

APPLICATION CHECKLIST (Limited Liability Company)

- A. Copy of deed, lease, assignment of lease and consent to sublet, or other proof of possession of the premises that is signed by all parties. Possession documents must be in the name of the applicant, and the lease needs to reflect the physical address of the proposed premise.
- B. 8 ½ x 11 floor plan for each level of the building to be licensed. The diagram needs to reflect outside dimensions, the exterior and interior of the building, and where liquor will be served and/or stored. Show the address of the building on the perimeter of the drawing where the front entrance is located. Outline in dark black the licensed premises (area where liquor will be allowed).
- C. Financial Agreement:
 - 1. Purchase contract (property, inventory, etc.)
 - 2. Financial obligations (mortgages, notes, etc.)
 - 3. Documents showing any financial interest of other entities
 - 4. Notarized statement indicating the source and amount of funds being invested in the business start-up.
- D. Limited Liability Company Papers:
 - 1. Articles of Organization for LLC
 - 2. Operating Agreement
 - 3. Certificate of Authority to Operate within Colorado
- E. Individual History Record (each member)
- F. Consent to Release Financial Information (each member)
- G. Affidavit (each member) Pending results of your criminal background investigation, this notarized statement affirms your awareness that a criminal record found as a result of the investigation and not reported by you within your application can be cause for immediate suspension or revocation of your license, should one be approved by the Special Permit and License Board.
- H. Fingerprinting (each member) is required to be completed through the CABS program for fingerprinting. The cost for fingerprinting with the CABS program will be **\$53.50** (State \$16.50 + FBI \$22.00 + Rolling Fee\$15.00). **Westminster's unique ID 7301LLQH**. Applicants can refer to the following documents when setting up their fingerprinting service.
- I. A signed zoning confirmation form (not required for transfers)
- J. Completed Business Registration from www.cityofwestminster.us/business.
- K. For on-premises licenses – please provide proof of Responsible Vendor Training for manager.

TEMPORARY PERMIT PENDING TRANSFER APPLICATION

- A. City of Westminster Temporary Permit application. A temporary permit authorizes a “transferee” to operate the business until the license is approved by

the City and State. The application for a temporary permit must be filed within 30 days of filing for a transfer of ownership. \$100 fee payable to the City of Westminster.

- B. Wholesaler Affidavit of Compliance (State of Colorado form)



CITY OF WESTMINSTER, COLORADO
AFFIDAVIT

State of _____)
County of _____) ss.

I, _____ being first duly sworn, state that I am an
Name of Applicant

Applicant for a liquor license for _____ located at
Business Name

_____ Westminster, Colorado; and that in connection with said
Business Address

application, I state I have not been convicted of a crime, fined, imprisoned, placed on probation, received a suspended sentence or forfeited bail for any offense in criminal or military court other than what has been reported within my application for said liquor license, except traffic violations that did not result in suspension or revocation of my driver's license or conviction of driving under the influence of alcoholic beverages.

I hereby consent to a fingerprint-based background check with the Federal Bureau of Investigation and the Colorado Bureau of Investigation to confirm my criminal history, if any. I acknowledge this Affidavit is made for purposes of inducing the Special Permit and License Board of the City of Westminster, Colorado, to approve the liquor license application prior to return of the results of the FBI and CBI investigative reports. I understand that should this Affidavit for any reason be proven false, the Special Permit and License Board may revoke the license issued to me in reliance upon this Affidavit.

I understand that I may complete or challenge the accuracy of the information contained in the FBI and CBI records by making application to the agency that contributed the questioned information or by directly contacting the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency that submitted the data, requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency that contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

I further understand that, before the license application can be denied or revoked based on information contained in the FBI and CBI records, I will have an opportunity to complete or correct this record, or will have been given that opportunity and declined to do so within a reasonable time.

Signature of Applicant

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of

_____, 20 _____.

By _____, Notary Public

My Commission expires: _____



WESTMINSTER

CONSENT TO RELEASE LLC FINANCIAL INFORMATION

WHEREAS, an application for a liquor/beer license has been submitted by _____ LLC, and I, _____ am associated with said applicant in the capacity of _____ and fully understand that an investigation of my credit standing and business reputation is necessary for the approval of said license.

