



## **COVID-19 RELIEF MODIFICATION FOR OUTDOOR SEATING**

- Application 8442
- Diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises. As much detail as possible
- Floor Plan Compliance
- Landlord approval
- Description of barriers that will be used
- Complete outdoor seating application with Community Development
- State fees in the amount of \$150.00 payable to the Department of Revenue
- After submission of these items they will be reviewed by the City (including Community Development, Building, Fire, and Public Works).
- City Clerk's Office will contact you if further information is needed.

## Permit Application and Report of Changes

**Current License Number** \_\_\_\_\_  
**All Answers Must Be Printed in Black Ink or Typewritten**  
**Local License Fee \$** \_\_\_\_\_

1. Applicant is a <input type="checkbox"/> Corporation ..... <input type="checkbox"/> Individual <input type="checkbox"/> Partnership..... <input type="checkbox"/> Limited Liability Company	Present License Number _____
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2. Name of Licensee	3. Trade Name
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4. Location Address  
 \_\_\_\_\_

City	County	ZIP
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**SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.**

Section A – Manager reg/change	Section C
• License Account No. _____ <input type="checkbox"/> Manager's Registration (Hotel & Restr.).....\$75.00 <input type="checkbox"/> Manager's Registration (Tavern).....\$75.00 <input type="checkbox"/> Manager's Registration (Lodging & Entertainment).....\$75.00 <input type="checkbox"/> Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.) NO FEE	<input type="checkbox"/> Retail Warehouse Storage Permit (ea).....\$100.00 <input type="checkbox"/> Wholesale Branch House Permit (ea) ..... 100.00 <input type="checkbox"/> Change Corp. or Trade Name Permit (ea) ..... 50.00 <input type="checkbox"/> Change Location Permit (ea) ..... 150.00 <input type="checkbox"/> Change, Alter or Modify Premises \$150.00 x _____ Total Fee _____ <input type="checkbox"/> Addition of Optional Premises to Existing H/R \$100.00 x _____ Total Fee _____ <input type="checkbox"/> Addition of Related Facility to an Existing Resort or Campus Liquor Complex \$160.00 x _____ Total Fee _____ <input type="checkbox"/> Campus Liquor Complex Designation <span style="float: right;">No Fee</span> <input type="checkbox"/> Sidewalk Service Area <span style="float: right;">\$75.00</span>
Section B – Duplicate License	
• Liquor License No. _____ <input type="checkbox"/> Duplicate License ..... \$50.00	

**Do Not Write in This Space – For Department of Revenue Use Only**

Date License Issued	License Account Number	Period

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.	<b>TOTAL AMOUNT DUE</b>	\$	.00
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# Instruction Sheet

For All Sections, Complete Questions 1-4 Located on Page 1

**Section A**

**To Register or Change Managers**, check the appropriate box in section A and complete question 8 on page 5. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

**Section B**

**For a Duplicate license**, be sure to include the liquor license number in section B on page 1 and proceed to page 5 for Oath of Applicant signature.

**Section C**

Check the appropriate box in section C and proceed below.

- 1) **For a Retail Warehouse Storage Permit**, go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 2) **For a Wholesale Branch House Permit**, go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 3) **To Change Trade Name or Corporation Name**, go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 4) **To modify Premise, or add Sidewalk Service Area**, go to page 4 and complete question 9. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 5) **For Optional Premises** go to page 4 and complete question 9. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County).
- 6) **To Change Location**, go to page 3 and complete question 7. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 7) **Campus Liquor Complex Designation**, go to page 4 and complete question 10. Submit the necessary information and proceed to page 5 for Oath of Applicant signature.
- 8) **To add another Related Facility** to an existing Resort or Campus Liquor Complex, go to page 4 and complete question 11.

