



## LIQUOR LICENSE INSTRUCTIONS AND INFORMATION PACKET

The Steamboat Springs City Council serves as the Liquor Licensing Authority and approves all new Liquor License applications. This process can take in between 60-90 days and includes two public meetings.

The first meeting simply sets the hearing date and designates a neighborhood (the City has six identified neighborhoods: DOWNTOWN, RESORT, HIGHWAY 40, FISH CREEK RESIDENTIAL, WALTON CREEK RESIDENTIAL, AND WEST STEAMBOAT). The applicant is not required to be present at this first meeting as the Council may accept the application on consent with no discussion.

30 days must pass between the first meeting and the second meeting/public hearing date. The second meeting is where the Council approves or denies the application, and the applicant needs to be present. Once the application is approved by the Authority, it is sent to the Colorado Liquor Enforcement Division for final approval. A complete application and all related fees must be submitted before the City Clerk's Office can legally proceed with the application process. Initial application fees can range between \$2,000 and \$2,500 depending on the type of license desired.

Once a complete application has been submitted and meeting dates are set, the City conducts four internal investigations. The Fire Marshall will conduct an inspection of the premise; the Planning Department will ensure that the property is zoned correctly; the Police Department will conduct local, State and Federal background checks; the Finance Department will ensure that the applicant has applied for a City sales tax license; and the Health Department will ensure the establishment is up to code.

Once these investigations are complete and the Authority has approved the application, it is sent to the Colorado Liquor Enforcement Division for final approval. This final approval can take up to a month. If the applicant opts for a Concurrent Review, this process can take less time due to the fact that the application is sent to the State before local approval.

During this process the City Clerk's Office will send out two letters to the applicant, explaining the process and what they are required to do, for example: posting of the premise, photographic evidence of the posting, acceptance of the neighborhood, and circulation of a petition signed by neighbors, potential customers and supporters of the proposed license.

Forms included in this process:

DR8404, Colorado Liquor Retail License. The second page of this form is a checklist of all information that must be submitted for a complete application.

DR8404I, Individual History Record. This form is to be completed by anyone with 10% of stock or more in the entity applying for the liquor license, as well as the manager.

### ALCOHOL SERVER TRAINING

City of Steamboat Springs Ordinances 1026 and 1709 (attached) require that all owner operators, registered managers, assistant managers, bartenders and servers of establishments licensed to dispense malt, vinous and spirituous liquors attend an alcohol server training educational seminar. The establishment has two months to complete this training requirement if within 10 days of employment the server enrolls in the educational seminar, attends the seminar within two months of initial employment, and receives a certificate of completion.

Below are some training resources:

- a. Steamboat Springs Alcohol Responsibility Training (SSART). Steamboat Springs Police Department, Officers Joshua Carrell and Debra Funston. 879-4344 ext. 189.
- b. Training for Intervention Procedures (TIPS). 1-800-GET-TIPS.
- c. The Bartender's Understanding of Responsibility Project (BURP), Mr. Tom Traynor, Ph. D./CAC-III, 879-7637.
- d. Bar Code (National Restaurant Association Educational Foundation) [nraef.org](http://nraef.org)
- e. SERVSAFE Responsible Alcohol Service (RAS) (Colorado Restaurant Association) [coloradorestaurant.com](http://coloradorestaurant.com)
- f. Certified Alcohol Seller Training (CAST) for Off Premise establishments only. (Health Communications, Inc.) 1-800-438-8477.

## MODIFICATIONS TO THE LICENSE

Any transfer of ownership, modification to the premise, change of corporate structure, change of manager, change of location, and change of corporate or trade name must be reported to the City of Steamboat Springs and the Colorado Liquor Enforcement Division. These changes must be reported to the City Clerk's Office, who will then report these changes to the State. This includes, but is not limited to: adding outdoor seating, adding/deleting a stockholder in the entity holding the liquor license, or transferring the ownership of the liquor license.

Liquor in Colorado is of statewide concern, and holding a liquor license is a significant responsibility not to be taken lightly. The City Clerk's Office recommends that you purchase and/or be familiar with the State of Colorado, Liquor Enforcement Division, Liquor and Beer Code Book. You may visit the Liquor Enforcement Division website at [www.revenue.state.co.us/liquor\\_dir/home.asp](http://www.revenue.state.co.us/liquor_dir/home.asp) to access this code or call (303) 205-2300 for more information. Also, if you have any questions about the liquor license process, please feel free to contact the City Clerk's Office at (970) 879-2060.

## FOOD REQUIREMENTS

All on-premise liquor licenses have a food requirement, whether it be sandwiches and light snacks, or full meals, dependent upon the type of liquor license. More information is available from the City Clerk's Office, or from the Liquor Enforcement Division's website.