NOW, THEREFORE, I hereby consent to and authorize the release of any and all personal or business books, records, check books, bank statements and records, financial data, balance sheets, income accounts, forms and all other applicable data and information relative to my credit standing and business reputation by any person or entity having possession or control thereof, upon the express condition, however, that said release is limited to an investigation conducted pursuant to the aforesaid licensing and operation there under, but this consent shall continue to operate so long as the above-named licensee shall hold said license, if granted, and for the term or terms of any renewals or extension thereof.

Applicant

STATE OF _____

COUNTY OF _____

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of _____, 20 ____.

By _____
Notary Public

My Commission expires: _____

AFFIDAVIT OF FINANCIAL INVESTMENT AND SOURCE OF FUNDS

State of _____)

County of _____)

I, _____, being first duly sworn, state that I am the sole member, of _____ (LLC and Trade name), an applicant for a _____ liquor license to be located at _____. In connection with such application, I state and affirm the information below regarding the source and the total amount of funds being invested in the business. Applicant further states and affirms there are notes or loans outstanding.

<u>TYPE</u>	<u>SOURCE/BUSINESS ACCT</u>	<u>AMOUNT</u>
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Business Checking Acct	Bank Name	
	Address	
	Account #	

Sign: _____

By: _____
Print name/title

The foregoing Affidavit of Financial Investment and Source of Funds was subscribed and sworn before me this _____ day of _____, 20__ by _____.

Witness my hand and official seal.

My commission expires:

Notary Public



WESTMINSTER

**Department of Community Development
Liquor License Zoning Verification**

Address of Premises		Zip Code
Business Name	Subdivision	County
Applicant		Phone
Mailing Address	City	State
Type of License	Contact Person	Contact Phone
Comments/Notes		

X

Applicant Signature

Date

CITY USE ONLY		
Address		County
Subdivision	Zoning	Lot/Block
PDP	PDP Approval Date	PDP Recordation Date
Reception Number	PUD No/Page	
Use Statement:		
Restrictions:		
ODP	ODP Approval Date	ODP Recordation Date
Reception Number	PUD No/Page	
Use Statement:		
Restrictions:		

PLANNING APPROVAL	DATE
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CITY OF WESTMINSTER TEMPORARY LIQUOR PERMIT FOR TRANSFER OF OWNERSHIP

The undersigned hereby requests the City of Westminster to grant and issue a Temporary Liquor Permit for:

- | | |
|---|--|
| <input type="checkbox"/> Hotel/Restaurant Liquor License | <input type="checkbox"/> Retail Liquor Store |
| <input type="checkbox"/> Tavern Liquor License | <input type="checkbox"/> Drug Store Liquor License |
| <input type="checkbox"/> Lodging/Entertainment Liquor License | <input type="checkbox"/> Club Liquor License |
| <input type="checkbox"/> Beer & Wine Liquor License | <input type="checkbox"/> Arts Liquor License |
| <input type="checkbox"/> FMB Liquor License | <input type="checkbox"/> Brew Pub Liquor License |
| <input type="checkbox"/> On Premise | <input type="checkbox"/> Off Premise |

\$100 fee payable to City of Westminster

Name of Applicant/License Owner (Name of Individual, Partnership, Corporation, or LLC)			
Trade Name of Establishment (DBA)		State Sales Tax No.	Business Telephone
Address of Premise (specify exact location)			
City	County	State	ZIP Code
Mailing Address (if different)	City	State	ZIP Code
Current Licensee/Owner:		Current Licensee DBA	
Current State License Number		Expiration Date of Current License	

The undersigned wishes to apply for a Temporary Liquor Permit for the location listed above.

This application is made with the following knowledge:

- if granted, the permit shall be valid for 120 days or until the application to transfer ownership has been granted or denied;
- if the license has not been granted within 120 days, and I/we demonstrate good cause, the Local Licensing Authority may, in its discretion, extend the Permit for an additional period not to exceed 60 days; and
- if the liquor license has not been granted within the 120 days, I/we understand that it is our responsibility to apply for an extension.

Applicant's Signature

A Temporary Liquor Permit is hereby granted this ____ day of _____
20____ and expires on _____.

_____, Deputy City Clerk