

**CITY OF DELTA  
PROCEDURE FOR LIQUOR LICENSE  
TRANSFER OF OWNERSHIP APPLICATION PROCESSING**

**INTRODUCTION**

The issuance and supervision of liquor licenses is closely regulated by the State of Colorado. The City Council of the City of Delta is the "Local Licensing Authority" for all licenses issued within the City of Delta, and is thus charged with carrying out a number of duties delegated by the State to the Local Licensing Authority. The following procedure is designed to enhance the efficient, prompt and responsible performance of these important duties by the City Council.

General information and forms may also be obtained from the Colorado Division of Liquor Enforcement at [www.revenue.state.co.us/liquor\\_dir/wrap.asp?incl=appforms](http://www.revenue.state.co.us/liquor_dir/wrap.asp?incl=appforms).

**APPLICATION FORMS AND FEES**

The State has prescribed certain forms to be filled out for different types of liquor license applications. The City Clerk provides forms upon request and will answer routine questions concerning the requirements. However, the Clerk cannot provide legal advice; therefore, an applicant should consult a private attorney for any legal questions concerning the application. The applicant may also wish to consult a tax consultant, a real estate broker, or other business advisor during the process of filling out the application forms.

The application provides for specific documentation that must accompany it. An applicant should read it and fill it out carefully and submit all information required in one packet, together with all fees in the appropriate amounts. The fees are shown on a separate handout, which is part of the application packet.

**TEMPORARY PERMITS**

Colorado law allows a Local Licensing Authority to issue a temporary permit to the transferee of any liquor license. This temporary permit allows the transferee to continue to sell alcoholic beverages under the transferor's license pending approval of the transfer of ownership. A temporary permit may be issued to a transferee who has filed a complete application for transfer of ownership, and who has applied for a temporary permit within 30 days of filing the application for transfer of ownership. There is a \$100 dollar fee for a temporary permit.

**SEQUENCE AND TIMING**

Completed applications and fees are submitted to the City Clerk. Once the application packet has been submitted and is deemed by the Clerk to be complete and a background investigation has been conducted using the information provided on the applications forms, the application is scheduled for consideration at a regularly scheduled Delta City Council meeting. The applicant is expected to attend this meeting. The Council meets twice per month, on the first and third Tuesdays.

Following the Council's decision, the application is submitted to the Colorado Department of Revenue, where further processing can take from 30 to 45 days. Thus, from the time a complete application is submitted to the City, it can take from 45 to 60 days for the license to be issued by the State.