ACCEPTANCE AND ACKNOWLEDGMENT OF LIQUOR  
LICENSE INFORMATION

I \_\_\_\_\_ acknowledge that I have received and understand the information in the LIQUOR LICENSE INSTRUCTIONS AND INFORMATION PACKET, provided by the Steamboat Springs City Clerk's Office.

Further, I acknowledge that it is my responsibility and the responsibility of my agents and employees to have knowledge of, and comply with the provisions of the Colorado Liquor and Beer Code and all City of Steamboat Springs rules, regulations and codes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COLORADO LIQUOR  
 RETAIL LICENSE APPLICATION**

**NEW LICENSE**     **TRANSFER OF OWNERSHIP**     **LICENSE RENEWAL**

- **ALL ANSWERS MUST BE PRINTED IN BLACK INK OR TYPEWRITTEN**
- **APPLICANT MUST CHECK THE APPROPRIATE BOX(ES)**
- **LOCAL LICENSE FEE \$ \_\_\_\_\_**
- **APPLICANT SHOULD OBTAIN A COPY OF THE COLORADO LIQUOR AND BEER CODE (Call 303-370-2165)**

1. Applicant is applying as a  Individual  
 Corporation  Limited Liability Company  
 Partnership (includes Limited Liability and Husband and Wife Partnerships)  Association or Other

2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation Fein Number

2a. Trade Name of Establishment (DBA) State Sales Tax No. Business Telephone

3. Address of Premises (specify exact location of premises)

City County State ZIP Code

4. Mailing Address (Number and Street) City or Town State ZIP Code

5. If the premises currently have a liquor or beer license, you MUST answer the following questions:

Present Trade Name of Establishment (DBA) Present State License No. Present Class of License Present Expiration Date

LIAB	SECTION A	NONREFUNDABLE APPLICATION FEES	LIAB	SECTION B (CONT.)	LIQUOR LICENSE FEES
2300	<input type="checkbox"/>	Application Fee for New License .....	1985	<input type="checkbox"/>	Resort Complex License (City) .....
		\$1,025.00	1986	<input type="checkbox"/>	Resort Complex License (County) .....
2302	<input type="checkbox"/>	Application Fee for New License -	1988	<input type="checkbox"/>	Add Related Facility to Resort Complex ... \$ 75.00 X _____ Total _____
		w/Concurrent Review .....	1990	<input type="checkbox"/>	Club License (City) .....
		\$1,125 00	1991	<input type="checkbox"/>	Club License (County) .....
2310	<input type="checkbox"/>	Application Fee for Transfer .....	2010	<input type="checkbox"/>	Tavern License (City) .....
		\$1,025.00	2011	<input type="checkbox"/>	Tavern License (County) .....
			2012	<input type="checkbox"/>	Manager Registration - Tavern .....
			2020	<input type="checkbox"/>	Arts License (City) .....
			2021	<input type="checkbox"/>	Arts License (County) .....
			2030	<input type="checkbox"/>	Racetrack License (City) .....
			2031	<input type="checkbox"/>	Racetrack License (County) .....
			2040	<input type="checkbox"/>	Optional Premises License (City) .....
			2041	<input type="checkbox"/>	Optional Premises License (County) .....
			2045	<input type="checkbox"/>	Vintners Restaurant License (City) .....
			2046	<input type="checkbox"/>	Vintners Restaurant License (County) .....
			2220	<input type="checkbox"/>	Add Optional Premises to H & R .....
			2370	<input type="checkbox"/>	Master File Location Fee .....
			2375	<input type="checkbox"/>	Master File Background .....
					\$ 25.00 X _____ Total _____
					\$ 250.00 X _____ Total _____

**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

LIABILITY INFORMATION					
County	City	Industry Type	License Account Number	Liability Date	License Issued Through (Expiration Date)
				FROM	TO
State _____-750 (999)	City 2180-100 (999)	County 2190-100 (999)	Managers Reg _____-750 (999)		
Cash Fund New License <b>2300-100 (999)</b>		Cash Fund Transfer License <b>2310-100 (999)</b>		<b>TOTAL</b>	
				<b>\$</b>	

# APPLICATION DOCUMENTS CHECKLIST AND WORKSHEET

**Instructions:** This check list should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable.

## ITEMS SUBMITTED, PLEASE CHECK ALL APPROPRIATE BOXES COMPLETED OR DOCUMENTS SUBMITTED

### I. APPLICANT INFORMATION

- A. Applicant/Licensee identified.
- B. State sales tax license number listed or applied for at time of application.
- C. License type or other transaction identified.
- D. Return originals to local authority.
- E. Additional information may be required by the local licensing authority.

### II. DIAGRAM OF THE PREMISES

- A. No larger than 8 1/2" X 11".
- B. Dimensions included (doesn't have to be to scale). Exterior areas should show control (fences, walls, etc.).
- C. Separate diagram for each floor (if multiple levels).
- D. Kitchen - identified if Hotel and Restaurant.