<b>Storage Permit</b>	<p><b>5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit</b></p> <p><input type="checkbox"/> <b>Retail Warehouse Permit for:</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> On–Premises Licensee (Taverns, Restaurants etc.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Off–Premises Licensee (Liquor stores)</p> <p><input type="checkbox"/> <b>Wholesalers Branch House Permit</b></p> <p>Address of storage premise: _____</p> <p>City _____, County _____, Zip _____</p> <p>Attach a deed/ lease or rental agreement for the storage premises. Attach a detailed diagram of the storage premises.</p>				
<b>Change Trade Name or Corporate Name</b>	<p><b>6. Change of Trade Name or Corporation Name</b></p> <p><input type="checkbox"/> Change of Trade name / DBA only</p> <p><input type="checkbox"/> Corporate Name Change (Attach the following supporting documents)</p> <p style="padding-left: 20px;">1. Certificate of Amendment filed with the Secretary of State, or</p> <p style="padding-left: 20px;">2. Statement of Change filed with the Secretary of State, <u>and</u></p> <p style="padding-left: 20px;">3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Old Trade Name</td> <td style="width: 50%;">New Trade Name</td> </tr> <tr> <td>Old Corporate Name</td> <td>New Corporate Name</td> </tr> </table>	Old Trade Name	New Trade Name	Old Corporate Name	New Corporate Name
Old Trade Name	New Trade Name				
Old Corporate Name	New Corporate Name				
<b>Change of Location</b>	<p><b>7. Change of Location</b></p> <p><b>NOTE TO RETAIL LICENSEES:</b> An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.</p> <p><b>Date filed with Local Authority</b> _____ <b>Date of Hearing</b> _____</p> <p>(a) Address of current premises _____</p> <p style="padding-left: 20px;">City _____ County _____ Zip _____</p> <p>(b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee)</p> <p style="padding-left: 20px;">Address _____</p> <p style="padding-left: 20px;">City _____ County _____ Zip _____</p> <p>(c) New mailing address if applicable.</p> <p style="padding-left: 20px;">Address _____</p> <p style="padding-left: 20px;">City _____ County _____ State _____ Zip _____</p> <p>(d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.</p>				

<b>Change of Manager</b>	<p><b>8. Change of Manager or to Register the Manager</b> of a Tavern, Hotel and Restaurant, Lodging &amp; Entertainment liquor license or licenses pursuant to section 44-3-301(8).</p> <p>(a) Change of Manager (attach Individual History DR 8404-I H/R, Tavern and Lodging &amp; Entertainment only)          Former manager's name _____          New manager's name _____</p> <p>(b) Date of Employment _____          Has manager ever managed a liquor licensed establishment? Yes <input type="checkbox"/> No <input type="checkbox"/>          Does manager have a financial interest in any other liquor licensed establishment? Yes <input type="checkbox"/> No <input type="checkbox"/>          If yes, give name and location of establishment _____</p>
<b>Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area</b>	<p><b>9. Modification of Premises, Addition of an Optional Premises, Addition of Related Facility, or Addition of a Sidewalk Service Area</b></p> <p><b>NOTE:</b> Licensees may not modify or add to their licensed premises until approved by state and local authorities.</p> <p>(a) Describe change proposed _____          _____          _____</p> <p>(b) <b>If the modification is temporary</b>, when will the proposed change:          Start _____ (mo/day/year) End _____ (mo/day/year)</p> <p><b>NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00</b></p> <p>(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?          (If yes, explain in detail and describe any exemptions that apply) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(d) Is the proposed change in compliance with local building and zoning laws? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.</p> <p>(g) Attach any existing lease that is revised due to the modification.</p> <p>(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.</p>
<b>Campus Liquor Complex Designation</b>	<p><b>10. Campus Liquor Complex Designation</b></p> <p>An institution of higher education or a person who contracts with the institution to provide food services</p> <p>(a) I wish to designate my existing _____ Liquor License # _____ to a Campus Liquor Complex Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>Additional Related Facility</b>	<p><b>11. Additional Related Facility</b></p> <p>To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.</p> <p>(a) Address of Related Facility _____</p> <p>(b) Outlined diagram provided Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<b>Oath of Applicant</b>		
I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge		
Signature	Title	Date
<b>Report and Approval of LOCAL Licensing Authority (CITY / COUNTY)</b>		
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. <b>Therefore, This Application is Approved.</b>		
Local Licensing Authority (City or County)		Date filed with Local Authority
Signature	Title	Date
<b>Report of STATE Licensing Authority</b>		
The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.		
Signature	Title	Date

