

INSTRUCTIONS FOR OBTAINING A NEW LIQUOR LICENSE

These instructions are for informational purposes only and not to be construed as legal advice. Please call your attorney for any questions pertaining to obtaining a Liquor License as the Town cannot answer legal questions.

Colorado is a dual licensing authority that requires liquor license applicants to first obtain license approval at the local government level and then at the state level. The Board of Trustees for the Town of Monument, Colorado, is the Local Licensing Authority (LLA) for all licenses issued within the Town of Monument. Once a completed application is received, the required public hearing to consider the application can be scheduled. The hearing cannot take place less than 30 days from the receipt of the completed application. Notice of the public hearing is required to be published in a newspaper of local circulation and posted at the location of the proposed license for no less than 10 days prior to the public hearing. Public hearings may be scheduled during regular meetings of the Board of Trustees on the first or third Monday of each month at 6:30PM (or the following Tuesday if that particular Monday is a legal holiday). If the application is approved by the LLA, it is sent to the Colorado Department of Revenue's Liquor Enforcement Division (LED) for their approval. If the applicant elects for concurrent review, the application will be sent directly to the LED upon submission to the LLA.

Please use the following links to access the required applications and forms:

1. Retail License Application (DR 8404)
<https://www.colorado.gov/pacific/sites/default/files/DR%208404%201.27.20.pdf>
 - Please complete the DR 8404 in its entirety and attach the required documents listed on page 2 (Application Documents Checklist and Worksheet).
2. Individual History (DR 8404-I)
https://www.colorado.gov/pacific/sites/default/files/DR%208404%E2%80%93I_e_0.pdf
 - Complete a DR 8404-I and submit fingerprints for each of the following: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license.
3. Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved state vendor.
 - The Vendors are as follows:
 - Identogo – <https://uenroll.identogo.com>
Phone: 844-539-5539 (toll-free)
Identogo FAQs: <https://www.colorado.gov/pacific/cbi/identification-faqs>
 - Colorado Fingerprinting – <http://www.coloradofingerprinting.com>
Appointment Scheduling Website: <http://www.coloradofingerprinting.com/cabs/>
Phone: 720-292-2722 Toll Free: 833-224-2227
 - You will need to provide the following information to the vendors:
 - Service Code for liquor licenses is 25YQ6K
 - The Town's CBI account number is CON CJ5153
 - Background check results will be sent to Town of Monument (the "requesting agency") provided you supply the proper CBI account number of CON CJ5153
 - **If you fail to provide the proper CBI account number, the records will not be accessible to the Town Clerk as required for review of your application**
 - Please notify the Town Clerk when you have submitted your fingerprints
4. Attach completed Affidavits of Good Moral Character for each individual required to submit a DR 8404-I. (Contact Town Clerk for affidavits)

5. Attached the appropriate fees according to the fee schedule. (Both the Town of Monument and Colorado Department of Revenue Fees are due to the Town Clerk upon acceptance of the application)

Please be aware that incomplete applications or applications that lack any required attachment cannot be accepted. Please make an appointment with the Town Clerk when you are ready to submit your application as the application will need to be thoroughly reviewed prior to acceptance.

NEIGHBORHOOD NEEDS AND DESIRES GUIDELINES

Before approving a liquor license application, the LLA must consider the reasonable requirements of the neighborhood and the desires of the adult inhabitants as evidenced by petitions, remonstrance's, or other evidence submitted. The burden of producing such evidence is placed upon you, the applicant. Although the law does not require that an applicant petition a neighborhood, it is a common form of evidence presented. You are asked to prepare your own summary and petition forms if this method is chosen. There are professional survey firms that you may contract with, however, the decision to use any such firm, or to conduct a survey, is entirely yours.

Signatures obtained from petitioning should be from residents of the neighborhood and/or owners/managers of businesses within the designated neighborhood boundaries and who all must be at least 21 years of age. There is no set number of required signatures you must obtain on a petition, but you must provide the LLA with sufficient evident to support its finding that the reasonable requirements of the neighborhood establish a need for the issuance of the requested license, and the desires of the inhabitants dictate the issuance of the license. The LLA will also be looking to assure that a good sampling of the designated neighborhood was taken.

Each petition must contain a signed Affidavit of Circulator indicating that he/she personally witnessed each signature appearing on the petition and that, to the best of his/her knowledge, each signature is the signature of the person whose name it purports to be, and that the address given opposite the person's name is the true business, or residence address of the person signing the petition. Failure to affix a completed Affidavit of Circulator, including notarization, may cause the petition(s) to be invalidated.