### III. PROOF OF PROPERTY POSSESSION

- A. Deed in name of the Applicant ONLY (or)
- B. Lease in the name of the Applicant ONLY.
- C. Lease Assignment in the name of the Applicant (ONLY) with proper consent from the Landlord and acceptance by the Applicant.
- D. Other Agreement if not deed or lease.

### IV. BACKGROUND INFORMATION AND FINANCIAL DOCUMENTS

- A. Individual History Record(s) (Form DR 8404-I).
- B. Fingerprints taken and submitted to local authority. (State authority for master file applicants.)
- C. Purchase agreement, stock transfer agreement, and or authorization to transfer license.
- D. List of all notes and loans.

### V. CORPORATE APPLICANT INFORMATION (If Applicable)

- A. Certificate of Incorporation (and/or)
- B. Certificate of Good Standing if incorporated more than 2 years ago.
- C. Certificate of Authorization if foreign corporation.
- D. List of officers, directors and stockholders of parent corporation (designate 1 person as "principal officer").

### VI. PARTNERSHIP APPLICANT INFORMATION (If Applicable)

- A. Partnership Agreement (general or limited). Not needed if husband and wife.

### VII. LIMITED LIABILITY COMPANY APPLICANT INFORMATION (If Applicable)

- A. Copy of articles of organization (date stamped by Colorado Secretary of State's Office).
- B. Copy of operating agreement.
- C. Certificate of Authority (if foreign company).

### VIII. MANAGER REGISTRATION FOR HOTEL AND RESTAURANT, TAVERN LICENSES WHEN INCLUDED WITH THIS APPLICATION

- A. \$75.00 fee.
- B. Individual History Record (DR 8404-I).

<b>6.</b> Is the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager under the age of twenty-one years?	Yes No <input type="checkbox"/> <input type="checkbox"/>												
<b>7.</b> Has the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager ever (in Colorado or any other state); (a) been denied an alcohol beverage license? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> (b) had an alcohol beverage license suspended or revoked? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> (c) had interest in another entity that had an alcohol beverage license suspended or revoked? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> If you answered yes to 7a, b or c, explain in detail on a separate sheet.													
<b>8.</b> Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes," explain in detail. <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span>													
<b>9.</b> Are the premises to be licensed within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span>													
<b>10.</b> Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current or former financial interest in said business including any loans to or from a licensee. <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span>													
<b>11.</b> Does the Applicant, as listed on line 2 of this application, have legal possession of the premises by virtue of ownership, lease or other arrangement? <input type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____ <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span>													
a. If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%; padding: 2px;">Landlord</td> <td style="width:35%; padding: 2px;">Tenant</td> <td style="width:30%; padding: 2px;">Expires</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Landlord	Tenant	Expires										
Landlord	Tenant	Expires											
Attach a diagram and outline or designate the area to be licensed (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11". (Doesn't have to be to scale)													
<b>12.</b> Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business. Attach a separate sheet if necessary.													
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">NAME</th> <th style="width:15%;">DATE OF BIRTH</th> <th style="width:20%;">FEIN OR SSN</th> <th style="width:30%;">INTEREST</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NAME	DATE OF BIRTH	FEIN OR SSN	INTEREST									
NAME	DATE OF BIRTH	FEIN OR SSN	INTEREST										
<i>Attach copies of all notes and security instruments, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.</i>													
<b>13. Optional Premises or Hotel and Restaurant Licenses with Optional Premises</b> Has a local ordinance or resolution authorizing optional premises been adopted? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span>													
Number of separate Optional Premises areas requested. _____ (See License Fee Chart)													
<b>14. Liquor Licensed Drug Store</b> applicants, answer the following: (a) Does the applicant for a Liquor Licensed Drug Store have a license issued by the Colorado Board of Pharmacy? COPY MUST BE ATTACHED. <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span>													
<b>15. Club Liquor License</b> applicants answer the following and attach: (a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span> (b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span> (c) How long has the club been incorporated? _____ (Three years required) <span style="float: right;">(d) Has applicant occupied an establishment for three years that was operated solely for the reasons stated above? <input type="checkbox"/> <input type="checkbox"/></span>													
<b>16. Brew-Pub License or Vintner Restaurant Applicants</b> answer the following: (a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached) <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span>													
<b>17a. Name of Manager (for all on-premises applicants)</b> _____ (If this is an application for a Hotel, Restaurant or Tavern License, the manager must also submit an Individual History Record (DR 8404-I)).	Date of Birth <input style="width: 100%; height: 20px;" type="text"/>												
<b>17b.</b> Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number. <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span>													
<b>18. Tax Distraint Information.</b> Does the applicant or any other person listed on this application and including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? If yes, provide an explanation and include copies of any payment agreements. <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span>													

**19.** If applicant is a corporation, partnership, association or limited liability company, applicant **must list** ALL OFFICERS, DIRECTORS, GENERAL PARTNERS, AND MANAGING MEMBERS. In addition applicant **must list** any stockholders, partners, or members with OWNERSHIP OF **10% OR MORE** IN THE APPLICANT. ALL PERSONS LISTED BELOW must also attach form DR 8404-I (Individual History record), and submit finger print cards to their local licensing authority.

