



## INFORMATION FOR FIRST TIME LICENSEES

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- Liquor licenses are valid for one year from the date of approval by the Colorado Liquor Enforcement Division and must be renewed each year.
- Approximately 90 days prior to expiration date, you will receive a two-page renewal application from the Colorado Liquor Enforcement Division for you to: a) complete and have signed by an authorized agent; b) attach appropriate State and local fees (two separate checks); and c) submit to the Town of Milliken, Town Clerk's Office, 1101 Broad Street, P.O. Box 290 Milliken, Colorado 80543, for processing by the Town of Milliken Liquor Licensing Authority and the State Liquor Enforcement Division.
- Renewal applications must be accompanied by ***both*** Town and State fees and be submitted no later than 30 days before license expiration.
- If you do not receive your renewal application from the State and your expiration date is near, contact the State Liquor Enforcement Division (303) 205-2300 to obtain the required renewal forms. It is important that you do this since failure to renew by that date will result in expiration of your licenses.
- Any changes in the following must be reported to the Town Clerk's Office for consideration by both the local and the State Licensing Authorities:

Change in Operation Administrator	Change of Location
Change in Corporate or Trade Name	Change or Transfer of Ownership
Change in corporate partner, director, or stockholder	Change in limited liability company member
Change in Partnership	Modification of licensed premises
- Licensee must maintain possession of the premises for entire licensed period by virtue of a lease, assignment of lease, or deed to the licensed premises.
- Frequently needed numbers: Town Clerk's Office (970) 587-4331; State Liquor Enforcement (303) 205-2300.



## **BRIEF REVIEW OF NEW LIQUOR LICENSE APPLICATION PROCESS**

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Obtain Liquor Application from Town of Milliken, Town Clerk's office.

Review and Complete Liquor Application using Document Checklist, Fee List and Fingerprinting Procedures.

Submit Completed Liquor Application Packet in duplicate to the Town Clerk's office for processing.

Town Clerk's Office establishes Neighborhood Boundaries, schedules the Public Hearing Date and notifies applicant of both in writing.

Applicant proceeds with proving the neighborhood needs and desires, utilizing the petition form provided, and provides such evidence at Public Hearing.

Town Clerk's office processes liquor application, publishes Notice of Public Hearing and contacts the States Liquor Enforcement Division. Town Clerk posts Notice of Public Hearing on property proposed for liquor licensure.

Local Licensing Authority considers liquor license application at Public Hearing and approves, denies or continues consideration of the application.

Upon approval of application by the local Licensing Authority, application is forwarded to the State Liquor Enforcement Division for consideration.

Upon approval of application by the State Licensing Authority, a State Liquor License and a Town Liquor License will be issued by the Town Clerk's office upon determination that all applicable codes for proposed establishment have been met.

For additional information, please contact:

Cheryl Powell  
Town Clerk, Town of Milliken  
1101 Broad St., P.O. Box 290  
Milliken, CO 80543  
970-660-5049 / Fax 970-587-2678  
[cpowell@millikenco.gov](mailto:cpowell@millikenco.gov)



## TOWN OF MILLIKEN, COLORADO NEW LIQUOR LICENSE APPLICATION INFORMATION

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The Town of Milliken Town Clerk's office provides this packet of Liquor Licensing information for your review. Included are the following items:

- ✓ Brief Review of the Application Process
- ✓ List of "Frequently Asked Questions" and "Information for First-time Licensees"
- ✓ Beer/Liquor License Application Documents Checklist
- ✓ Petition to the Town of Milliken Liquor Licensing Authority
- ✓ Liquor Licensing Fee Schedule
- ✓ Order Form for Colorado Liquor & Beer Code Book
- ✓ Town of Milliken's Municipal Code Section addressing Liquor Licensing
- ✓ State of Colorado Retail License Application Form
- ✓ State of Colorado Individual History Record Form
- ✓ Applicant Fingerprinting Procedures and Fingerprint Card

The Local Licensing Authority (Town Board of Trustees) meets on the second and fourth Wednesday of each month. After a **complete** application is filed with the Town Clerk's office at 1101 Broad Street, the application is reviewed. The Police Department also performs an investigation and reports their findings to the Local Licensing Authority. A hearing before the Local Licensing Authority is scheduled **NOT LESS THAN 30 DAYS** from the date of filing the completed application papers and fees. This is dictated by State of Colorado Liquor Law. Neighborhood boundaries are set by the Local Licensing Authority. In between the time of submitting the completed application until the actual hearing date, the applicant(s) needs to circulate petitions to show evidence indication the need for an additional outlet for alcoholic beverage in the respective neighborhood. These petitions must be filed in the Town Clerk's office by 5:00 PM the Monday prior to the hearing.

After the business is licensed for one year, and every year thereafter, the renewal application is mailed to the licensee from the State of Colorado. The licensee is responsible for completing the renewal application and submitting the application to the Town Clerk along with the applicable license fees. In addition to the local license fees, there is also a renewal fee paid to the Town of Milliken for actual and necessary costs to process the renewal application. Any applicable State of Colorado license fees are also payable to the State upon application for renewal. Renewal applications must be filed in the Town Clerk's office for the Local Liquor Licensing Authority's consideration no later than forty-five days prior to the date of expiration.

After the Local Licensing Authority's approval of any application, the Town of Milliken shall notify the State Licensing Authority of such approval. The State Licensing Authority will then investigate and process the application. Normally, the Local Licensing Authority receives notification for the State within four weeks after the application is submitted to the State. If approved, a State license is sent to the Town. At that time, the Town of Milliken license is issued and both licenses are mailed to the applicant.



