Name of Manager	First Name of Manager			
<b>22.</b> Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? <span style="float:right;"><input type="checkbox"/> <input type="checkbox"/></span>				
If yes, provide name, type of license and account number.				



Name		Type of License		Account Number	
<b>23. Tax Distraint Information.</b> Does the applicant or any other person listed on this application including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? If yes, provide an explanation and include copies of any payment agreements.					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>24. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members.</b> In addition, applicant must list any stockholders, partners, or members with <b>ownership of 10% or more in the applicant. All persons listed below</b> must also attach form DR 8404-I (Individual History Record), and submit fingerprint cards to the local licensing authority.					
Name	Home Address, City & State		DOB	Position	%Owned
Name	Home Address, City & State		DOB	Position	%Owned
Name	Home Address, City & State		DOB	Position	%Owned
Name	Home Address, City & State		DOB	Position	%Owned
Name	Home Address, City & State		DOB	Position	%Owned
** If applicant is owned 100% by a parent company, please list the designated principal officer on above. ** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable) ** If total ownership percentage disclosed here does not total 100%, applicant must check this box: <input type="checkbox"/> Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Title 47 or 48, C.R.S.					
<b>Oath Of Applicant</b>					
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.					
Authorized Signature		Printed Name and Title			Date
<b>Report and Approval of Local Licensing Authority (City/County)</b>					
Date application filed with local authority		Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)			
The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:					
<input type="checkbox"/> Fingerprinted <input type="checkbox"/> Subject to background investigation, including NCIC/CCIC check for outstanding warrants					
That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license (Check One)					
<input type="checkbox"/> Date of inspection or anticipated date _____ <input type="checkbox"/> Will conduct inspection upon approval of state licensing authority					
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,0000?					Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Is the Liquor Licensed Drugstore(LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,0000?					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>NOTE:</b> The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.					
<input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?					Yes <input type="checkbox"/> No <input type="checkbox"/>
The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 12, Article 46 or 47, C.R.S., and Liquor Rules. <b>Therefore, this application is approved.</b>					
Local Licensing Authority for			Telephone Number		<input type="checkbox"/> Town, City <input type="checkbox"/> County
Signature		Print	Title		Date
Signature		Print	Title		Date

## Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license

<b>Notice:</b> This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". <b>Any deliberate misrepresentation or material omission may jeopardize the license application.</b> (Please attach a separate sheet if necessary to enable you to answer questions completely)				
1. Name of Business		Home Phone Number	Cellular Number	
2. Your Full Name (last, first, middle)		3. List any other names you have used		
4. Mailing address (if different from residence)		Email Address		
5. List current residence address. Include any previous addresses within the last <b>five</b> years. (Attach separate sheet if necessary)				
<b>Street and Number</b>		<b>City, State, Zip</b>		<b>From</b>
<b>To</b>				
Current				
Previous				
6. List all employment within the last <b>five</b> years. Include any self-employment. (Attach separate sheet if necessary)				
<b>Name of Employer or Business</b>		<b>Address (Street, Number, City, State, Zip)</b>		<b>Position Held</b>
<b>From</b>		<b>To</b>		
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.				
<b>Name of Relative</b>		<b>Relationship to You</b>		<b>Position Held</b>
<b>Name of Licensee</b>				
8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				
9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)  Yes  No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)  Yes  No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)  Yes  No

**Personal and Financial Information**

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth      b. Social Security Number      c. Place of Birth      d. U.S. Citizen  Yes  No

e. If Naturalized, state where      f. When      g. Name of District Court

h. Naturalization Certificate Number      i. Date of Certification      j. If an Alien, Give Alien's Registration Card Number      k. Permanent Residence Card Number

l. Height      m. Weight      n. Hair Color      o. Eye Color      p. Gender      q. Race      r. Do you have a current Driver's License/ID? If so, give number and state.  Yes  No # \_\_\_\_\_ State \_\_\_\_\_

14. Financial Information.

a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other. \$ \_\_\_\_\_

b. List the total amount of the **personal** investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. \$ \_\_\_\_\_

\* If corporate investment only please skip to and complete section (d)

\*\* Section b should reflect the total of sections c and e

c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Account Type	Bank Name	Amount

d. Provide details of the corporate investment described in 14 (a). You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount

e. Loan Information (Attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount

**Oath of Applicant**

I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature      Print Signature      Title      Date

ORDINANCE NO. 1026

AN ORDINANCE REQUIRING OWNER OPERATORS, REGISTERED MANAGERS, ASSISTANT MANAGERS, BARTENDERS or servers OF ESTABLISHMENTS LICENSED TO DISPENSE MALT, VINOUS AND SPIRITOUS LIQUORS TO ATTEND AN EDUCATIONAL SEMINAR RELATED TO COLORADO LIQUOR AND BEER CODES.