NAME	HOME ADDRESS, CITY & STATE	DOB	POSITION	% OWNED*

\*If total ownership percentage disclosed here does not total 100% applicant must check this box  
 Applicant affirms that no individual other than these disclosed herein, owns 10% or more of the applicant

**Additional Documents to be submitted by type of entity**

- CORPORATION**     Cert. of Incorp.     Cert. of Good Standing (if more than 2 yrs. old)     Cert. of Auth. (if a foreign corp.)  
 **PARTNERSHIP**     Partnership Agreement (General or Limited)     Husband and Wife partnership (no written agreement)  
 **LIMITED LIABILITY COMPANY**     Articles of Organization     Cert. of Authority (if foreign company)     Operating Agrmt.  
 **ASSOCIATION OR OTHER**    Attach copy of agreements creating association or relationship between the parties

Registered Agent (if applicable)	Address for Service
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**OATH OF APPLICANT**

*I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.*

Authorized Signature	Title	Date
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**REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY/COUNTY)**

Date application filed with local authority	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application 12-47-311 (1) C.R.S.
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**THE LOCAL LICENSING AUTHORITY HEREBY AFFIRMS:**

- That each person required to file DR 8404-I (Individual History Record) has: Yes No
- Been fingerprinted .....    
 Been subject to background investigation, including NCIC/CCIC check for outstanding warrants .....
- That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with, and aware of, liquor code provisions affecting their class of license .....
- (Check One)
- Date of Inspection or Anticipated Date \_\_\_\_\_  
 Upon approval of state licensing authority.

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 12, Article 46 or 47, C.R.S. **THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority for	Telephone Number	<input type="checkbox"/> TOWN, CITY <input type="checkbox"/> COUNTY
Signature	Title	Date
Signature (attest)	Title	Date

## INDIVIDUAL HISTORY RECORD

To be completed by each individual applicant, all general partners of a partnership, and limited partners owning 10% (or more) of a partnership; all officers and directors of a corporation, and stockholders of a corporation owning 10% (or more) of the stock of such corporation; all limited liability company **MANAGING** members, and officers or other limited liability company members with a 10% (or more) ownership interest in such company and all managers of a Hotel and Restaurant or a Tavern License.

**NOTICE:** This individual history record provides basic information which is necessary for the licensing authority investigation. **All** questions must be answered in their entirety or your application may be delayed or not processed. **EVERY** answer you give will be checked for its truthfulness. **A deliberate falsehood or omission will jeopardize the application as such falsehood within itself constitutes evidence regarding the character of the applicant.**

1. Name of Business

2. Your Full Name (last, first, middle)	3. List any other names you have used.
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4. Mailing address (if different from residence)	Home Telephone
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5. List all residence addresses below. Include current and previous addresses for the past five years.

STREET AND NUMBER	CITY, STATE, ZIP	FROM	TO
Current			
Previous			

6. List all current and former employers or businesses engaged in within the last five years (Attach separate sheet if necessary)

NAME OF EMPLOYER	ADDRESS (STREET, NUMBER, CITY, STATE, ZIP)	POSITION HELD	FROM	TO

7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.

NAME OF RELATIVE	RELATIONSHIP TO YOU	POSITION HELD	NAME OF LICENSEE

8. Have you ever applied for, held, or had an interest in a State of Colorado Liquor or Beer License, or loaned money, furniture or fixtures, equipment or inventory, to any liquor or beer licensee? If yes, answer in detail.  Yes  No

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9. Have you ever received a violation notice suspension or revocation, for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the U.S.? If yes, explain in detail.  Yes  No

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10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? Include arrests for DUI and DWAI. (If yes, explain in detail.)

Yes  No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (if yes, explain in detail.)

Yes  No

12. Have you ever had any STATE issued licenses suspended, revoked, or denied including a drivers license? (If yes, explain in detail.)

Yes  No

**PERSONAL AND FINANCIAL INFORMATION**

Unless otherwise provided by law in 24-72-204 C.R.S., information provided below will be treated as CONFIDENTIAL.

Colorado liquor licensing authorities require the following personal information in order to determine your suitability for licensure pursuant to 12-47-307 C.R.S.

