



## Town of Buena Vista

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## Town of Buena Vista New or Transfer Liquor License Application Checklist

### FEES

- \_\_\_\_\_ State DOR application fee **\$1,950.00** and license fee of \$\_\_\_\_\_ (\$2,050.00 for Concurrent Review)
- \_\_\_\_\_ Town of BV application fee **\$1,000.00** and license fee of \$\_\_\_\_\_ (BV Code Sec 6-3.1-2)
- \_\_\_\_\_ Town of BV Fingerprint/Background Investigation fee of \$100/per person (BV Code Sec. 6-3.5)  
(Officers, Directors, General Partners, Managing Members & Manager - Printing is done by Chaffee County SO on Saturdays in Salida for a \$10 fee – Call 539-2814 to schedule an appointment)
- \_\_\_\_\_ Manager Registration Fee of \$75.00\* payable to DOR for Hotel & Restaurant and Tavern  
(\*Not required if manager is an owner)

### DOCUMENTS

- \_\_\_\_\_ State Application DR 8404 for Retail License or DR 8403 for 3.2% Beer License
- \_\_\_\_\_ State Individual History Records Form DR 8404-I for all applicable parties
- \_\_\_\_\_ Fingerprints for Officers, Directors, General Partners, Managing Members & Manager  
(Completed at Chaffee County Detention Center, 640 West 3<sup>rd</sup> Street 719-539-2596)
- \_\_\_\_\_ Diagram of premises with dimensions – Kitchen must be clearly marked along with exterior areas and control measures. (Diagram should be no larger than 8.5 x 11)
- \_\_\_\_\_ Copy of Deed or Lease evidencing ownership or right to use of subject property
- \_\_\_\_\_ Certificate of Occupancy for new structures
- \_\_\_\_\_ Purchase Agreement
- \_\_\_\_\_ List of all notes or loans
- \_\_\_\_\_ Articles of Incorporation date stamped by Secretary of State
- \_\_\_\_\_ Certificate of Good Standing from Secretary of State
- \_\_\_\_\_ List of officers, directors and stockholders if applicant is corporation
- \_\_\_\_\_ Partnership agreement (not required for husband and wife)
- \_\_\_\_\_ Operating Agreement
- \_\_\_\_\_ Petition demonstrating needs and desires of neighborhood

Date Application Received at Town Hall: \_\_\_\_\_

Town Application / Licensing Fee Paid: \_\_\_\_\_

Public Hearing Date & Time: \_\_\_\_\_

Public Hearing notice publication date: \_\_\_\_\_

Posting Affidavit returned date: \_\_\_\_\_

**STATE FEES EFFECTIVE JANUARY 1, 2017**  
**(Town Clerk will Provide Information on Buena Vista Licensing Fees)**

Section A Nonrefundable Application Fees	Section B (Cont.) Liquor License Fees
<input type="checkbox"/> Application Fee for New License ..... \$1950.00	<input type="checkbox"/> Lodging & Entertainment - L&E (County) ..... \$500.00
<input type="checkbox"/> Application Fee for New License w/Concurrent Review ..... \$2050.00	<input type="checkbox"/> Manager Registration - H & R ..... \$75.00
<input type="checkbox"/> Application Fee for Transfer ..... \$1950.00	<input type="checkbox"/> Manager Registration - Tavern ..... \$75.00
<input type="checkbox"/> Manager Registration - Lodging & Entertainment ..... \$75.00	<input type="checkbox"/> Master File Location Fee ..... \$25.00 X _____ Total _____
<b>Section B</b> <b>Liquor License Fees</b>	<input type="checkbox"/> Master File Background ..... \$250.00 X _____ Total _____
<input type="checkbox"/> Add Optional Premises to H & R ..... \$100.00 X _____ Total _____	<input type="checkbox"/> Optional Premises License (City) ..... \$500.00
<input type="checkbox"/> Add Related Facility to Resort Complex \$75.00 X _____ Total _____	<input type="checkbox"/> Optional Premises License (County) ..... \$500.00
<input type="checkbox"/> Arts License (City) ..... \$308.75	<input type="checkbox"/> Racetrack License (City) ..... \$500.00
<input type="checkbox"/> Arts License (County) ..... \$308.75	<input type="checkbox"/> Racetrack License (County) ..... \$500.00
<input type="checkbox"/> Beer and Wine License (City) ..... \$351.25	<input type="checkbox"/> Resort Complex License (City) ..... \$500.00
<input type="checkbox"/> Beer and Wine License (County) ..... \$436.25	<input type="checkbox"/> Resort Complex License (County) ..... \$500.00
<input type="checkbox"/> Brew Pub License (City) ..... \$750.00	<input type="checkbox"/> Retail Gaming Tavern License (City) ..... \$500.00
<input type="checkbox"/> Brew Pub License (County) ..... \$750.00	<input type="checkbox"/> Retail Gaming Tavern License (County) ..... \$500.00
<input type="checkbox"/> Club License (City) ..... \$308.75	<input type="checkbox"/> Retail Liquor Store License--Additional (City) ..... \$227.50
<input type="checkbox"/> Club License (County) ..... \$308.75	<input type="checkbox"/> Retail Liquor Store License--Additional (County) ..... \$312.50
<input type="checkbox"/> Distillery Pub License (City) ..... \$750.00	<input type="checkbox"/> Retail Liquor Store (City) ..... \$227.50
<input type="checkbox"/> Distillery Pub License (County) ..... \$750.00	<input type="checkbox"/> Retail Liquor Store (County) ..... \$312.50
<input type="checkbox"/> Hotel and Restaurant License (City) ..... \$500.00	<input type="checkbox"/> Tavern License (City) ..... \$500.00
<input type="checkbox"/> Hotel and Restaurant License (County) ..... \$500.00	<input type="checkbox"/> Tavern License (County) ..... \$500.00
<input type="checkbox"/> Hotel and Restaurant License w/one opt premises (City) ..... \$600.00	<input type="checkbox"/> Vintners Restaurant License (City) ..... \$750.00
<input type="checkbox"/> Hotel and Restaurant License w/one opt premises (County) ..... \$600.00	<input type="checkbox"/> Vintners Restaurant License (County) ..... \$750.00
<input type="checkbox"/> Liquor--Licensed Drugstore (City) ..... \$227.50	
<input type="checkbox"/> Liquor--Licensed Drugstore (County) ..... \$312.50	
<input type="checkbox"/> Lodging & Entertainment - L&E (City) ..... \$500.00	

Section A Nonrefundable Application Fees	Section B 3.2% Beer License Fees
<input checked="" type="checkbox"/> Application Fee for New License ..... \$1950.00	<input type="checkbox"/> Retail 3.2% Beer On-Premises (City) ..... \$96.25
<input type="checkbox"/> Application Fee for New License - w/Concurrent Review ..... \$2050.00	<input type="checkbox"/> Retail 3.2% Beer On-Premises (County) ..... \$117.50
<input type="checkbox"/> Application Fee for Transfer ..... \$1950.00	<input type="checkbox"/> Retail 3.2% Beer Off-Premises (City) ..... \$96.25
	<input type="checkbox"/> Retail 3.2% Beer Off-Premises (County) ..... \$117.50
	<input type="checkbox"/> Retail 3.2% Beer On/Off Premises (City) ..... \$96.25
	<input type="checkbox"/> Retail 3.2% Beer On/Off Premises (County) ..... \$117.50
	<input type="checkbox"/> Master File Location Fee ..... \$25.00 x _____ To _____
	<input type="checkbox"/> Master File Background ..... \$250.00 x _____ Total _____