

**TOWN OF ESTES PARK
REQUIREMENT LIST FOR ALL NEW OR TRANSFER OF OWNERSHIP
LIQUOR LICENSE APPLICATIONS**

1. The "local licensing authority" as referenced in the State Liquor Licensing Documents is the Town of Estes Park.
2. The Applicant must be at least 21 years of age.
3. All application documents must be typed or printed in black ink and properly executed.
4. The Applicant must determine whether they are filing as an Individual, Corporation, Limited Liability Corporation or Partnership. All documents must be properly signed and correspond with the name of the applicant exactly.
- 5. SUBMIT ALL ATTACHMENT DOCUMENTATION IN DUPLICATE.**
6. **For H&R and Tavern only:** Primary managers shall be registered; assistant or shift managers shall not. If the primary manager delegates any of his/her primary responsibilities (i.e., hiring, purchasing, accounts payable, etc.), the assistant/shift manager performing those duties should be registered. Assistant/shift managers shall be of "good character" and should be screened.

RETAIL LICENSE APPLICATION FORM #DR8404

A checklist of required application documents is found on Page 2. Complete fees are listed below.

# OF LICENSES ALLOWED	LICENSE CATEGORY	COLO. DEPT. OF REVENUE	TOWN OF ESTES PARK
Numerous	A. 3.2% Retail Beer	(\$2,074.25)	\$ 953.00
1	B. Beer & Wine	(\$2,488.25)	1,112.00
	Retail Liquor Store	(\$2,338.50)	1,086.00
	Liquor-Licensed Drug Store	(\$2,338.50)	1,086.00
	Club	(\$2,438.75)	1,105.00
Numerous	C. Hotel & Restaurant (H&R)*	(\$2,844.00)	1,319.00
3	Tavern*	(\$2,844.00)	1,319.00
	Brew Pub	(\$3,220.00)	1,445.00
	D. Arts	(\$2,024.75)	691.00

** If the licensee intends to employ a manager, add \$75 to each check (State and Town) and include their fingerprints and State form DR8404-I with application.*

Fees must either be checks, bank money orders or cashier/certified checks. The State's check is made payable to the Colorado Department of Revenue. The local authority's check is made payable to the Town of Estes Park.

HOURS OF OPERATION (Maximum Allowed – Cannot Exceed):

5:00 a.m. – Midnight, 7 days a week:

3.2% Retail Beer, Off Premise Consumption
Brew Pub, Off Premise Consumption

7:00 a.m. – 2:00 a.m., 7 days a week:

3.2% Retail Beer, On Premise Consumption
Beer and Wine
Brew Pub, On Premise Consumption
Hotel & Restaurant
Tavern

8:00 a.m. – Midnight, Monday through Saturday:

Retail Liquor Store
Liquor-Licensed Drug Store

PROCESSING:

A. NEW license applications:

1. The State requires an automatic 30-day waiting period. The application filing date is determined by the Town Clerk.
2. At the Town Board public hearing, the Board will consider:
 - a. Applicant testimony and evidence substantiating the granting of a license. The Applicant may retain an attorney.
 - b. The reasonable requirements of the neighborhood.
 - c. The desires of the adult inhabitants as evidenced by petitions, protests, etc.
 - d. The moral character of the Applicant.

B. TRANSFER OF OWNERSHIP license applications:

1. Application documents found on the “checklist” apply to all transfers of ownership.
2. Does not require a public hearing, however, the application is submitted to the Town Board for their approval.
3. Completed “Affidavit of Transfer & Statement of Compliance” (Effective 7/1/01)
4. When applicable, a Temporary Permit may be granted.

C. ***The Board of Trustees require that the licensee and manager for a New or Transfer of Ownership Liquor License Application complete certified “TIPS” (Training Intervention Program For Servers Of Alcohol) Training within 6 months of opening.*** A copy, certifying successful completion of the training, must be submitted to the Town Clerk’s Office. Contact Hannah Anderson at 663-1690 or handerson@budhouseaed.com to arrange your training.

SUBMIT YOUR APPLICATION PACKET IN DUPLICATE