## APPLICANT FINGERPRINTING PROCEDURES

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Fingerprinting can be done at the Town of Milliken Police Department, 1201 Broad Street, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. To verify that there is a Police Officer in the building it would be best to call them at 970-587-2772 prior to your arrival.

- Cash or check in the amount of \$3.00 per individual being printed
- Valid photo ID such as a driver's license, ID card, etc.

Once you have completed the fingerprinting, please submit the following to the Town Clerk:

1. Completed Fingerprint Card/s. The Town Clerk will forward the card to CBI with the fee as described below.
2. The fee for submitting fingerprints to CBI is included in the amount for the new application fee.

If you have any questions, please feel free to contact the Town Clerk's department or the Town of Milliken Police Department at 970-587-2772.



## FREQUENTLY ASKED QUESTIONS

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### **WHAT TYPES OF LICENSES ARE AVAILABLE?**

There are several types of licenses available to applicants. Generally, the type of license to pursue will depend on what type of beverages are planned to be sold or served, as well as food service requirements for each license type.

### **HOW MUCH DOES IT COST TO GET A LIQUOR LICENSE?**

Each license type carries its own City & State fees. There are fees that apply at the time of the initial application, as well as fees for renewal on an annual basis following approval by the local and State authorities.

### **WHAT ARE THE REQUIREMENTS TO OBTAIN A LIQUOR LICENSE?**

The requirements for obtaining a liquor license depend on what type of applicant is named on the license. In other words, requirements for an individual applicant will differ from those of a corporation, a partnership, or a limited liability company. In all cases, however, the needs and desires of the affected neighborhood and the moral character of the applicant will be considered.

### **HOW LONG DOES IT TAKE TO GET A LIQUOR LICENSE?**

Because liquor licensing is a two-tier process, consideration at both the local and State licensing authority levels, it takes approximately 60 days to process a completed application.

### **WHAT IS THE PROCESS ONCE AN APPLICATION HAS BEEN SUBMITTED?**

After submitting an application for a liquor license, the Town Clerk's office will set both a public hearing date, to be held at least 30 days after receiving the complete application, and boundaries of the affected neighborhood. The Liquor Enforcement Agency will also visit the property and view the submitted premise map of the property. At the public hearing, the applicant will be asked to provide testimony as to the needs and desires of the neighborhood, moral character, and ability to hold the liquor license. "Parties in interest will be given the opportunity to offer testimony, and the Liquor Authority will discuss and provide a decision on the application. If approved, the application will be forwarded to the State for consideration and ultimately issued through the Town Clerk's office.

### **WHAT QUESTIONS MIGHT THE AUTHORITY BE ASKING AT A PUBLIC HEARING?**

Aside from considering the needs and desires of the affected neighborhood, the Authority may inquire as to the applicant's experience in the liquor industry, funding sources for the proposed establishment, formal training plans for employees and managers, and any other questions relative to the applicant's ability to hold a liquor license. If the applicant has a police record, which may arise during a background check which could indicate poor moral character, the applicant may be asked to explain this history and demonstrate rehabilitation.

### **IF MY LICENSE APPLICATION IS DENIED ARE MY FEES REFUNDABLE?**

All state fees and Town license fees will be returned to the applicant upon denial of an application at the local level.



**TOWN OF MILLIKEN  
LIQUOR LICENSE FEE SCHEDULE**

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Town of Milliken Business License, Liquor License, and Occupational Tax fee for new license for alcohol. These fees are subject to change, confirming an amount prior to issuance of check is advised.

**Business Licenses and Regulations**

**Business License**

Description	Fee
Business License	\$20.00 Annually

**Alcoholic beverage license**

Description	Fee
State Liquor License Fees	The Liquor license fees of the Town shall be those local liquor license fees as established and set forth in the State Liquor Code portion of the Colorado Statutes, as they may be amended from time to time. A list of the fees is available in the Town Clerk's office
New Alcoholic Beverage License	\$350.00
Transfer of Location or Ownership	\$150.00
Alcoholic Beverage License Renewal	\$50.00
Temporary Liquor License	\$250.00

**Special events permit license fees for alcohol**

Description	Fee
New License	\$350.00
Transfer of Location or Ownership	\$150.00
Renewal	\$50.00
Hotel and Restaurant Manager Registration	\$75.00

### Occupation tax, new license for alcohol

Description	Fee
Sales for Consumption Off Premises	\$50.00
Sales for Consumption On Premises	\$125.00
Sales for Consumption Both On and Off Premises	\$125.00
Hotel and Restaurant License	\$250.00
Tavern License	\$250.00
Beer and Wine License	\$125.00
Any Other License Issued Pursuant to Title 12, Article 47, C.R.S.	\$50.00

### Annual occupation tax on alcoholic business sales

Description	Fee
Hotel and Restaurant Liquor License	\$750.00
Retail Store Liquor License	\$200.00
Liquor License, Drug Store	\$200.00
Beer and Wine License	\$200.00
Club License	\$200.00
Tavern License	\$200.00
Extended Hours Hotel & Restaurant/Tavern License	\$150.00
Sale of Fermented Malt Beverage for Consumption Off the Premises	\$100.00
Sale of Fermented Malt Beverage for Consumption On the Premises	\$200.00
Sale of Fermented Malt Beverage for Consumption Both On and Off Premises	\$200.00

### Alcohol Beverage Tastings

Description	Fee
Permit	\$50.00
Annual Renewal	\$25.00