

## TOWN OF SILT LICENSE RENEWAL CHECKLIST

	Complete the Colorado License Renewal Application (mailed to applicant 90 days prior to expiration from the State Licensing Authority) and <b>all</b> required documents.  <b>Colorado Liquor Forms- <a href="#">Liquor Forms By Number   DOR SBG (colorado.gov)</a></b>
	Include State and Town Fees
	Renewal application for takeout and/or delivery (if applicable)
	Provide proof of legal possession of premises (i.e. Lease, Deed)
	Documentation supporting any changes in ownership structure (i.e. officers, partners, members etc.)
	Manager registration changes (if applicable)
	Manager/Owner Server Responsibility Certificates
	Schedule inspection

License is valid for one (1) year from the date issued and is renewed annually after approval from both the Local and State authorities. The Licensee should fill out and sign the renewal application and file it at least 45 days prior to the expiration date along with the appropriate fees in the office of the Town Clerk for consideration by the Local Licensing Authority. If you have not received the renewal application from the State Licensing Authority you may download the application from the link found above.

Upon receipt of the renewal application, the Town Clerk will request a report from the Silt Police Department, Town Treasurer, Community Development Manager, Town Attorney, and the Public Works Director (if applicable), as to the operation during the past licensing period. It will then be presented to the Local Licensing Authority for approval. They generally meet on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month.

Upon approval by the Local Licensing Authority, the application with the State's fee is mailed to the State Licensing Authority. Allow three (3) to four (4) weeks for the State to process. The State license will be sent to the Local Licensing Authority when issued. The Town Clerk's office will issue the Town License and forward both licenses to the licensee.

**TOWN OF SILT  
LOCAL LICENSING AUTHORITY  
RULES OF PROCEDURE  
(RENEWAL)**

License Renewal. The liquor license is valid for one (1) year and is renewed annually after approval from both Local and State authorities. The State Licensing Authority will mail the renewal application to the licensee approximately ninety (90) days prior to the expiration date of the license. Upon receipt of the renewal application, the licensee must fill out and sign the renewal application and **file it at least 45 days prior to the expiration date along with the appropriate fees in the office of the Town Clerk** for consideration by the Local Licensing Authority.

When submitting the renewal application include a renewal application for takeout and/or delivery permits if applicable. Documentation of legal possession of the premise if has it changed since the prior application (i.e., lease renewals). Documentation of any changes in the ownership structure.

Prior to the application for renewal being considered by the Local Licensing Authority, the Town Clerk will request a report from the Silt Police Department, Town Treasurer, Community Development Manager, Town Attorney, and the Public Works Director (if applicable) as to the operation during the past licensing period. This will include an inspection of the property. The findings will then be presented to the Local Licensing Authority for approval. They generally meet on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month.

Upon approval by the Local Licensing Authority, the application with the State's fee is mailed to the State Licensing Authority. Allow 3-4 weeks for the State to process. The State license will be sent to the Local Licensing Authority when issued. The Town Clerk's office will issue the Town License and forward both licenses to the licensee.