



**CITY OF FORT MORGAN
OFFICE OF THE CITY CLERK
LIQUOR LICENSING**

**Document Checklist
*New Application – Retail Liquor License***

Please submit each item listed below!

Application

- Colorado Liquor Retail Liquor License application (DR 8404)

Proof of Possession of Property; Floor Plan

- Deed (or) Lease
- ✓ Lease must cover entire license period (minimum one year). Deed or lease must be in the name of the liquor license applicant.
- OR**
- ✓ Assignment of Lease (signed by original lessee).
 - ✓ Attach acceptance of assignment of lease (signed by applicant).
 - ✓ Attach consent to assignment of lease (signed by landlord).
- Floor diagram of premises to be licensed (8½" x 11" only)
- ✓ Include dimensions of area to be licensed (anywhere alcohol will be stored or served).
 - ✓ Include bars, walls, partitions, entrances / exits, storage.
 - ✓ Label each room to indicate how it will be used.

Financial Documents

- Purchase agreement, stock transfer agreement, loan documentation, promissory notes, etc.

Background Information

- Individual History Record (DR 8404-I)
- Fingerprints (one card per individual – see Fingerprinting Instructions).
- Business check or money order payable to the “Colorado Bureau of Investigation” for \$38.50 for each set of prints submitted.

Corporate Documents (if applicable)

- Attach Certificate of Incorporation or Certificate of Good Standing dated within last two years.