WHEREAS, the City of Steamboat Springs is a resort community with a commensurate amount of licensed liquor establishments; and

WHEREAS, the resort nature and atmosphere of the community results in the consumption of malt, vinous and spiritous liquors by both residents and guests of the city; and

WHEREAS, the resort nature of the community fosters the employment of significant numbers of people who are unfamiliar with the Colorado Liquor and Beer Code Regulations and their implications; and

WHEREAS, the community desires to promote responsible consumption of malt, vinous and spiritous liquors by both residents and guests; and

WHEREAS, the supervision of and serving of alcoholic beverages is often done by persons who are not sufficiently educated concerning the harmful effects of liquor upon consuming persons; and

WHEREAS, the City Council for the City of Steamboat Springs has determined that education on the effects of liquor upon consumers and awareness of the Colorado Beer and Liquor Code Regulations by those persons actively involved in the dispensing of malt, vinous and spiritous liquors to both residents and guests could promote responsible consumption practices within the community and is a reasonable requirement of the neighborhoods of the community;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO:

Section 1: That a new Section 5.08.015 is added to Chapter 5.08, as follows:

Section 5.08.015. Definitions.

A. SERVER. AS SET FORTH IN THIS CHAPTER, ANY PERSON WHO PREPARES, SERVES, SELLS, OR OTHERWISE PROVIDES ALCOHOLIC BEVERAGES PURSUANT TO LICENSES ISSUED THEREFOR SHALL BE DEEMED TO BE A "SERVER" WITHIN THE MEANING OF THIS CHAPTER. A SERVER SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, ALL MANAGERS OR OWNER-OPERATORS REGISTERED WITH THE STATE OF COLORADO AND LOCAL LICENSING AUTHORITY, EVERY ASSISTANT MANAGER, BARTENDER OR WAITPERSON EMPLOYED BY AN ESTABLISHMENT LICENSED TO SELL MALT, VINOUS OR SPIRITOUS LIQUORS. A server shall not include persons who sell, serve or dispense alcoholic beverages in the capacity of volunteer. A server shall not include persons employed as clerk or check-out person in a grocery store.

B. LICENSEE. A "LICENSEE" IS A NATURAL OR LEGAL PERSON SELLING MALT, VINOUS OR SPIRITOUS BEVERAGES PURSUANT TO AND AUTHORIZED BY A LICENSE ISSUED PURSUANT TO C.R.S. 12-46-101, ET SEQ. (Colorado Beer Code) OR C.R.S. 12-47-101, ET SEQ. (Colorado Liquor Code) or C.R.S. 12-48-101, et seq. (Special Events Permits) BY THE CITY OF STEAMBOAT SPRINGS AND THE STATE OF COLORADO.

Section 2: That a new Section 5.08.020 is added to Chapter 5.08, as follows:

Section 5.08.020. Education Requirements.

A. All managers or owner operators currently registered with the State of Colorado and the local licensing authority and every SERVER employed by an establishment licensed to sell malt, vinous or spiritous liquors are required to enroll in an educational liquor seminar approved by Liquor Licensing Authority within six months and receive a certificate of completion within nine months of the effective date of this ordinance. \*

B. After the effective date of this ordinance, persons who become new manager operators or owner operators registered with the State of Colorado and the local licensing authority are required to attend a liquor seminar approved by the Liquor Licensing Authority within two months of registration and receive a certificate of completion.

C. After the effective date of this ordinance, no person shall be employed as SERVER until he has first attended an educational liquor seminar approved by the local licensing authority and received a certificate of completion; provided, however, this requirement may be postponed until TWO months after his employment if within ten days of employment the SERVER enrolls in said educational liquor seminar and attends said seminar within TWO months of his initial employment and receives a certificate of completion.

D. Every agency offering a course of instruction approved by the local licensing authority shall issue a certificate to those enrollees who successfully complete said liquor educational seminar. The certificate shall be dated to show the date of completion OF SAID TRAINING AND DATE OF CERTIFICATE EXPIRATION and shall BE EVIDENCE OF at a minimum that the person has been in actual attendance a minimum number of hours of said course and has achieved a reasonable mastery of the theories and facts presented. NO AGENCY APPROVED BY CITY COUNCIL TO PROVIDE SERVER TRAINING SHALL ISSUE A CERTIFICATE UNLESS THE PERSON HAS ACTUALLY ATTENDED AND ACHIEVED A REASONABLE MASTERY OF THE MATERIALS.