**Englewood Liquor and Marijuana Licensing Authority**  
**FLOOR PLAN COMPLIANCE**  
**Statement of Understanding**

Name of Licensee: \_\_\_\_\_

Trade Name (dba): \_\_\_\_\_

Location/Address: \_\_\_\_\_

Type of Application: New License \_\_\_\_\_ Transfer of Ownership \_\_\_\_\_ Modification \_\_\_\_\_ Other \_\_\_\_\_

I, \_\_\_\_\_, a principal in the above named application, verify by my signature below that I fully understand and will comply with the following:

1. The floor plan submitted as part of said application must accurately depict the layout of the licensed premises as it will exist on the day the license is issued. This shall include: walls, partitions, counters and all areas of ingress and egress.
2. The City Clerk, or a designated representative, will check the licensed premises prior to issuing the license for conformity to the submitted floor plan. The floor plan submitted must be on 8 1/2 "x 11" paper. Plans submitted on larger paper will **not** be accepted.
3. Any physical changes to the licensed premises after the license is issued require the submission of an application for Modification of Premises for the Liquor and Medical Marijuana Licensing Authority's approval prior to the commencement of construction. Such physical changes include, but are not limited to:
  - a) Any increase in the total size or capacity of the licensed premises.
  - b) The sealing off, creation of or relocation of a common entryway, doorway passage or other such means of public ingress or egress, when such common entryway, doorway or passage permits access to the licensed premises from or between public streets or thoroughfares, adjacent or abutting buildings, rooms or premises.
  - c) Any substantial or material enlargement, relocation or addition of a bar or sales counter.
  - d) Any material change in the interior of the premises that would affect the basic character of the premises or the physical structure that existed in the plan on file with the latest prior application. The foregoing shall not apply to painting and decorating of premises, the replacement of electric fixtures or equipment, plumbing, refrigeration, air conditioning or heating fixtures and equipment, the lowering of ceilings, the installation and replacement of floor coverings, the replacement of furniture and equipment and other similar changes.
4. Modification of Premises applications may be obtained from the City Clerk's office, along with instructions for filing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

## Bulletin 20-07

REFERENCE: EMERGENCY REGULATIONS 47-302 (F) COVID-19 TEMPORARY MODIFICATION OF ON-PREMISES LICENSES AND 47-1102 COMPLIANCE WITH PUBLIC HEALTH ORDERS AND EXECUTIVE ORDERS ISSUED DURING DISASTER EMERGENCIES

DATE: May 15, 2020

Due to COVID-19, liquor establishments licensed for on-premises sales and consumption of alcohol beverages were closed, and take out and delivery methods were put into place. As Colorado now starts to re-open certain businesses, the Liquor Enforcement Division has been collaborating with local licensing authorities, various state and county public health departments, and various stakeholders, to re-open with limited capacity for on-site consumption of alcohol beverages and food service. It is, after all, the Division's mission "[t]o promote public safety, support economic growth, and the responsible sale and consumption of liquor and tobacco products, through the fair administration of liquor and tobacco/nicotine laws."

Emergency Regulation 47-302(F) is being adopted to allow on-premises liquor licensed businesses to apply for temporary modifications with their local and state licensing authority and to pre plan for temporary outdoor seating areas that support social distancing requirements. If your local jurisdiction does not have an approved variance, you are still unable to open at this time for on-premises consumption of alcohol beverages and food service, but you can begin planning for outdoor seating areas. If your local jurisdiction has obtained a variance which includes on-premises consumption, or when a Statewide Executive Order or Public Health Order is entered allowing bars and restaurants to reopen including for on-premises alcohol consumption, the temporary modification can be approved by the Division to permit licensees to begin operations as soon as permitted by executive and/or public health orders.

If the Local Licensing Authority has a licensee that this model will not provide relief please reach out to the Liquor Enforcement Division so we can work in partnership to review these matters on a case by case basis.

