



CHANGE, ALTER OR MODIFY PREMISES

Checklist

City Clerk's office 303-538-7230
 9500 Civic Center Drive
 Thornton, Colorado 80229-4326

- **ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED FOR INITIAL REVIEW**
- A duplicate set of documents will be required after initial review. Incomplete application documents will not be accepted.
- Allow six weeks for processing after plans have been approved by Building Inspection.
- Provide documents in order of the Checklist - **Single-Sided - No Staples Please**
- All documents and copies need to be legible and either typed or printed in BLACK ink on **8-1/2 x 11 size paper** only.
- ALL documents must be properly executed and correspond with name of applicant exactly.

PLEASE COMPLETE AND SUBMIT THE FOLLOWING DOCUMENTS:	
	\$150.00 fee for Colorado Department of Revenue (\$100.00 concurrent review fee if applicable).
	\$75.00 fee for City of Thornton.
	State Form DR-8442 - Permit Application & Report of Changes (complete appropriate sections and sign).
	Submit Floor Plans for Existing and Proposed Premises (8-1/2" x 11" size only). <ul style="list-style-type: none"> ➤ Outline "Licensed Premises" in RED ink. ➤ Include square footage, occupancy and seating capacity (if applicable). ➤ Proposed diagram needs to show seating and kitchen facilities for on-premises licenses.
	Consent of Landlord for proposed modification if property is leased.
	Provide a signed copy of Deed or Lease covering entire license period, Assignment of Lease if applicable with consent and acceptance, or notarized Affidavit stating that lease has not changed. <ul style="list-style-type: none"> ➤ The Lease must be in applicant's name (same entity name which appears on the application form and liquor license) and contain the address of the premises.
	City Form 5 - Zoning Referral signed by City Development Department. <ul style="list-style-type: none"> ➤ The City Development Department will indicate if the proposed modification requires a development permit. If so, it <u>must</u> be issued before the Local Licensing Authority (LLA) can consider the application.
	Submit four sets of plans to the Building Inspection Division (303-538-7250) for review. NOTE: <ul style="list-style-type: none"> ➤ Plans must be reviewed and approved by the Building Inspection Division prior to an application being processed by the City Clerk's office. ➤ The Building Inspection Division will notify the City Clerk's office after the plans have been approved, so that your application can be prepared for LLA consideration. ➤ If changes have been made to the proposed plan you will need to submit an <u>updated diagram</u>. ➤ The application process will proceed following approval of plans by Building Inspection Division, unless a Development Permit is required.
	Submit one set of pictures depicting the area where proposed changes are planned in the establishment. <ul style="list-style-type: none"> ➤ A description of each picture needs to be included to give the LLA a visual basis for the proposed changes within the establishment.
	Contact Lucille Miller, Deputy City Clerk at 303-538-7215 to schedule an appointment for initial review.
	Refer to Instructions for steps to follow and additional information to complete the application process.



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City Clerk's office - Instructions

DOCUMENT SUBMITTAL INSTRUCTIONS:	
	<ul style="list-style-type: none"> ➤ ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED FOR INITIAL REVIEW ➤ A duplicate set of documents will be required after initial review. Incomplete application documents will not be accepted. ➤ Allow six weeks for processing after plans have been approved by Building Inspection. ➤ Provide documents <u>in order of the Checklist - Single-Sided - No Staples Please</u> ➤ All documents and copies need to be legible and either typed or printed in BLACK ink on 8-1/2 x 11 size paper only. ➤ ALL documents must be properly executed and correspond with name of applicant exactly.
	The LLA Rules of Procedure and Chapter 42, Article II of the Thornton City Code are included in the packet for your information. You may also purchase a copy of the Colorado Liquor and Beer Code from the State Forms Center, 4200 Garfield, Denver, Colorado 80216, telephone number 303-321-4164 (commodity number 615-82-66-1015), or from the City Clerk's office, telephone number 303-538-7230.
	City and State forms are also available on the web site at http://www.cityofthornton.net/cclck/lla/lla_information.asp .
	The Local Licensing Authority (LLA) generally meets on the third Wednesday of each month. The application will be scheduled for the next available LLA meeting for consideration after the plans are approved by the Building Inspection Division.
GENERAL INSTRUCTIONS/INFORMATION:	
	When the LLA considers the application, the licensee must attend the meeting to answer questions the LLA might have. If criteria listed in Section 42-128 of the City Code are met, the application may be administratively approved.
	Depending upon the extent of the proposed modification, the LLA may choose to set the matter for a public hearing to receive input concerning the needs of the neighborhood and desires of the inhabitants. (See below)
	After LLA approval allow one month for the State to process the application.
	Following City and State approval, the City Clerk's office will notify the Building Inspection Division so that a Building Permit can be issued. A copy of the approved application will be mailed to you.
	Following completion of modification submit a Letter of Compliance or Certificate of Occupancy to the City Clerk's office from the Building Inspection Division.
PUBLIC HEARING INSTRUCTIONS (IF APPLICABLE):	
	If the application is set for a public hearing, the Applicant has the burden to prove the reasonable requirements of the neighborhood ("Requirements") and desires of the adult inhabitants of said neighborhood ("Desires") C.R.S. 12-47-301.
	The City Clerk's office will set the boundaries of the neighborhood and send you a map. If the boundaries are unacceptable the applicant has five days to notify the Deputy City Clerk and the matter will be scheduled for a boundary hearing at the next LLA meeting.
	<u>Petitions</u> - One manner of showing the needs and desires is by circulating petitions within the designated relevant neighborhood as shown on the boundary map. Many applicants use a marketing survey firm to circulate petitions. Sample petitions are available in the City Clerk's office should you decide to do your own survey. Petitions are due no later than 5:00 p.m. the Friday prior to the hearing.
PUBLIC HEARING POSTING/PUBLISHING REQUIREMENTS:	
	The City Clerk's office will publish the notice of hearing in the <u>Northglenn/Thornton Sentinel</u> two weeks prior to the hearing.
	The Applicant will need to post the public notice sign(s) prepared by the City Clerk's office on the proposed premises at least ten days prior to the public hearing and submit pictures of the posted sign(s) at least one week prior to the hearing.
	The Applicant needs to ensure that the sign(s) remain posted for at least ten consecutive days including the hearing date and verify by completing the Posting Verification Affidavit (supplied by the City Clerk's office), which includes the date posted, exact location, and daily log used to check the condition of the signs. The Affidavit will need to be notarized and submitted to the Deputy City Clerk just prior to the public hearing.