E. Every person required by this section to be certified shall re-attend AN APPROVED course at least tri-annually.

F. The local licensing authority shall by resolution establish the general criteria for courses AND QUALIFICATIONS OF INSTRUCTORS which shall satisfy the liquor educational requirements of this section. Said requirements shall be available in the office of the City Clerk within SIXTY days after the effective date of this ordinance. Any qualified person may submit to the licensing authority a request that a particular seminar be deemed to meet the educational requirements. The licensing authority or its designee may make said determination. A file of all courses approved as liquor educational courses shall be maintained by the City Clerk.


G. AT THE TIME AN APPLICANT SEEKS ISSUE, RENEWAL, TRANSFER, CHANGE OF LOCATION, OR CHANGE OF CORPORATE STRUCTURE, THE APPLICANT SHALL SUBMIT TO THE CITY CLERK INFORMATION WHICH SHALL BE REQUIRED BY THE CITY CLERK TO PROVE THAT PERSONS EMPLOYED BY THE APPLICANT AS SERVERS AND REQUIRED TO BE CERTIFIED UNDER THIS CHAPTER HAVE CERTIFICATES IN FULL FORCE AND EFFECT. ALL LICENSEES SHALL MAINTAIN A FILE OF CERTIFICATES ON ALL SERVERS EMPLOYED BY SAID LICENSEE AND SHALL EXHIBIT SAID COPIES OF CERTIFICATES WHEN REQUESTED TO DO SO BY THE CITY CLERK, THE CHIEF OF POLICE OR OTHER APPROPRIATE OFFICIAL OF THE CITY OF STEAMBOAT SPRINGS. FAILURE TO COMPLY WITH THIS SECTION SHALL BE CONSIDERED A VIOLATION OF A CONDITION OF ISSUANCE OF A LICENSE AND MAY BE PUNISHED ACCORDINGLY.

Section 3: Safety Clause. The City Council hereby finds, determines and declares that this ordinance is necessary for the immediate preservation of the public peace, health and safety.


INTRODUCED, READ AND ORDERED published, as provided by law, by the City Council of the City of Steamboat Springs, at its regular meeting held on the 1<sup>st</sup> day of March, 1988.

  
Rita F. Valentine  
City Council President

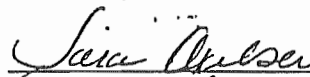
ATTEST:

  
Sara Axelson, City Clerk

FINALLY READ, PASSED AND APPROVED this 21<sup>st</sup> day of June, 1988.

  
Rita F. Valentine  
City Council President

ATTEST:

  
Sara Axelson, City Clerk

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDINANCE NO. 1709

AN ORDINANCE AMENDING CHAPTER 3, DIVISION 1, SECTION 3-28 OF THE STEAMBOAT SPRINGS REVISED MUNICIPAL CODE, ELIMINATING (d), RELATIVE TO THE TRIANNUAL RECERTIFICATION OF ALCOHOL SERVER TRAINING PROGRAMS; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Steamboat Springs Local Liquor Licensing Authority passed an ordinance in 1988 relative to alcohol server training programs for all liquor licensee owner, operators and servers (Ordinance No. 1026);

WHEREAS, the Steamboat Springs Restaurant Association has requested that the section of the ordinance relative to triannual recertification of an alcohol server training program be removed from the existing Municipal Code requirement;

WHEREAS, the Steamboat Springs Restaurant Association feels that the recertification program for alcohol server training is no longer beneficial to their employees;

WHEREAS, the Steamboat Springs Restaurant Association prefers to enhance their employees' alcohol server education with advanced classes and seminars in alcohol service.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO, THAT:

SECTION 1

From and after the effective date of this Ordinance, Section 3-28. Certification requirement for operators and servers shall be amended and read as follows:

**"Section 3-28: Certification requirement for operators and servers.**

- (a) Persons who become manager-operators or owner-operators of an establishment licensed to sell malt, vinous or spirituous liquors who are registered with the state and the local licensing authority are required to attend a liquor seminar approved by the liquor licensing authority within two (2) months of registration and receive a certificate of completion.
- (b) No person shall be employed as server at an establishment licensed to sell malt, vinous or spirituous liquors until the person has first attended an educational liquor seminar approved by the local licensing authority and received a certificate of completion; provided, however, this requirement may be postponed until two (2) months after his employment if within ten (10) days of employment the server enrolls in the educational liquor seminar and attends the seminar within two (2) months of his initial employment and receives a certificate of completion.



