



May 22, 2020

On-Premise Liquor Licensees:

The State of Colorado Liquor Enforcement Division released [Emergency Regulation 20-07](#) 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. Licensees are still unable to open at this time for on-premise consumption of alcohol beverages and food service although the temporary modifications can be approved prior to the reopening. The temporary modifications will allow planning for outdoor seating when licensees are able to begin operations as permitted by executive and/or public health orders.

Pursuant to LED Regulation 47-302 (F) COVID-19 Temporary Modification of On-premise Licenses:

A complete application shall include the following. Incomplete applications will not be accepted.

1. Completed State application form [DR 8442](#). Please download and keep a copy for your records.
2. Diagrams (no larger than 8 1/2x11", does not have to be architectural) to include existing and proposed temporary addition, showing:
  - a. Please outline area to be included in bold, black marker.
  - b. How the areas are contiguous to the current facility, with a path of travel (if need be).
  - c. Confirming the new boundaries do not encroach or overlap another's liquor licensed premises.
  - d. Showing and labeling on the proposed diagram the types of barriers that will be utilized to denote the boundary (i.e. ropes, planters, blocks, etc.), ingress and egress points, along with the required warning sign postings.
3. Possession documents for the new areas will need to be included. This item could be a revised lease, contract, deed or signed letter, allowing the licensed entity to use the proposed area.
4. State of Colorado application fee in the amount of \$150.
5. Control plan stating how you propose to control this area for items like checking I.D.'s, hours of service, no alcohol service to minors or intoxicated persons, not allowing consumption of alcohol in a service only corridor going to and from the proposed area, along with not allowing alcohol to be brought onto or removed from these areas.

Please note, the Windsor Liquor License Authority may require additional information and/or documentation to process the application.

In order to expedite the application process, fees in the amount of \$150 can be sent electronically through the [LED PayPort online services site](#). After doing so, you must submit a copy of the confirmation of it being processed to the Town Clerk's email, listed below.

This completed form packet can be scanned and emailed directly to the Town Clerk's office for processing at [townclerksoffice@windsorgov.com](mailto:townclerksoffice@windsorgov.com). After being received, we will submit it electronically to the Liquor Enforcement Division (LED)

If paying by check, please send it to Town Hall at 301 Walnut Street, Windsor, CO 80550.

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