[Emergency Regulation 47-302\(F\)](#)

The temporary amendment to Regulation 47-302 1 C.C.R. 203-2, is available **only to on-premises businesses** such as Hotel and Restaurant; Brew pub; Distillery pub; Vintner's Restaurant; Fermented Malt Beverage (FMB) on-premises; Tavern; Beer and Wine; Lodging and Entertainment; Optional premises license; Club license; Arts license; Breweries, Wineries and Distilleries with an approved sales room. This emergency



regulation permits these on-premises licensees to temporarily expand their licensed premises into sidewalks, streets, and parking lots to increase social distancing measures while being able to operate a productive and economically sustainable business. This emergency regulation is not available to off-premises liquor licensees.

The emergency regulation requires that on-premises liquor licensees who want to apply for a temporary modification of premises must do so through both local and state licensing authorities, and pay all required fees upon submission of their application. For this COVID-19 relief measure of a temporary premise modification, licensees will only have to pay the initial application fee to turn the modification on. There will be no fee to turn this relief measure off as the local and state licensing authorities will work to notify licensees when this relief has been removed and the liquor licensed premises shall be returned to its original approved licensed premises diagram.

Both state and local licensing authorities need to review the modification and make sure that the following criteria are met prior to the final approval of the application:

### **1. Location and Public Thoroughfares**

If the licensee wants to add outside seating/service areas to their current location, the location must be contiguous or adjacent to the currently licensed premises, and must be appropriately monitored by the licensee. Yes, public right-of-ways and the Americans with Disabilities Act (ADA) requirements remain in effect. Only liquor licensed servers may cross any public sidewalk to serve alcoholic beverages to the public. The public cannot consume alcoholic beverages on public sidewalks.

Regulation 47-302(A)(7) remains in effect. That regulation provides nothing herein shall prohibit a licensee from modifying its licensed premises to include in the licensed premises a public thoroughfare, if the following conditions are met:

- a. The licensee has been granted an easement for the public thoroughfare for the purpose of transporting alcohol beverages.
- b. The public thoroughfare is authorized solely for pedestrian and non-motorized traffic.
- c. The inclusion of the public thoroughfare is solely for the purpose of transporting alcohol beverages between licensed areas, and no sale or consumption will occur on or within the public thoroughfare.
- d. Any other conditions as established by the local licensing authority.

### **2. Boundaries**

The area to be added/modified must clearly be delineated by barriers. Warning signs regarding laws against public consumption of alcohol beverages, for example, "No alcoholic beverages beyond this point," must be posted in areas visible to the public at all points of ingress and egress. A control plan must be submitted to address the following:

- Ingress and egress,
- Control of the licensed premises. No alcohol beyond the licensed premises and no outside alcoholic beverages to be brought onto the licensed premises,
- No alcoholic beverages sold to minors, and
- No alcoholic beverages sold to intoxicated parties.

### **3. Local building and zoning laws**

The area to be added/modified must comply with local building and zoning laws and ordinances.

### **4. Authorization for statement of use or ownership of the area**

The licensee must provide proof to both the state and local licensing authorities of their ability to use any street, sidewalk, parking area, or other area, which does not belong to them prior to expanding their licensed premises footprint. In addition to ownership and statement of use, acceptable proof of possession includes lease, rental, or another arrangement.

### **5. Nearby liquor licensed premises**

The area to be added/modified must not encroach upon or overlap with the licensed premises of any other liquor licensed premises.

### **6. Colorado Liquor Code and Rules**

The licensee and licensed premises comply with all other restrictions and requirements imposed by the Colorado Liquor Code and Rules.

### **Sidewalk Service Areas**

Applications for COVID-19 Temporary Modification of Premises are separate from, and in addition to, sidewalk service area applications, as sidewalk service area permits are permanent changes to the licensed premises and can be renewed annually, which extends beyond the timeframe of the relief in this emergency regulation.

Licensees who would like to apply for a sidewalk service area in addition to COVID-19 Temporary Modification of Premises will need to submit an application to the local and state licensing authorities.