- (c) Every agency offering a course of instruction approved by the local licensing authority shall issue a certificate to those enrollees who successfully complete the liquor educational seminar. The certificate shall be dated to show the date of completion of the training and date of certificate expiration and shall be evidence, at a minimum, that the person has been in actual attendance for a minimum number of hours of the course and has achieved a reasonable mastery of the theories and facts presented. No agency approved by the city council to provide server training shall issue a certificate unless the person has actually attended the course and achieved a reasonable mastery of the materials.
- ~~(d) Every person required by this section to be certified shall reattend an approved course at least triannually.~~
- (e) The local licensing authority shall by resolution establish the general criteria for courses and qualifications of instructors, which shall satisfy the liquor educational requirements of this section. The requirements shall be available in the office of the city clerk. Any qualified person may submit to the licensing authority a request that a particular seminar be deemed to meet the educational requirements. The licensing authority or its designee may make the determination. A file of all courses approved as liquor educational courses shall be maintained by the city clerk.
- (f) At the time an applicant seeks issue, renewal, transfer, change of location or change of corporate structure, the applicant shall submit to the city clerk information as shall be required by the city clerk to prove that persons employed by the applicant as servers and required to be certified under this section have certificates in full force and effect. All licensees shall maintain a file of certificates on all servers employed by the licensee and shall exhibit the copies of certificates when requested to do so by the city clerk, the chief of police or other appropriate official of the city. Failure to comply with this section shall be considered a violation of a condition of issuance of a license and may be punished accordingly."

## SECTION 2

All ordinances heretofore passed and adopted by the City Council of the City of Steamboat Springs, Colorado, are hereby repealed to the extent that said ordinances, or parts thereof, are in conflict herewith.

## SECTION 3

If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or the application thereof to any person or circumstance, shall remain in full force and shall in no way be affected, impaired or invalidated.

SECTION 4

The City Council hereby finds, determines and declares that this Ordinance is necessary for the immediate preservation of the public peace, health and safety.

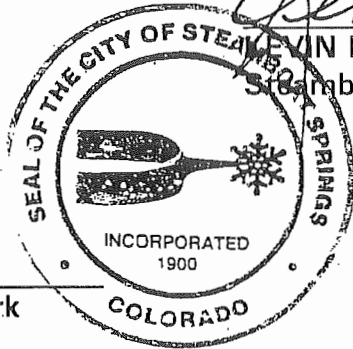
SECTION 5

This ordinance shall take effect immediately upon the expiration of five (5) days from and after the final date of publication, as provided by the Home Rule Charter.

**INTRODUCED, READ AND ORDERED PUBLISHED**, as provided by law, by the City Council of the City of Steamboat Springs, at its regular meeting held on the 12th day of October, 1999.

*Kevin Bennett*

KEVIN BENNETT, President  
Steamboat Springs City Council



ATTEST:

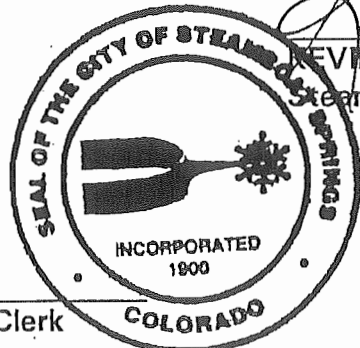
*Julie Jordan-Struble*

Julie Jordan-Struble, City Clerk

FINALLY READ, PASSED AND APPROVED this 2nd day of November, 1999.

*Kevin Bennett*

KEVIN BENNETT, President  
Steamboat Springs City Council



ATTEST:

*Julie Jordan-Struble*

Julie Jordan-Struble, City Clerk

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDNANCE NO. 2126

**AN ORDINANCE AMENDING SECTION 3-41 OF THE STEAMBOAT SPRINGS REVISED MUNICIPAL CODE PERTAINING TO AN INCREASE IN THE LOCAL LIQUOR LICENSE AUTHORITY ADMINISTRATIVE FEES, REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the State of Colorado liquor laws are of statewide concern, thus indicating the Local Liquor Licensing Authority can amend their regulations in accordance with State liquor laws; and

