

## ANNUAL RENEWAL FOR LIQUOR LICENSES

The information below has been compiled to provide a brief overview of the liquor license renewal process. This document is *not* intended to serve as a comprehensive summary of all state and local laws applicable to liquor licensing in Edgewater. This document is not intended, and should not be construed, as legal advice or legal opinion. It is the responsibility of the Applicant to understand and comply with all provisions of the law that may apply to his or her application. An Applicant seeking legal advice should consult his or her own attorney. To obtain a copy of the Code and other information material regarding liquor licensing, visit [www.colorado.gov/revenue/liquor](http://www.colorado.gov/revenue/liquor).

### **Helpful Telephone Numbers and Email Addresses**

Edgewater City Clerk            720-763-3002 or [bhedberg@edgewaterco.com](mailto:bhedberg@edgewaterco.com).  
State Liquor Enforcement      303-205-2300 or [mdor\\_led@state.co.us](mailto:mdor_led@state.co.us)

### **Overview**

Liquor licenses are valid for one year from the date of the approval by the Colorado Liquor Enforcement Division and must be renewed each year. Approximately ninety (90) days prior to the expiration date of the license, the Licensee will receive a renewal application from the Colorado Liquor Enforcement Division. This will need to be completed and signed, with the appropriate state and local fees attached, and submitted to the City Clerk's Office for processing. If you do not receive your renewal application from the State and your expiration date is near, please contact us and we will provide you with an alternative State renewal form.

If a Licensee has mistakenly mailed a State renewal form and State fee to the State Liquor Enforcement Division, the check will be deposited by the State, and the State renewal form will be returned to the City of Edgewater for local approval.

The licensee must maintain possession of the premises for the entire licensed period by virtue of a lease, assignment of lease, rental agreement, deed or other arrangement for possession of the licensed premises.

The licensee must have a current business license issued by the City of Edgewater.

### **Steps in the Renewal Process:**

1. Obtain and complete the State renewal form.
2. Submit the State renewal form with both City and State fees no later than forty-five (45) days before the license expires.
3. Renewal applications received after the expiration date of the license, but no more than ninety (90) days after the expiration date, will be accepted subject to a five hundred dollar (\$500) non-refundable late fee payable to the City of Edgewater. A Licensee who files a late renewal application no more than ninety (90) days late may continue to operate until final action has been completed to approve or deny the renewal.
4. Renewal applications received more than ninety (90) days after the license has expired will not be accepted and the holders of such expired licenses must apply for a new

- license. Establishments with such expired licenses may neither sell nor possess for sale alcohol beverages until a new license is obtained.
5. Upon receipt of a complete and timely renewal application and State and local fees, the City Clerk will forward a copy of the of the renewal application to the Police Department for its recommendation of approval or denial.
  4. The City Clerk has the authority to administratively approve the liquor license renewal application unless the following conditions exist:
    - Two (2) or more liquor violations during the licensing period.
    - Outstanding sales tax.

### **Educational Requirements**

Every hotel and restaurant licensee, registered manager and licensee's employee is encouraged to obtain a certificate of completion from an educational program of training for intervention procedures for servers of alcohol. Those registered managers obtaining a certificate of completion may file a copy of the certificate of completion with the Authority with their liquor license renewal application (§6-2-70, Edgewater Municipal Code).

### **RENEWAL APPLICATION CHECKLIST**

**INSTRUCTIONS:** This checklist should be utilized to assist applicants with filing all required documents for approval of the liquor license renewal.

*All documents must be properly signed and must correspond with the name of the applicant exactly.* All documents must be typed or legibly printed. Upon final State approval the renewed liquor license will be mailed to the local licensing authority.

### **PLEASE CHECK ALL APPROPRIATE BOXES WITH COMPLETED AND SUBMITTED DOCUMENTS**

- State Renewal Application – Licensee will receive this one page State form approximately ninety (90) days prior to license expiration date. If the Licensee does not receive this form, it may be obtained at the City Clerk’s Office.
- Certificate of Good Standing – This Certificate can be obtained from the Colorado Secretary of State’s Office [website](#), by searching in the Business Services area, entering the licensee business entity’s legal name and selecting obtain Certificate of Good Standing.
- Renewal Fees:
  - State renewal fee check payable to the Colorado Department of Revenue; and
  - City renewal fee check payable to the City of Edgewater.

The proper amount of the renewal fees depends on the class or type of liquor license being renewed. For fee details, please consult the City of Edgewater’s fees on the Liquor Licensing Application page on the website.

- In addition to the above requirements, if the liquor license is held by a sole proprietor, the City Clerk’s Office will need a completed Lawful Presence Affidavit form and a copy of the owner’s driver’s license or State issued picture ID for the renewal.