



Town of Buena Vista

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Buena Vista, Colorado 81211
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Town of Buena Vista New or Transfer Liquor License Application Checklist

FEES

- _____ State DOR application fee **\$1,550.00** and license fee of \$_____ (\$1,750.00 for Concurrent Review)
- _____ Town of BV application fee **\$1,000.00** and license fee of \$_____
- _____ Town of BV Fingerprint/Background Investigation fee of \$100/per person
(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 applicable if owner is manager)

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 3rd 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: _____

Date of Posting of Property/Premises: _____

STATE FEES EFFECTIVE JULY 1, 2017
(Contact Town Clerk to Verify All Application Fees)

Section A	Nonrefundable Application Fees	Section B (Cont.)	Liquor License Fees			
<input type="checkbox"/>	Application Fee for New License.....	\$1550.00	<input type="checkbox"/> Lodging & Entertainment - L&E (County)	\$500.00		
<input type="checkbox"/>	Application Fee for New License w/Concurrent Review	\$1750.00	<input type="checkbox"/> Manager Registration - H & R	\$75.00		
<input type="checkbox"/>	Application Fee for Transfer.....	\$1550.00	<input type="checkbox"/> Manager Registration - Tavern.....	\$75.00		
Section B		Liquor License Fees				
<input type="checkbox"/>	Add Optional Premises to H & R..... \$200.00 X	Total	<input type="checkbox"/> Manager Registration - Lodging & Entertainment.....	\$75.00		
<input type="checkbox"/>	Add Related Facility to Resort Complex \$75.00 X	Total	<input type="checkbox"/> Master File Location Fee	\$50.00 X	Total	
<input type="checkbox"/>	Arts License (City).....	\$308.75	<input type="checkbox"/> Master File Background	\$500.00 X	Total	
<input type="checkbox"/>	Arts License (County)	\$308.75	<input type="checkbox"/> Optional Premises License (City).....	\$500.00	<input type="checkbox"/> Optional Premises License (County).....	\$500.00
<input type="checkbox"/>	Beer and Wine License (City).....	\$351.25	<input type="checkbox"/> Racetrack License (City).....	\$500.00	<input type="checkbox"/> Racetrack License (County).....	\$500.00
<input type="checkbox"/>	Beer and Wine License (County).....	\$436.25	<input type="checkbox"/> Resort Complex License (City).....	\$500.00	<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"/> Retail Gaming Tavern License (County).....	\$500.00
<input type="checkbox"/>	Brew Pub License (County).....	\$750.00	<input type="checkbox"/> Retail Liquor Store License--Additional (City).....	\$227.50	<input type="checkbox"/> Retail Liquor Store License--Additional (County).....	\$312.50
<input type="checkbox"/>	Club License (City).....	\$308.75	<input type="checkbox"/> Retail Liquor Store (City).....	\$227.50	<input type="checkbox"/> Retail Liquor Store (County).....	\$312.50
<input type="checkbox"/>	Club License (County)	\$308.75	<input type="checkbox"/> Tavern License (City)	\$500.00	<input type="checkbox"/> Tavern License (County).....	\$500.00
<input type="checkbox"/>	Distillery Pub License (City).....	\$750.00	<input type="checkbox"/> Vintners Restaurant License (City)	\$750.00	<input type="checkbox"/> Vintners Restaurant License (County).....	\$750.00
<input type="checkbox"/>	Distillery Pub License (County).....	\$750.00				
<input type="checkbox"/>	Hotel and Restaurant License (City).....	\$500.00				
<input type="checkbox"/>	Hotel and Restaurant License (County)	\$500.00				
<input type="checkbox"/>	Hotel and Restaurant License w/one opt premises (City).....	\$600.00				
<input type="checkbox"/>	Hotel and Restaurant License w/one opt premises (County).....	\$600.00				
<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 type="checkbox"/>	Application Fee for New License	\$1550.00	<input type="checkbox"/> Retail 3.2% Beer On-Premises (City)	\$96.25	
<input type="checkbox"/>	Application Fee for New License - w/Concurrent Review	\$1750.00	<input type="checkbox"/> Retail 3.2% Beer On-Premises (County)	\$117.50	
<input type="checkbox"/>	Application Fee for Transfer	\$1550.00	<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	\$50.00 x	To
			<input type="checkbox"/> Master File Background	\$500.00 x	Total