13a. Date of Birth		b. Social Security Number SSN		c. Place of Birth			d. U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
e. If Naturalized, State where				f. When		g. Name of District Court		
h. Naturalization Certificate Number			i. Date of Certification		j. If an Alien, Give Alien's Registration Card Number		k. Permanent Residence Card Number	
l. Height	m. Weight	n. Hair Color	o. Eye Color	p. Sex	q. Race	r. Do you have a current Driver's License? If so, give number and state <input type="checkbox"/> Yes <input type="checkbox"/> No		

**14. Financial Information.**

a. Total purchase price \$ \_\_\_\_\_ (if buying an existing business) or investment being made by the applying entity, corporation, partnership, limited liability company, other \$ \_\_\_\_\_

b. List the total amount of your investment in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases and fees paid \$ \_\_\_\_\_

**c. Provide details of Investment.** You must account for the sources of **ALL** cash (how acquired). Attach a separate sheet if needed.

Type: Cash, Services or Equipment	Source: Name of Bank; Account Type and Number	Amount

**d. Loan Information (attach copies of all notes or loans)**

Name of Lender and Account Number	Address	Term	Security	Amount

15. Give name of bank where business account will be maintained; Account Name and Account Number; and the name or names of persons authorized to draw thereon.

**Oath of Applicant**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature	Title	Date
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ORDINANCE NO. 1026

AN ORDINANCE REQUIRING OWNER OPERATORS, REGISTERED MANAGERS, ASSISTANT MANAGERS, BARTENDERS or servers OF ESTABLISHMENTS LICENSED TO DISPENSE MALT, VINOUS AND SPIRITOUS LIQUORS TO ATTEND AN EDUCATIONAL SEMINAR RELATED TO COLORADO LIQUOR AND BEER CODES.

WHEREAS, the City of Steamboat Springs is a resort community with a commensurate amount of licensed liquor establishments; and

WHEREAS, the resort nature and atmosphere of the community results in the consumption of malt, vinous and spiritous liquors by both residents and guests of the city; and

WHEREAS, the resort nature of the community fosters the employment of significant numbers of people who are unfamiliar with the Colorado Liquor and Beer Code Regulations and their implications; and

WHEREAS, the community desires to promote responsible consumption of malt, vinous and spiritous liquors by both residents and guests; and

WHEREAS, the supervision of and serving of alcoholic beverages is often done by persons who are not sufficiently educated concerning the harmful effects of liquor upon consuming persons; and

WHEREAS, the City Council for the City of Steamboat Springs has determined that education on the effects of liquor upon consumers and awareness of the Colorado Beer and Liquor Code Regulations by those persons actively involved in the dispensing of malt, vinous and spiritous liquors to both residents and guests could promote responsible consumption practices within the community and is a reasonable requirement of the neighborhoods of the community;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO:

Section 1: That a new Section 5.08.015 is added to Chapter 5.08, as follows:

Section 5.08.015. Definitions.

A. SERVER. AS SET FORTH IN THIS CHAPTER, ANY PERSON WHO PREPARES, SERVES, SELLS, OR OTHERWISE PROVIDES ALCOHOLIC BEVERAGES PURSUANT TO LICENSES ISSUED THEREFOR SHALL BE DEEMED TO BE A "SERVER" WITHIN THE MEANING OF THIS CHAPTER. A SERVER SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, ALL MANAGERS OR OWNER-OPERATORS REGISTERED WITH THE STATE OF COLORADO AND LOCAL LICENSING AUTHORITY, EVERY ASSISTANT MANAGER, BARTENDER OR WAITPERSON EMPLOYED BY AN ESTABLISHMENT LICENSED TO SELL MALT, VINOUS OR SPIRITOUS LIQUORS. A server shall not include persons who sell, serve or dispense alcoholic beverages in the capacity of volunteer. A server shall not include persons employed as clerk or check-out person in a grocery store.

B. LICENSEE. A "LICENSEE" IS A NATURAL OR LEGAL PERSON SELLING MALT, VINOUS OR SPIRITOUS BEVERAGES PURSUANT TO AND AUTHORIZED BY A LICENSE ISSUED PURSUANT TO C.R.S. 12-46-101, ET SEQ. (Colorado Beer Code) OR C.R.S. 12-47-101, ET SEQ. (Colorado Liquor Code) or C.R.S. 12-48-101, et seq. (Special Events Permits) BY THE CITY OF STEAMBOAT SPRINGS AND THE STATE OF COLORADO.

Section 2: That a new Section 5.08.020 is added to Chapter 5.08, as follows:

Section 5.08.020. Education Requirements.

A. All managers or owner operators currently registered with the State of Colorado and the local licensing authority and every SERVER employed by an establishment licensed to sell malt, vinous or spiritous liquors are required to enroll in an educational liquor seminar approved by Liquor Licensing Authority within six months and receive a certificate of completion within nine months of the effective date of this ordinance. \*

B. After the effective date of this ordinance, persons who become new manager operators or owner operators registered with the State of Colorado and the local licensing authority are required to attend a liquor seminar approved by the Liquor Licensing Authority within two months of registration and receive a certificate of completion.