### **Social Distancing**

In respect to public health orders, both local and state licensing authorities will review diagrams and safety plans submitted by licensees for the temporary modification of premises to ensure it will promote social distancing and public safety. This includes, and is not limited to, the distance between tables, the capacity of the premises and area to be added/modified, access to the area and premises, and the requirement for patrons and employees to wear masks to the extent required by executive or public health orders.

### **Expiration of the Emergency Rule 47-302 (F)**

As mentioned in the emergency regulation, any temporary modification of premises, approved by both licensing authorities, expires 120 days from the date the emergency regulation is adopted by the State Licensing Authority. In the event that the emergency regulation is extended, or other actions are taken by the State Licensing Authority about this matter, no additional fee or further approval will be required from licensees to maintain the previously approved temporarily modified premises. Additionally, no fee or approval will be required upon the expiration of the emergency regulation, for licensees to remove the temporarily modified premises.

### **Temporary Modification of Premises After COVID-19**

In the event that a licensee had been approved for a temporary modification of premises due to COVID-19, and later desires to make the modification permanent after the emergency rule expires, a new application for a permanent modification of premises would have to be submitted to, and approved by, both local and state licensing authorities along with the required fees.

### **Payments Online**

The Liquor Enforcement Division is pleased to offer an online payment service. Any type of fee or fine owed to the LED can be paid through the service. Please visit the link below for more information and instructions. The payment site is only for state license fees or fines, and any required paperwork must be submitted to the LED via mail or email using [dor\\_led\\_renewals@state.co.us](mailto:dor_led_renewals@state.co.us).

Online payments can be made here: <https://secure.colorado.gov/payment/liquor>

Please consult your local licensing authority regarding available payment options for local licensing authority fees owed by retail applicants or licensees.

### **Compliance with Public Health Orders and Executive Orders Issued During Disaster Emergencies**

Regulation 47-1102, 1 C.C.R. 1 203-2, has been adopted on an emergency basis to assist the Colorado Department of Public Health and Environment, County Health Departments, City and County Law Enforcement Partners and the Colorado Liquor Enforcement Division by providing for potential administrative action against a licensee that refuses to comply with the Public Health Orders and Executive Orders issued during this emergency. The Colorado Liquor Enforcement Division is committed to educating the public and liquor licensees about the evolving changes in public health orders related to the sale and consumption of alcoholic beverages on liquor license premises and the social distancing requirements that must be maintained during this

pandemic for business to thrive while keeping everyone safe.

[LED Regulation 47-1102](#)

As a courtesy the Liquor Enforcement Division has provided signage as guidance to customers on social distancing measures and cloth face masks for licensees to post upon the licensed premises, if they so choose. See the link below for a printable sign.

[Social Distancing Guidance Signage](#)

If you see a violation, please make a report by email to [dor\\_led@state.co.us](mailto:dor_led@state.co.us). Our enforcement team takes these reports very seriously and will thoroughly investigate every complaint.

The Division reserves the right to amend or withdraw the relief provided in the emergency regulations or industry bulletins at any time but will provide at least three days' notice prior to any withdrawal of emergency rules or industry bulletin(s). If the Division determines that any licensee has violated any regulation or any of the relief provided in any industry bulletin or that the licensee's actions jeopardize public health, safety, or welfare, the Division may recommend that the State Licensing Authority pursue administrative action seeking to suspend or revoke such license.

We recommend all licensees sign up on our email subscription via <https://www.colorado.gov/pacific/enforcement/liquor-enforcement-division-email-subscription>

If you have any further questions, please contact LED by sending an email to [dor\\_led@state.co.us](mailto:dor_led@state.co.us).

