



TRANSFER OF OWNERSHIP

Checklist – page 1

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**
- For final submittal one original set plus one copy must be submitted. Incomplete application documents will not be accepted. Allow six to eight weeks for background investigation and processing.
- This application packet is for a location that **does** currently have a liquor license.
- Provide documents in order of the Checklist – pages 1 and 2 - 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.
- Fees payable to the City of Thornton and Colorado Department of Revenue as listed on the fee schedule.

PLEASE COMPLETE AND SUBMIT THE FOLLOWING DOCUMENTS:

	Appropriate City & State fees attached (see Fee Schedule).
	Colorado License Application (Choose One)
	State Form DR-8404 - Colorado Liquor Retail License Application
	State Form DR-8403 - Colorado Fermented Malt Beverage License Application
	Floor Plan of premises to be licensed (Maximum Size 8-1/2" x 11") <ul style="list-style-type: none"> ➤ Outline "Licensed Premises" in RED ink. ➤ Include square footage, occupancy and seating capacity (if applicable). ➤ Diagram needs to show seating and kitchen facilities for on-premises licenses.
	State Form DR-8404-I - Individual History Record (each individual).

ATTACH CITY OR STATE INVESTIGATION DOCUMENTS (IF APPLICABLE):

	City Investigation
	City Form 7* - Background Investigation Report (each individual).
	City Investigation - City Form 12* - Authorization and Consent to Release Information (each individual).
	Fingerprints* Taken at Thornton Police Department 720-977-5140. Be sure to indicate to Thornton Police Department (Records) that it is for a liquor/beer license. For individuals who are out of state, please include two original fingerprint cards with the application documents.
	State Investigation
	Master File letter (final letter clearing all individuals on the application must be submitted before the application can be considered by the LLA) (* Fingerprints and City Forms 7 and 12 are not required).
	Purchase Agreements or Stock Transfer Agreements.
	Notes or Loans (assumed, banks, previous owner).
	Affidavit of Transfer and Statement of Compliance - needs to be completed by both the licensee (seller) and applicant (buyer).

ATTACH CORPORATE DOCUMENTS (IF APPLICABLE):

	Articles of Incorporation date stamped by Secretary of State (http://www.sos.state.co.us/pubs/business/main.htm).
	Certificate of Good Standing issued by the Colorado Secretary of State within the past two years (for existing corporations).
	Minutes of Corporate Meeting (elections, resignations, stock breakdown).
	Stock Certificates (100%).
	List of Officers/Stockholders/Directors of Parent Corporation (if applicable).

ATTACH LIMITED LIABILITY COMPANY DOCUMENTS (IF APPLICABLE):	
	Articles of Organization date stamped by Secretary of State.
	Copy of operating agreement.
	Certificate of Authority (if foreign company).
	Minutes of meetings reflecting acceptance of new members.
ATTACH PARTNERSHIP DOCUMENTS (IF APPLICABLE):	
	Partnership Agreement (not needed if Husband and Wife).
	Partnership Termination (if applicable).
ATTACH SOLE PROPRIETOR AND HUSBAND AND WIFE PARTNERSHIP DOCUMENTS (IF APPLICABLE)	
	State Form DR-4679 – Affidavit – Restrictions on Public Benefits
	<p>HB 1023, Immigration Law requires that you submit verification of lawful presence in the United States. To verify legal presence, please complete the Affidavit – Restrictions on Public Benefits and submit with a copy of one of the following documents:</p> <ul style="list-style-type: none"> ➤ Colorado Driver's license, or ➤ US Military Card or Military dependant's card, or ➤ UN Coast Guard Merchant Mariner Card, or ➤ Native American Tribal Document

ATTACH THE FOLLOWING ADDITIONAL DOCUMENTS (ALL APPLICANTS):	
	<p>Provide a signed copy of Deed or Lease covering entire license period, Assignment of Lease if applicable with consent and acceptance.</p> <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. ➤ Copies of the original lease must be submitted along with an Assignment of Lease, if applicable.
	City Form 10 – Temporary Permit Application and include \$100.00 with the City Fee (if applicable). The Temporary Permit may be issued when a complete application, including closing documents, is submitted. This permit allows the applicant to operate the establishment while the application is being processed and background investigation is performed.
	City Form 14 – Indemnification and Hold Harmless Agreement.
	For Management other than licensee, refer to Manager's Registration Checklist and Instructions and submit appropriate forms – including the fingerprinting fee (excluding Retail Liquor Store & 3.2% Beer).

