



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

### FEES

- \_\_\_\_\_ State DOR application fee **\$1,100.00** and license fee of \$\_\_\_\_\_ (\$1,200.00 for Concurrent Review)
- \_\_\_\_\_ Town of BV application fee for new license **\$1,000.00** and license fee of \$\_\_\_\_\_
- \_\_\_\_\_ Town of BV application fee for transfer of liquor license **\$750.00** and license fee of \$\_\_\_\_\_
- \_\_\_\_\_ Town of BV Fingerprint/Background Investigation fee of \$50.00 per person  
*Officers, Directors, General Partners, Managing Members & Manager - Printing is done by Colorado Fingerprinting, or IdentoGO, contact the Buena Vista Town Clerk for additional details.*
- \_\_\_\_\_ Manager Registration Fee of \$75.00\* payable to DOR for Hotel & Restaurant and Tavern  
*(\*Not applicable if owner is manager)*

### DOCUMENTS

- \_\_\_\_\_ State Application DR 8404 for Retail License or DR 8403 for Fermented Malt Beverage
- \_\_\_\_\_ State Individual History Records Form DR 8404-I for all applicable parties
- \_\_\_\_\_ Fingerprints for Officers, Directors, General Partners, Managing Members & Manager  
*Colorado Fingerprinting, or IdentoGo contact the Buena Vista Town Clerk for additional details.*
- \_\_\_\_\_ 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: \_\_\_\_\_

Date of Posting of Property/Premises: \_\_\_\_\_