

Town of Pitkin

Liquor License Application Procedures

1. **Application:** Complete the Colorado Liquor Retail License Application (DR 8404) and any additional required documents. Application and related documents can be found at <https://www.colorado.gov/pacific/enforcement/retail-license-packet-liquor-enforcement> Applications must be accompanied by both the appropriate State fee (found on page 1 of the application) payable to the Colorado Department of Revenue and the local fee payable to the Town of Pitkin, which is listed in the Town of Pitkin fee schedule. Cash is not accepted.

Use the document checklist in the application to gather all required documents and submit your completed packet (all attachments, state fees, and local fee) to the Town Clerk.

NOTE - You must register your business with the State of Colorado and obtain a Colorado State Sales tax license and number if you have not already done so.

Background Check: All owners/officers/principals/directors of the business must be fingerprinted, as well as anyone with 10% (ten percent) or more ownership interest in the business. Results must be provided to the Town of Pitkin.

2. **Public Hearing:** Upon receipt of a completed application packet and all fees, a public hearing will be scheduled with the Town Board of Trustees, acting as the Local Liquor Licensing Authority. The Public Hearing may not be scheduled less than thirty days from the application date. For a new liquor license A Notice of Public Hearing will be published in the local newspaper, at the Town of Pitkin official posting locations, and posted on the property to be licensed.

At the Public Hearing, the Local Liquor Licensing Authority will consider the liquor license application and will approve, deny, or continue consideration of the application. The applicant or the applicant's representative must attend the public hearing.

3. **State Licensing:** Upon approval by the Local Liquor Licensing Authority, the Town Clerk will forward the license application and fees to the Colorado Liquor Enforcement Division for further consideration and final approval. Barring any application deficiencies, the State will forward the approved liquor license to the Town Clerk. At this time, the Town Clerk will provide the applicant with both the State and Town licenses. The applicant must post both licenses, along with a minor warning sign, in a visible location on the licensed premise.
4. **Renewals:** Approximately ninety days prior to the expiration of your current license, the Colorado Department of Revenue will send you a renewal application. If you have no changes to report (i.e. name change, new manager, alteration of premises), complete the

application and **return it to the Town of Pitkin** with the fee indicated on the renewal application, payable to the Colorado Department of Revenue and the local fee.

The State's Liquor Code requires that you submit your renewal application to the Town of Pitkin forty-five days prior to the expiration of your license. Your renewal application packet will be considered at the next scheduled Town meeting once all fees are paid and the completed application packet is submitted to the Town Clerk. Applicants need not be present at these meetings. Upon approval by the Local Liquor Licensing Authority, the Town Clerk will forward the application and fees to the Colorado Liquor Enforcement Division. Barring any application deficiencies, the State will forward the approved liquor license to the Town Clerk. At this time, the Town Clerk will provide the applicant with both the State and Town licenses.