



## **PROCEDURE FOR TRANSFER OF OWNERSHIP FOR LIQUOR OR FERMENTED MALT BEVERAGE/WINE LICENSED BUSINESSES**

This procedure is designed to assist you in complying with the State of Colorado and the City of Centennial licensing requirements. If you have any questions during the application period, call the Assistant City Clerk at 303-754-3381 or email [mpalmer@centennialco.gov](mailto:mpalmer@centennialco.gov). Correspondence should be addressed to:

Assistant City Clerk (Licensing Administrator)

Centennial Civic Center

13133 E. Arapahoe Rd.

Centennial, CO 80112

Transfer applications are processed administratively by the City Clerk's Office, however we reserve the right to hold a virtual hearing if necessary.

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**All forms can be found on the City of Centennial's website at [centennialco.gov/Liquor-Licensing](http://centennialco.gov/Liquor-Licensing) under Transfer of Ownership Applications**

To be considered as a complete application you must have:

1. **A completed DR8404 Retail License Application** (for FMB/W licenses please complete the DR 8403).
2. **The City and State have online payment portals**, you will be given instructions at the time of your filing to pay online, or you may pay by check. A general look at the fees:
  - a. State Fees (Department of Revenue Liquor Enforcement):
    - i. Application fee: \$1,100
    - ii. License fee – varies depending on the license type you apply for (see table)
  - b. Fees to the City of Centennial
    - i. Application fee: \$750
    - ii. Temporary Permit Fee: \$100
    - iii. License fee – varies depending on the license type you apply for (see table)



- iv. **Fees to Colorado Bureau of Investigation – before you get fingerprinted, please contact the City Clerk. You will be required to provide a CONJ code when you get fingerprinted to ensure your results are sent to the right jurisdiction. If you do not provide this code during your fingerprinting, you will be forced to re-do the appointment which could result in further costs.**

Type of License	City of Centennial	Department of Revenue
Hotel/Restaurant	\$75	\$500
Tavern	\$75	\$500
Lodging and Entertainment	\$75	\$500
Brew Pub	\$75	\$500
Liquor Licensed Drug Store or Retail Store	\$22.50	\$227.50
Club	\$41.25	\$308.75
Beer and Wine	\$48.75	\$351.25
Fermented Malt Beverage and Wine	\$3.75	\$96.25
Manager Registration	\$75 H/R & Tavern unless managed by principal	\$75 H/R & Tavern unless managed by principal

**EXAMPLE:** If you were applying for an H&R license your fees would be:

To the Department of Revenue Liquor Enforcement:  $\$1,100 + \$500 = \$1,600$

To the City of Centennial:  $\$750 + \$100$  (optional)+  $\$75.00 = \$925$

3. **Wholesaler Affidavit** – In addition to the Transfer Affidavit you must have the old owner’s wholesalers sign off that all the outstanding debts have been paid. This is a State required document that protects Colorado wholesalers. This



document is found under Transfer of Ownership.

4. **Evidence of right to property** – Proof of applicant's right to the premises must be presented. This may be a copy of lease or rental agreement, or if the premises are owned, a copy of the deed. If a lease is being assigned, the assignment of lease must be submitted. **The lease or deed must be in the same name as the applicant (box two of the application form). Lease must contain authorization for applicant to obtain liquor licensing and must show an expiration date at least one year from the effective date of the license.**

\*\*If your property has a patio and you plan to include it in your licensed premise your lease needs to indicate that you have the right to use the patio space. If it doesn't the patio will not be included in your licensed premise and can result in you having to modify your premise at a later date (there is a fee associated with this).

**Diagram of Premise** – An 8 ½ x 11 layout of the premise is required. On this diagram please use black sharpie/marker to outline the outer boundary. Please include dimensions, entries/exits, bars, kitchen (if applicable) and most importantly where your alcohol will be served and stored. Separate drawings should be included for each individual floor.

5. **State of Colorado Individual History Record (IHR - Form DR8404-1)** – Must be submitted for the owner, all partners, and managers; for corporations, all officers, all directors, and each stockholder owning ten percent (10%) or more of the corporate stock, and the local manager. Also submit a copy of a *driver's license* for each person submitting an IHR as well as the Financial Questionnaire (which can be found on the City's website).
6. **Financial Questionnaire** – Please complete the Financial Questionnaire provided by the City of Centennial, you can find this document under Transfer of Ownership Application. This document must be completed and notarized prior to submitting your application. The City of Centennial cannot notarize any documents for you. If you have gift letters or loans, signed copies of those approvals must be submitted with this document.
7. **Affidavit Concerning Criminal History** – Because CBI/FBI reports take several weeks to obtain, the City will, initially, accept an affidavit from the applicants (described in paragraph "c" above) revealing their complete criminal history. Failing to fully and truthfully disclose all required information could place the liquor license in jeopardy. (See Number 3 below regarding background investigation).



## 8. **Additional Business Documents**

### a. **Limited Liability Companies (LLC) Applying, Please Submit:**

- i. Articles of Organization (mandatory document)
- ii. Certificate of Good Standing (mandatory document)
- iii. Operating Agreement (mandatory document)
- iv. Certificate of Authority (if foreign company) (if applicable)
- v. Minutes of meeting accepting new member(s) (if applicable)

### b. **Corporations (Inc.) Applying, Please Submit:**

- i. Certificate of incorporation and articles of incorporation (mandatory document)
- ii. Certificate of Good Standing (mandatory document)
- iii. Minutes of last organizational meeting showing election of present officers and directors.

### c. **Individual Applying, Please Submit:**

- i. Management agreement if licensee is not manager
- ii. Affidavit – Restrictions on Public

### d. **Benefits Partnerships Applying, Please Submit:**

- i. Management agreement if other than a member of partnership is Manager
- ii. Partnership agreement

9. An **investigation of the applicant's background** will be completed by the Arapahoe County Sheriff's Department. Owners, partners, all corporate officers and directors, stockholders **with ten percent (10%) or more** of the corporate stock and managers are required to undergo an investigation.

10. **Procedure for Fingerprinting** will be provided when you submit a complete application.

11. **Upon receipt of all required documents**, the License Clerk will accept the application as complete. If the application is approved, it will then be sent to the State for consideration.



THE APPLICATION WILL BE CONSIDERED TO HAVE BEEN "RECEIVED" WHEN ALL REQUIRED DOCUMENTS AND NECESSARY INVESTIGATIONS ARE PRESENTED TO THE CITY CLERK FOR CONSIDERATION.

The City of Centennial reserves the right to hold a virtual hearing if deemed necessary.