Best Regards,

Colorado Liquor Enforcement Division



**COLORADO**

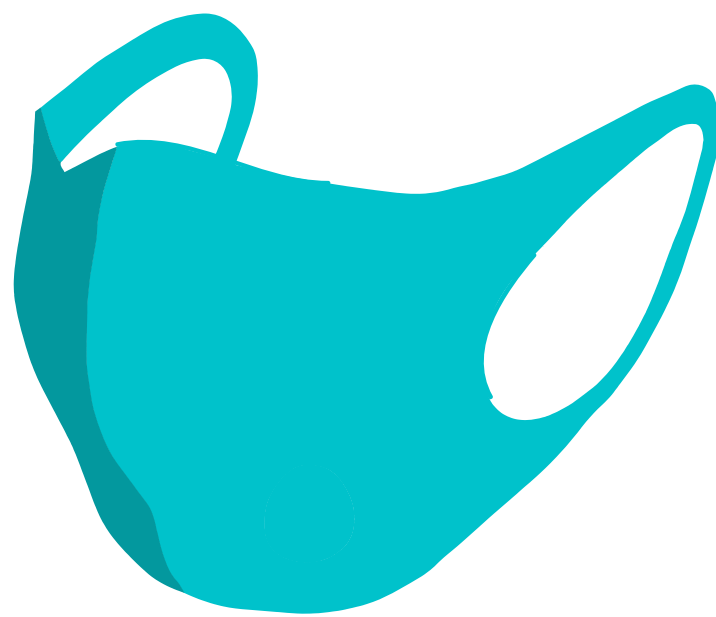
Department of Revenue

Enforcement Division – Liquor & Tobacco

# **THANK YOU FOR SUPPORTING COLORADO BUSINESSES**

Customers and employees are required to maintain 6 feet social distancing, and wear a mask at all times while circulating within the premises except:

- When seated at their table; and
- When eating or drinking.



**IF YOU ARE UNABLE TO OR CANNOT WEAR A MASK,  
WE WILL PROVIDE ONE FOR YOU, OR WILL ALLOW  
FOR CURBSIDE DELIVERY OR TAKEOUT**

## **SEE A VIOLATION?**

Contact the Liquor Enforcement Division  
at [dor\\_led@state.co.us](mailto:dor_led@state.co.us)



**COLORADO**

**Department of Revenue**

Enforcement Division – Liquor & Tobacco

Physical Address:  
1697 Cole Boulevard, Suite 200  
Lakewood, CO 80401

Mailing Address:  
P.O. Box 17087  
Denver, CO 80217-0087  
Fax: 303-866-2428

May 22, 2020

This document is being provided by the Liquor Enforcement Division as a reference to assist liquor Licensees with the drafting of a control plan. The LED in no way requires the exact same control measures laid out in this example, but each area of the control plan detailed below should be addressed in the plan.

Control Plan:

**Hours of Operation:** Licensee details the hours of operation for the extended premises taking in to account any limitation put in place by the local authorities.

**Boundary:** Licensee details the type of boundary that will be utilized on the modified premises. It should mark the area, and be more than markings on the ground. An example of an acceptable barrier would be a rope or temporary fencing that clearly marks the service area.

**Ingress and Egress:** How will the Licensee control people coming in an out of the temporary service area? Will there be an employee stationed there to verify social distancing is occurring and making sure alcohol is not taken off of the premises?

**Signage:** Details the “No alcoholic beverages beyond this point” signage and its location on the temporary premises and ideally includes the ingress/egress points.

**Responsible Service:** Details the role that staff of the establishment will play in preventing sale of alcohol to minors or visibly intoxicated persons. This section can also list staff qualifications such as training and experience.

We hope this document assists you in drafting a control plan and your application process.

Best Regards,

The Colorado Liquor Enforcement Division

# COVID-19 TEMPORARY OUTDOOR EXPANSION APPLICATION

City of Englewood Community Development Department  
303.762.2342 [commdev@englewoodco.gov](mailto:commdev@englewoodco.gov)

The City of Englewood is creating a temporary program to allow restaurants (to include coffee shops, bakeries, food trucks, etc.) and bars to operate in outdoor settings adjacent to their businesses. The intent of the program is to allow for greater physical distancing and safety for patrons when the state's public health orders allow restaurants and bars to resume sit-down service. While final rules and regulations are still in development, proposals could include expansion into designated outdoor areas such as adjacent parking lots, streets and sidewalks.