C. After the effective date of this ordinance, no person shall be employed as SERVER until he has first attended an educational liquor seminar approved by the local licensing authority and received a certificate of completion; provided, however, this requirement may be postponed until TWO months after his employment if within ten days of employment the SERVER enrolls in said educational liquor seminar and attends said seminar within TWO months of his initial employment and receives a certificate of completion.

D. Every agency offering a course of instruction approved by the local licensing authority shall issue a certificate to those enrollees who successfully complete said liquor educational seminar. The certificate shall be dated to show the date of completion OF SAID TRAINING AND DATE OF CERTIFICATE EXPIRATION and shall BE EVIDENCE OF at a minimum that the person has been in actual attendance a minimum number of hours of said course and has achieved a reasonable mastery of the theories and facts presented. NO AGENCY APPROVED BY CITY COUNCIL TO PROVIDE SERVER TRAINING SHALL ISSUE A CERTIFICATE UNLESS THE PERSON HAS ACTUALLY ATTENDED AND ACHIEVED A REASONABLE MASTERY OF THE MATERIALS.


E. Every person required by this section to be certified shall re-attend AN APPROVED course at least tri-annually.

F. The local licensing authority shall by resolution establish the general criteria for courses AND QUALIFICATIONS OF INSTRUCTORS which shall satisfy the liquor educational requirements of this section. Said requirements shall be available in the office of the City Clerk within SIXTY days after the effective date of this ordinance. Any qualified person may submit to the licensing authority a request that a particular seminar be deemed to meet the educational requirements. The licensing authority or its designee may make said determination. A file of all courses approved as liquor educational courses shall be maintained by the City Clerk.


G. AT THE TIME AN APPLICANT SEEKS ISSUE, RENEWAL, TRANSFER, CHANGE OF LOCATION, OR CHANGE OF CORPORATE STRUCTURE, THE APPLICANT SHALL SUBMIT TO THE CITY CLERK INFORMATION WHICH SHALL BE REQUIRED BY THE CITY CLERK TO PROVE THAT PERSONS EMPLOYED BY THE APPLICANT AS SERVERS AND REQUIRED TO BE CERTIFIED UNDER THIS CHAPTER HAVE CERTIFICATES IN FULL FORCE AND EFFECT. ALL LICENSEES SHALL MAINTAIN A FILE OF CERTIFICATES ON ALL SERVERS EMPLOYED BY SAID LICENSEE AND SHALL EXHIBIT SAID COPIES OF CERTIFICATES WHEN REQUESTED TO DO SO BY THE CITY CLERK, THE CHIEF OF POLICE OR OTHER APPROPRIATE OFFICIAL OF THE CITY OF STEAMBOAT SPRINGS. FAILURE TO COMPLY WITH THIS SECTION SHALL BE CONSIDERED A VIOLATION OF A CONDITION OF ISSUANCE OF A LICENSE AND MAY BE PUNISHED ACCORDINGLY.

Section 3: Safety Clause. The City Council hereby finds, determines and declares that this ordinance is necessary for the immediate preservation of the public peace, health and safety.


INTRODUCED, READ AND ORDERED published, as provided by law, by the City Council of the City of Steamboat Springs, at its regular meeting held on the 1<sup>st</sup> day of March, 1988.

  
Rita F. Valentine  
City Council President

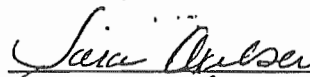
ATTEST:

  
Sara Axelson, City Clerk

FINALLY READ, PASSED AND APPROVED this 21<sup>st</sup> day of June, 1988.

  
Rita F. Valentine  
City Council President

ATTEST:

  
Sara Axelson, City Clerk

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDINANCE NO. 1709

AN ORDINANCE AMENDING CHAPTER 3, DIVISION 1, SECTION 3-28 OF THE STEAMBOAT SPRINGS REVISED MUNICIPAL CODE, ELIMINATING (d), RELATIVE TO THE TRIANNUAL RECERTIFICATION OF ALCOHOL SERVER TRAINING PROGRAMS; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Steamboat Springs Local Liquor Licensing Authority passed an ordinance in 1988 relative to alcohol server training programs for all liquor licensee owner, operators and servers (Ordinance No. 1026);

WHEREAS, the Steamboat Springs Restaurant Association has requested that the section of the ordinance relative to triannual recertification of an alcohol server training program be removed from the existing Municipal Code requirement;

WHEREAS, the Steamboat Springs Restaurant Association feels that the recertification program for alcohol server training is no longer beneficial to their employees;

WHEREAS, the Steamboat Springs Restaurant Association prefers to enhance their employees' alcohol server education with advanced classes and seminars in alcohol service.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO, THAT:

SECTION 1

From and after the effective date of this Ordinance, Section 3-28. Certification requirement for operators and servers shall be amended and read as follows:

