



## PROCEDURE FOR APPLICANTS OF NEW LIQUOR/FERMENTED MALT BEVERAGE/WINE LICENSES

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

All new applications will be heard by the Centennial Liquor Licensing Authority at a Virtual Hearing. The date of the Virtual Hearing will be determined by the Assistant City Clerk in accordance with the meeting schedule.

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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 Liquor Licensing Processes and Forms**

To be considered as a complete application you must have:

1. **A completed DR8404 Retail License Application** (for FMB licenses please complete the DR 8403). This application can be found under New Liquor License Application on the Centennial website.
2. **Both the City and State have the ability for online payment** – you will be provided instructions at the time of your application being filed, or you may pay by check. A general look at the fees:
  - a. State Fees (Department of Revenue):
    - i. Application fee: \$1,100 for regular review or \$1,200 for concurrent review – The applicant can pay to have the application concurrently reviewed, meaning the City and State review the application at the same time. Final approval generally takes 2-3 months with concurrent review.
    - ii. License fee – varies depending on the license type you apply for (see table)
  - b. Fees to the City of Centennial



- i. Application fee: \$1,000
- ii. License fee – varies depending on the license type you apply for (see table)
- iii. 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 appointment, we will not receive the results which could delay issuance of your license and CBI will force you to be re-fingerprinted/pay again.**

Type of License (Add fee to application fees)	City of Centennial	Department of Revenue
Hotel/Restaurant	\$75	\$500
Tavern	\$75	\$500
Lodging and Entertainment	\$75	\$500
Brew Pub	\$75	\$750
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  Note: If the owner is the manager, you do not need to register them.	\$30  Manager's Registration for Hotel & Restaurant, Lodging & Entertainment, and Tavern licenses requires a local fee with submission to the local licensing authority as well. Please reach out to local licensing authorities directly regarding local processing and fees.	\$30  Manager's Registration for Hotel & Restaurant, Lodging & Entertainment, and Tavern licenses requires a local fee with submission to the local licensing authority as well. Please reach out to local licensing authorities directly regarding local processing and fees.



3. **Evidence of right to property** – Proof of applicant's right to the premises must be presented. This may be a copy of a 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.

4. **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).
5. **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.
6. **Closing Documents**
7. **Supporting Documents:** (dependent on how you are applying for license)
  - a. Sole Proprietorship



- i. Submit an Affidavit of Restrictions of Public Benefit
- b. Partnership
  - i. Management Agreement
  - ii. Partnership Agreement
- c. Limited Liability Company (LLC) (mandatory documents)
  - i. Articles of Organization
  - ii. Good Standing Certificate
  - iii. Operating Agreement
- d. Corporation
  - i. Certificate of Incorporation & Articles of Incorporation (mandatory documents)
  - ii. Good Standing Certificate (mandatory document)
  - iii. Meeting Minutes
  - iv. Stock certificates
  - v. Corporate financial report

Once a completed application is accepted by the Assistant City Clerk at the City of Centennial, a hearing will be scheduled for a minimum of 30 days from the date of filing. Hearings are conducted virtually, and you will be notified of your hearing date.

**The purpose and order of the virtual hearing:**

The hearing before the Liquor Licensing Authority on the application is to consider the requirements of the Colorado Liquor Code and does not concern the needs and desires of the neighborhood.

The applicant and, if applicable, his/her representative will then appear to respond to any questions of the Authority. Any opponents to the application will be recognized. Opponents may present petitions and other appropriate evidence.

The applicant will be required to submit neighborhood petitioning at the hearing. If you wish to hire a company, there is a list of accepted petitioning companies on the website under new application.



Other documents and the poster for hearing will be provided to you once the application is filed.

Once the hearing is conducted and the Judge approves the application, the City will submit the approval to the State (Liquor Enforcement). Once the State approves the license and the Building Division and Arapahoe County Health Department approves occupancy the licenses will be turned over to the Arapahoe County Sheriff's department for final inspection and delivery.

**Instructions for fingerprinting: check with the clerk before you make an appointment to get fingerprinted. You will need a specific code associated with our jurisdiction- if you do not provide that code to CBI they will not know where to send the results. We will not receive the results and will not be able to determine good moral character at the hearing. CBI will force you to get re-fingerprinted and pay the fees which will delay issuance of your license and potentially cause us to continue the hearing.**