Eligible businesses must complete and email this **temporary** outdoor expansion application to [commdev@englewoodco.gov](mailto:commdev@englewoodco.gov) for the city to review. Considerations for every proposal will include safety, mobility and local and emergency access. Only complete applications will be reviewed; city staff may request additional information not included in this application. As the requirements for state mandated social distancing evolve, this program may be modified or terminated. Any approval of this COVID-19 Temporary Outdoor Expansion Application will otherwise end on **December 1, 2020**.

**Please Note – Liquor Consumption:** For expansion of any **liquor** consumption area, a secondary permit is **required** from the City Liquor Authority. Please email [jmckinnon@englewoodco.gov](mailto:jmckinnon@englewoodco.gov) to apply for a liquor premise modification. Any temporary modification of premises for liquor consumption **expires 120 days** from the date the emergency regulation is adopted by the State Licensing Authority.

## Privacy Information

Information provided in this application is considered a public record and may be subject to public disclosure through the Colorado Public Records Act.

## BUSINESS INFORMATION

First/Last Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Type: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Type of Licenses Held: \_\_\_\_\_Liquor \_\_\_\_\_Food

## LOCATION OF TEMPORARY USE (Check All That Apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Expansion of existing patio <sup>1</sup>             | <input type="checkbox"/> Outdoor seating in city/public space |
| <input type="checkbox"/> Closure of alley or street                           | <input type="checkbox"/> Outdoor seating in parking lot       |
| <input type="checkbox"/> Outdoor seating on public sidewalk                   | <input type="checkbox"/> Public parking lot                   |
| <input type="checkbox"/> In front of my business <b>only</b>                  | <input type="checkbox"/> Private parking lot <sup>3</sup>     |
| <input type="checkbox"/> Extending in front of adjacent business <sup>2</sup> |   |

<sup>1</sup> For a permanent patio expansion please email [commdev@englewoodco.gov](mailto:commdev@englewoodco.gov) to obtain more information on the process.

<sup>2</sup> Authorization from adjacent business owner is required.

<sup>3</sup> Authorization from property owner is required.

\_\_\_\_\_ Other: \_\_\_\_\_

## **BUSINESS ACTIVITY**

Briefly describe how you will use the expanded space.

## **OTHER INFORMATION**

Proposed number of outdoor tables: \_\_\_\_\_ Proposed number of chairs: \_\_\_\_\_

**Note:** Maximum of 8 chairs per table. Tables must maintain 6 foot separation to adhere to state ordered distancing requirements.

Proposed number of shade coverings (pop-up tents; patio umbrellas; etc.): \_\_\_\_\_ Size: \_\_\_\_\_

Explain how the area will be secured and what materials will be used (cones, concrete barriers, railing, etc.)

## **REQUIRED DOCUMENTS** (Submit with Application)

Drawing of the requested expansion area showing:

- Label streets
- Dimensions of expansion area
- Location of all tables/chairs, shade coverings
- Location of barrier and materials used to secure expansion area
- If applicable, distance from outdoor seating to edge of sidewalk
- If applicable, number of parking spaces being used for outdoor seating

If applicable, authorization from adjacent business owner to expand in front of their business.

If applicable, authorization from property owner to expand into private parking lot.

## **ACKNOWLEDGEMENTS**

Please check each statement acknowledging that you have read and affirm the information you have submitted within this application is true and accurate to the best of your knowledge.

All required documents outlined above are attached and complete.

<sup>1</sup> For a permanent patio expansion please email [commdev@englewoodco.gov](mailto:commdev@englewoodco.gov) to obtain more information on the process.

<sup>2</sup> Authorization from adjacent business owner is required.

<sup>3</sup> Authorization from property owner is required.



- I shall follow all state ordered guidelines with respect to social distancing and proper sanitizing of all outdoor seating in the expanded area.
- I shall properly dispose of all trash in the expanded outdoor seating area.
- I shall be responsible for setting up and securing the outdoor seating each day until this program expires.
- Any type of open flame is prohibited.
- An approved City of Englewood liquor premise modification is **required** for consumption of alcohol in the expansion area.

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Signature/Title

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Date

**STAFF USE ONLY**

Date Received: \_\_\_\_\_

Approved/Denied: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_

Date Approved/Denied: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Date Business Notified: \_\_\_\_\_