

**TOWN OF ESTES PARK
REQUIREMENT LIST FOR ALL NEW OR TRANSFER OF OWNERSHIP
LIQUOR LICENSE APPLICATIONS**

1. The "local licensing authority" as referenced in the State Liquor Licensing Documents is the Town of Estes Park.
2. The Applicant must be at least 21 years of age.
3. All application documents must be typed or printed in black ink and properly executed.
4. The Applicant must determine whether they are filing as an Individual, Corporation, Limited Liability Corporation or Partnership. All documents must be properly signed and correspond with the name of the applicant exactly.
5. **For H&R, Lodging, Entertainment and Tavern only:** Primary managers shall be registered; assistant or shift managers shall not. If the primary manager delegates any of his/her primary responsibilities (i.e., hiring, purchasing, accounts payable, etc.), the assistant/shift manager performing those duties should be registered.

**FERMENTED MALT BEVERAGE FORM [DR #8403](#) OR
RETAIL LICENSE APPLICATION FORM [DR #8404](#)**

(A checklist of required application documents is found on Page 2. Fees are listed below.)

# OF LICENSES ALLOWED	LICENSE CATEGORY	COLO. DEPT. OF REVENUE	TOWN OF ESTES PARK	
No Limits	Fermented Malt Off/On Premise	(\$2,149.25)*	\$ 1,196.25	\$ 953.00
On Any	Fermented Malt & Wine	(\$2,149.25)*	\$ 1,196.25	\$ 953.00
License	Beer & Wine	(\$2,563.25)*	1,451.25	1,112.00
Type	Retail Liquor Store	(\$2,413.50)*	1,327.50	1,086.00
	Liquor-Licensed Drug Store	(\$2,413.50)*	1,327.50	1,086.00
	Club	(\$2,513.75)*	1,408.75	1,105.00
	Hotel & Restaurant (H&R)*	(\$2,919.00)*	1,600.00	1,319.00
	Optional Premises*	(\$2,919.00)*	1,600.00	1,319.00
	Entertainment	(\$2,919.00)*	1,600.00	1,319.00
	Lodging	(\$2,919.00)*	1,600.00	1,319.00
	Tavern*	(\$2,919.00)*	1,600.00	1,319.00
	Brew Pub	(\$3,295.00)*	1,850.00	1,445.00
	Arts	(\$2,099.75)*	1,408.75	691.00

* If the licensee intends to employ a separate manager from those listed on the license, add \$30 to each check (State and Town) and include State form DR8404-I with application. If a Concurrent Review is requested, add \$100 to State check amount. Add \$100 per optional premise.

Fees may be paid by checks, bank money orders, cashier/certified checks or online. Please note online payments through the Town and State payment portals will incur processing fees: State - <https://secure.colorado.gov/payment/liquor>; Town – www.estes.org/onlinepayments. The State's check is made payable to the Colorado Department of Revenue. The local authority's check is made payable to the Town of Estes Park.

HOURS OF OPERATION (Maximum Allowed – Cannot Exceed):

5:00 a.m. – Midnight, 7 days a week:

Fermented Malt Beverage
Fermented Malt Beverage & Wine

7:00 a.m. – 2:00 a.m., 7 days a week:

Beer and Wine
Brew Pub, On Premise Consumption
Entertainment
Hotel & Restaurant
Lodging
Optional Premises
Tavern

8:00 a.m. – Midnight, 7 days a week:

Retail Liquor Store
Liquor-Licensed Drug Store
Brew Pub, Off Premise Consumption

PROCESSING:

A. NEW license applications:

1. The State requires an automatic 30-day waiting period. The application filing date is determined by the Town Clerk.
2. At the Town Board public hearing, the Board will consider:
 - a. Applicant testimony and evidence substantiating the granting of a license. The Applicant may retain an attorney.
 - b. The reasonable requirements of the neighborhood.
 - c. The desires of the adult inhabitants.
 - d. The moral character of the Applicant.

B. TRANSFER OF OWNERSHIP license applications:

1. Application documents found on the “checklist” apply to all transfers of ownership.
2. Does not require a public hearing, however, the application is submitted to the Town Board for their approval.
3. Current Licensee to complete Wholesaler Affidavit of Compliance for each Wholesaler used. Must provide proof.
4. When applicable, a Temporary Permit may be granted with the completion of the permit application and \$100 payable to the Town of Estes Park.

C. ***The Board of Trustees requires that the licensee and manager of a New or Transfer of Ownership Liquor License Application complete certified “TIPS” (Training Intervention Program For Servers Of Alcohol) Training within six months of opening.***

Certification of successful completion of TIPS training must be submitted to the Town Clerk’s Office. Trainer Barb Boyer Buck holds local TIPS classes throughout the year. For information about training opportunities, please contact Ms. Boyer Buck directly at barbboyerbuck@live.com.