INSTRUCTIONS:	
	Retain Transfer of Ownership Instructions, attached, to refer to throughout the application process.
	Contact City of Thornton Sales Tax Division 303-538-7400 to submit City Sales Tax License Application.
	<p>State Sales Tax License (4-6 weeks to process)</p> <ul style="list-style-type: none"> ➤ Contact Colorado Department of Revenue, 1375 Sherman Street, Room 112, Denver 303-238-7378 ➤ (http://www.revenue.state.co.us/TPS_Dir/wrap.asp?incl=salestaxforms).
	Contact City of Thornton Building Inspection Division 303-538-7250 to comply with their requirements.
	Contact Tri-County Health Department 303-220-9200 for an inspection, if applicable.
	Contact City Clerk's office for an Amusement Device License Application (5 or more machines), if applicable.
	A training video will be provided to applicants by the City Clerk's office.
	Contact Lucille Miller, Deputy City Clerk at 303-538-7215 to schedule an appointment for initial review.

DOCUMENT SUBMITTAL INSTRUCTIONS	
	<ul style="list-style-type: none"> ➤ ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED FOR INITIAL REVIEW ➤ For final submittal one <u>original</u> set plus one copy must be submitted. Incomplete application documents will not be accepted. ➤ Allow six to eight weeks for background investigation and processing. ➤ This application packet is for a location that does currently have a liquor license. ➤ Provide documents <u>in order of the Checklist – pages 1 and 2 - 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. ➤ Fees payable to the City of Thornton and Colorado Department of Revenue as listed on the fee schedule.
	You may copy the City forms as needed. City and State forms are also available on the web site at http://www.cityofthornton.net/cclk/lla/lla_information.asp . <u>INCOMPLETE PACKETS WILL NOT BE ACCEPTED.</u>
	Contact Lucille Miller, Deputy City Clerk at 303-538-7215 if you have questions, need assistance, or to schedule an appointment for initial review.
	Obtain a Sales Tax License from both the City Sales Tax Division 303-538-7400; and the Colorado Department of Revenue (4-6 weeks to process) 303-238-7378, 1375 Sherman Street, Room 112, State Sales Tax License. The State will not issue the liquor/beer license until the State sales tax license has been issued.
	Contact the Building Inspection Division 303-538-7250 before starting any remodeling or construction. Depending on the nature of the construction, you may need to submit a separate application which could be set for a public hearing where the applicant would need to prove the reasonable requirements of the neighborhood and desires of adult inhabitants.
	If the City is performing the investigation all Officers, Directors, Stockholders, Members of Limited Liability Companies and Partnerships holding more than 10% interest, and Sole-Proprietors and/or Managers will need to be fingerprinted at the Thornton Police Department. <u>Be sure to let them know that it is for a liquor/beer license.</u> For individuals who are out of state, please send two original fingerprint cards.
	The Local Licensing Authority (LLA) generally meets on the third Wednesday of each month. Final submittal of documents must be to the City Clerk's office no later than six weeks prior to the meeting when the LLA will consider the application to allow sufficient time to complete the background investigation. If the applicant has a State Master File, the final letter (clearing all individuals on the application) must be submitted before the application can be considered by the LLA.
	When the LLA considers the application, the applicant(s) must be in attendance. The LLA may ask questions at the meeting pertaining to the State and Local Liquor and/or Beer Codes to assure that you are familiar with the Rules and Regulations regarding the sale of alcoholic beverages.
	If approved by the LLA allow two months for the State to process the application. The State will mail the approved license to the City Clerk's office.
	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.
	It is the responsibility of the licensee to provide training for personnel involved in the sale and service of liquor and beer. In addition to the Thornton Police Department training video and classes, some vendors that have training programs include: Anheuser Busch (Training for Intervention Procedures by Servers – TIPS – www.buddenver.com), Phone: 303-289-3421; and Colorado Restaurant Association (ServSafe Alcohol), Phone: 303-830-2972. A complete list of trainers that comply with State standards is on the State's web site: http://www.revenue.state.co.us/liquor_dir_wrap.asp?incl=responsiblevendors/vendors