**"Section 3-28: Certification requirement for operators and servers.**

- (a) Persons who become manager-operators or owner-operators of an establishment licensed to sell malt, vinous or spirituous liquors who are registered with the state and the local licensing authority are required to attend a liquor seminar approved by the liquor licensing authority within two (2) months of registration and receive a certificate of completion.
- (b) No person shall be employed as server at an establishment licensed to sell malt, vinous or spirituous liquors until the person has first attended an educational liquor seminar approved by the local licensing authority and received a certificate of completion; provided, however, this requirement may be postponed until two (2) months after his employment if within ten (10) days of employment the server enrolls in the educational liquor seminar and attends the seminar within two (2) months of his initial employment and receives a certificate of completion.

- (c) Every agency offering a course of instruction approved by the local licensing authority shall issue a certificate to those enrollees who successfully complete the liquor educational seminar. The certificate shall be dated to show the date of completion of the training and date of certificate expiration and shall be evidence, at a minimum, that the person has been in actual attendance for a minimum number of hours of the course and has achieved a reasonable mastery of the theories and facts presented. No agency approved by the city council to provide server training shall issue a certificate unless the person has actually attended the course and achieved a reasonable mastery of the materials.
- ~~(d) Every person required by this section to be certified shall reattend an approved course at least triannually.~~
- (e) The local licensing authority shall by resolution establish the general criteria for courses and qualifications of instructors, which shall satisfy the liquor educational requirements of this section. The requirements shall be available in the office of the city clerk. Any qualified person may submit to the licensing authority a request that a particular seminar be deemed to meet the educational requirements. The licensing authority or its designee may make the determination. A file of all courses approved as liquor educational courses shall be maintained by the city clerk.
- (f) At the time an applicant seeks issue, renewal, transfer, change of location or change of corporate structure, the applicant shall submit to the city clerk information as shall be required by the city clerk to prove that persons employed by the applicant as servers and required to be certified under this section have certificates in full force and effect. All licensees shall maintain a file of certificates on all servers employed by the licensee and shall exhibit the copies of certificates when requested to do so by the city clerk, the chief of police or other appropriate official of the city. Failure to comply with this section shall be considered a violation of a condition of issuance of a license and may be punished accordingly."

## SECTION 2

All ordinances heretofore passed and adopted by the City Council of the City of Steamboat Springs, Colorado, are hereby repealed to the extent that said ordinances, or parts thereof, are in conflict herewith.

## SECTION 3

If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or the application thereof to any person or circumstance, shall remain in full force and shall in no way be affected, impaired or invalidated.

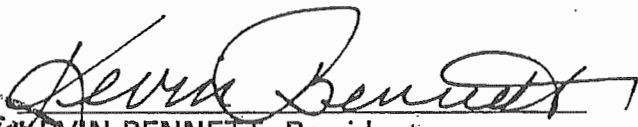
SECTION 4

The City Council hereby finds, determines and declares that this Ordinance is necessary for the immediate preservation of the public peace, health and safety.

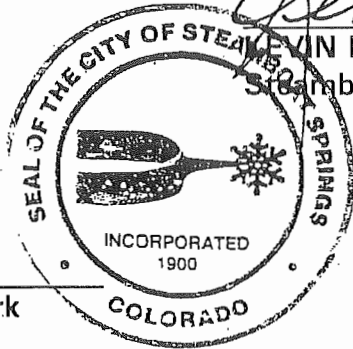
SECTION 5

This ordinance shall take effect immediately upon the expiration of five (5) days from and after the final date of publication, as provided by the Home Rule Charter.

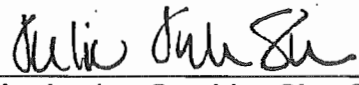
**INTRODUCED, READ AND ORDERED PUBLISHED**, as provided by law, by the City Council of the City of Steamboat Springs, at its regular meeting held on the 12th day of October, 1999.



KEVIN BENNETT, President  
Steamboat Springs City Council



ATTEST:

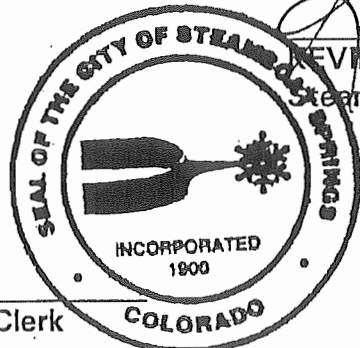


Julie Jordan-Struble, City Clerk

FINALLY READ, PASSED AND APPROVED this 2nd day of November, 1999.



