

APPLICATION CHECKLIST - Special District

All liquor applications must be submitted through our [online licensing portal](#). To do this, first apply for a business license by clicking on “**Complete an Online License Application**” under the Registration heading. Your license does not need to be fully approved to apply for your liquor license.

Once this is done, log onto your account and click on “**Apply for a New Liquor License**” in the Manage Supplemental Licenses box.

Required Documents

- A. Completed Colorado Liquor Retail License Application - **DR 8400**
- B. Copy of deed, lease, assignment of lease and consent to sublet, or other proof of possession of the premises that is signed by all parties. Possession documents must be in the name of the applicant, and the lease must reflect the physical address of the proposed premise.
- C. Financial Agreement:
 - a. Purchase contract (property, inventory, etc.)
 - b. Financial obligations (mortgages, notes, etc.)
 - c. Documents showing any financial interest of other entities
 - d. Notarized statement indicating the source and amount of funds being invested in the business start-up.
- D. Applicant Information:
 - 1. Proof of entity’s creation. (Name of entity must be the same as the applicant.)
 - 2. Resolution or minutes of Board if authority to represent liquor licensing matters is delegated to less than the full Board of Directors.
- E. Individual History Record (each member) - **DR 8404-I**
- F. Fingerprinting (owner and/or manager) is required to be completed through the CABS program for fingerprinting. The cost for fingerprinting with the CABS program will be **\$55.00** (State \$16.50 + FBI \$22.00 + Rolling Fee \$16.50).
Westminster’s unique ID 7301LLQH.
- G. 8 ½ x 11 floorplan for each service area to be licensed. The diagram of structures needs to reflect outside dimensions, the exterior and interior of the building, and where liquor will be served and/or stored. If liquor storage is also on the course, provide location on map overview of entire optional premise and diagram of the structures.
- H. Affidavit. Pending results of your criminal background investigation, this notarized statement affirms applicant awareness that a criminal record found because of the investigation and not reported within the application can be cause for immediate suspension or revocation of the license, should one be approved by the Special Permit and License Board.