**WHEREAS**, Senate Bill 07-149 amended Section 12-47-505(4)(a) of the Colorado Revised Statutes to allow local jurisdictions to increase liquor license/permit fees; and

**WHEREAS**, the current fee revenues do not cover the expenses incurred in issuing and administering liquor licenses and permits, and revenues from the increased fees will not exceed these expenses.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO:**

SECTION 1

That Section 3-41 (liquor license fees) of the Steamboat Springs Revised Municipal Code be amended and replaced as follows:

<b>License</b>	<b>Fee</b>
Initial application	\$500.00
<i><b>On or before July 1, 2008:</b></i>	<i><b>\$625.00</b></i>
<i><b>After July 1, 2008 and before July 2, 2009:</b></i>	<i><b>\$750.00</b></i>
<i><b>After July 1, 2009 and before July 2, 2010:</b></i>	<i><b>\$875.00</b></i>
<i><b>After July 2, 2010:</b></i>	<i><b>\$1000.00</b></i>
Transfer of location	500.00
Change of ownership	500.00
<i><b>On or before July 1, 2008:</b></i>	<i><b>\$625.00</b></i>
<i><b>After July 1, 2008:</b></i>	<i><b>\$700.00</b></i>
Late renewal application	500.00

Renewal application	50.00
<i>Except that an expired license renewal fee shall not exceed \$500.00, for a renewal of a license the fee shall be:</i>	
<b><i>On or before July 1, 2008:</i></b>	<b>\$75.00</b>
<b><i>After July 1, 2008:</i></b>	<b>\$100.00</b>
Corporate report of changes	\$100.00
Manager registration (H&R license only)	\$75.00
Temporary permit	\$100.00
Related Facility (Resort Complex license only)	\$100.00

**Permits**

<b>Special Events Permits</b>	<b>\$100.00</b>
<i>Effective August 3, 2007</i>	

<b>License Type</b>	<b>Fee</b>
Arts	\$41.25
Beer & Wine	\$48.75
Brew Pub	\$75.00
Club	\$41.25
Hotel & Restaurant	\$75.00
Liquor Licensed Drugstore	\$22.50
Racetrack	\$75.00
Retail Liquor Store	\$22.50
Tavern	\$75.00
3.2% beer, on premises	\$3.75
3.2% beer, off premises	\$3.75

SECTION 2

All ordinances heretofore passed and adopted by the City Council of the City of Steamboat Springs, Colorado, are hereby repealed to the extent that said ordinances, or parts thereof, are in conflict herewith.

SECTION 3

If any section, subsection, clause, phrase or provision of this ordinance, or the application thereof to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of the ordinance, or the application thereof to any person or circumstance, shall remain in full force and shall in no way be affected, impaired or invalidated.

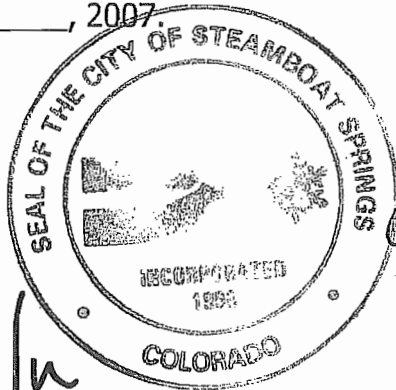
SECTION 4

The City Council hereby finds, determines and declares that this ordinance is necessary for the immediate preservation of the public peace, health and safety.

SECTION 5

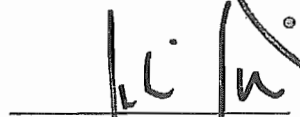
This ordinance shall take effect immediately upon the expiration of five (5) days from and after its publication following final passage, as provided in Section 7.6(h) of the Steamboat Springs Home Rule Charter.

**INTRODUCED, READ AND ORDERED PUBLISHED**, as provided by law, by the City Council of the City of Steamboat Springs, at its regular meeting held on the 7<sup>th</sup> day of August, 2007.



  
T. Susan Dellinger, President  
Steamboat Springs City Council

ATTEST:

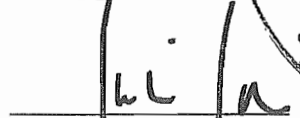
  
Julie Jordan, MMC  
City Clerk

**FINALLY READ, PASSED AND APPROVED** this 21<sup>st</sup> day of August, 2007.



  
T. Susan Dellinger, President  
Steamboat Springs City Council

ATTEST:

  
Julie Jordan, MMC  
City Clerk