KEVIN BENNETT, President  
Steamboat Springs City Council



ATTEST:



Julie Jordan-Struble, City Clerk

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDNANCE NO. 2126

**AN ORDINANCE AMENDING SECTION 3-41 OF THE STEAMBOAT SPRINGS REVISED MUNICIPAL CODE PERTAINING TO AN INCREASE IN THE LOCAL LIQUOR LICENSE AUTHORITY ADMINISTRATIVE FEES, REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the State of Colorado liquor laws are of statewide concern, thus indicating the Local Liquor Licensing Authority can amend their regulations in accordance with State liquor laws; and

**WHEREAS**, Senate Bill 07-149 amended Section 12-47-505(4)(a) of the Colorado Revised Statutes to allow local jurisdictions to increase liquor license/permit fees; and

**WHEREAS**, the current fee revenues do not cover the expenses incurred in issuing and administering liquor licenses and permits, and revenues from the increased fees will not exceed these expenses.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO:**

SECTION 1

That Section 3-41 (liquor license fees) of the Steamboat Springs Revised Municipal Code be amended and replaced as follows:

<b>License</b>	<b>Fee</b>
Initial application	\$500.00
<i><b>On or before July 1, 2008:</b></i>	<i><b>\$625.00</b></i>
<i><b>After July 1, 2008 and before July 2, 2009:</b></i>	<i><b>\$750.00</b></i>
<i><b>After July 1, 2009 and before July 2, 2010:</b></i>	<i><b>\$875.00</b></i>
<i><b>After July 2, 2010:</b></i>	<i><b>\$1000.00</b></i>
Transfer of location	500.00
Change of ownership	500.00
<i><b>On or before July 1, 2008:</b></i>	<i><b>\$625.00</b></i>
<i><b>After July 1, 2008:</b></i>	<i><b>\$700.00</b></i>
Late renewal application	500.00

Renewal application	50.00
<i>Except that an expired license renewal fee shall not exceed \$500.00, for a renewal of a license the fee shall be:</i>	
<b><i>On or before July 1, 2008:</i></b>	<b>\$75.00</b>
<b><i>After July 1, 2008:</i></b>	<b>\$100.00</b>
Corporate report of changes	\$100.00
Manager registration (H&R license only)	\$75.00
Temporary permit	\$100.00
Related Facility (Resort Complex license only)	\$100.00

**Permits**

<b>Special Events Permits</b>	<b>\$100.00</b>
<i>Effective August 3, 2007</i>	

<b>License Type</b>	<b>Fee</b>
Arts	\$41.25
Beer & Wine	\$48.75
Brew Pub	\$75.00
Club	\$41.25
Hotel & Restaurant	\$75.00
Liquor Licensed Drugstore	\$22.50
Racetrack	\$75.00
Retail Liquor Store	\$22.50
Tavern	\$75.00
3.2% beer, on premises	\$3.75
3.2% beer, off premises	\$3.75

SECTION 2

All ordinances heretofore passed and adopted by the City Council of the City of Steamboat Springs, Colorado, are hereby repealed to the extent that said ordinances, or parts thereof, are in conflict herewith.

SECTION 3

If any section, subsection, clause, phrase or provision of this ordinance, or the application thereof to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of the ordinance, or the application thereof to any person or circumstance, shall remain in full force and shall in no way be affected, impaired or invalidated.

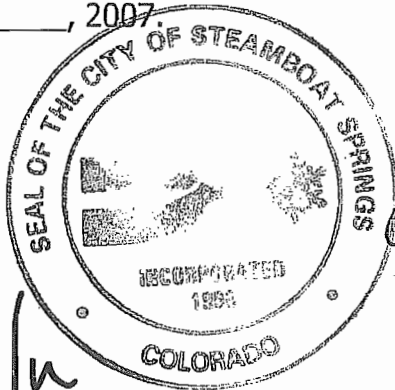
SECTION 4

The City Council hereby finds, determines and declares that this ordinance is necessary for the immediate preservation of the public peace, health and safety.

SECTION 5

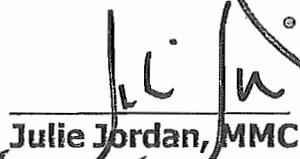
This ordinance shall take effect immediately upon the expiration of five (5) days from and after its publication following final passage, as provided in Section 7.6(h) of the Steamboat Springs Home Rule Charter.

**INTRODUCED, READ AND ORDERED PUBLISHED**, as provided by law, by the City Council of the City of Steamboat Springs, at its regular meeting held on the 7<sup>th</sup> day of August, 2007.



  
T. Susan Dellinger, President  
Steamboat Springs City Council

ATTEST:

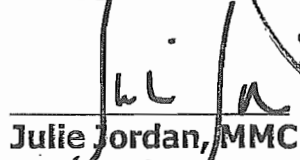
  
Julie Jordan, MMC  
City Clerk

**FINALLY READ, PASSED AND APPROVED** this 21<sup>st</sup> day of August, 2007.



  
T. Susan Dellinger, President  
Steamboat Springs City Council

ATTEST:

  
Julie Jordan, MMC  
City Clerk