



Local Licensing Authority

MODIFICATION OF PREMISES APPLICATION

Information & Checklist

Description:

When a licensee first obtains a liquor license, the licensed premises is reviewed and approved by the Authority. If the licensee desires to make changes to the premises by increasing or decreasing seating, or altering the ingress or egress, for example, the modification must first be reviewed and approved by the Local Licensing Authority as well as the State BEFORE the licensee may serve or sell alcohol in the modified premises. Changes such as color of paint or new carpeting are not considered modifications and therefore do not need to be reviewed by the Authority.

Once a complete application packet is submitted, the application is scheduled for review by the Authority at an upcoming meeting. The licensee is required to attend this meeting and will be notified of the date and time to be present. It is the responsibility of the licensee to obtain any required building permits and to arrange for building and fire inspections.

If approved, the application will be forwarded to the State for processing. Once the State has reviewed and approved the application, the permit to change location will be sent to the Deputy City Clerk. Once all building and fire inspections have been passed, the permit to modify the premises will be issued to the licensee.

What to know before submitting an application:

- √ For questions about this application or the process, please contact the City Clerk's Office, at 350 Kimbark St. or (303) 651-8649.
- √ It is estimated that it may take up to 90 days (from application submittal to issue date) to complete the processing of this application.
- √ ALL documents must be properly executed and must correspond with name of applicant exactly. ALL documents must be 8 ½ x 11 and be typed or legibly printed in BLACK INK.
- √ **ONE (1)** complete packet must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. **Incomplete application packets will not be accepted.** Please do not staple pages.

CHECKLIST OF DOCUMENTS TO SUBMIT:

A. APPLICATION (STATE FORM #DR8442):

- 1. Complete in all appropriate sections & signed and dated
- 2. Appropriate State & City fees attached (See City's Fee Schedule)
- 3. Detailed drawing labeled "**EXISTING**" licensed premises – **OUTLINED IN BOLD BLACK INK** (8 ½" by 11")
- 4. Detailed drawing labeled "**PROPOSED**" licensed premises - **OUTLINED IN BOLD BLACK INK** (8 ½" by 11").

B. PROOF OF POSSESSION OF PROPERTY:

- 1. Deed or Lease (also include assignment of lease, if applicable).
- 2. Lease must cover entire license period and be properly executed and signed by all parties involved.
- 3. If property is leased, written consent of landlord for proposed modification.



Liquor License Main Contact Information

Name: _____

Business Name: _____

Best Number to reach you at: _____

Type: Home Cell Work

2nd Best Number to reach you at: _____

Type: Home Cell Work

E-mail: _____

How often do you check your e-mail: _____

(i.e. daily, weekly, every time I get an e-mail because it is on my phone, etc.)

What is your first choice of communication?

Phone Number 1

Phone Number 2

E-mail



BUILDING SERVICES

USE OF PUBLIC PLACES APPLICATION

385 Kimbark Street, Longmont, CO 80501
T 303-651-8332 F 303-651-8930
building.inspection@longmontcolorado.gov

Permit #: _____

Check one:

- Fence Awning Projecting Sign Business Extension Merchandise Display
- Portable Sign Other _____

Applicant Information:

Check one:

- Corporation Partnership Individual / Sole Proprietor LLC Association or Other

Name of Applicant (s) - If Business, list partnership, list partners names (at least two); if corporation name of corporation:

Address/Residence:

Name of Business: _____

Address: (Street) _____

(City) _____ **(State)** _____ **(Zip Code)** _____

Mailing Address (if same as business address leave blank): _____

Phone: _____

Email Address: _____

Sales Tax License #: _____

Name of Insured on Certificate of Insurance: _____

Certificate of Insurance is valid from: _____ **to** _____

Please refer to the appropriate section for documents required with this application:
(Please attach this checklist to your application)

Fence, Awning, Projecting and/or Portable Sign or Other:

- Completed Application**
- \$50 one time fee per application.** (Make checks payable to City of Longmont.)
- Certificate of Insurance, naming City of Longmont as Additional Insured,** in the liability amounts of 1 million general liability 2 million aggregate. Can petition in writing to the City Manager for full or partial waiver of insurance requirement.
- Accurate Plot Plan showing the location, size, and type of construction of the proposed improvement.** The documents need to be no larger than 8 1/2 x 11. Please include the dimensions of the right-of-way and the area that will be taken up by the fence or other improvement. Also, include any permanent structures that are in the immediate area such as fire hydrants, light poles, benches, and planters. Also, name the cross streets. Include an elevation drawing.

Over

Business Extension and/or portable sign:

- Completed Application**
- \$50 one time fee.** (Make checks payable to City of Longmont.) .
- Certificate of Insurance, naming City of Longmont as Additional Insured,** in the liability amounts of 1 million general liability 2 million aggregate. Can petition in writing to the City Manager for full or partial waiver of insurance requirement.
- Accurate Plot Plan showing the location, size, and type of construction of the proposed improvement.** The documents need to be no larger than 8 ½ x 11. Please include the dimensions of the right-of-way and the area that will be taken up by the fence or other improvement. Also, include any permanent structures that are in the immediate area such as fire hydrants, light poles, benches, and planters. Also, name the cross streets. Include an elevation of the building and improvement.

Merchandise Display and/or portable sign:

- Completed Application**
- \$50 one time fee.** (Make checks payable to City of Longmont.) .
- Certificate of Insurance naming, City of Longmont as Additional Insured,** in the liability amounts of 1 million general liability 2 million aggregate. Can petition in writing to the City Manager for full or partial waiver of insurance requirement.
- Accurate Plot Plan showing the location, size, and type of merchandise displayed.** The documents need to be no larger than 8 ½ x 11. Please include the dimensions of the right-of-way and the area that will be taken up by the merchandise display. Also, include any permanent structures that are in the immediate area such as fire hydrants, light poles, benches, and planters. Also, name the cross streets.
- Accurate Elevation (s) of building showing the location, size, and type of merchandise displayed.** The documents need to be no larger than 8 ½ x 11.

By signing this application you agree that you've received a copy of the requirements pertaining to the permit type and that you have read and understand the requirements.

I acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.

Please print name: _____

Signature: _____ **Date:** _____