



| Other Fees | | State | City |
|-------------------------------------|------------------|-----------|----------|
| Transfer of Ownership | | \$1550.00 | \$750.00 |
| MGR Registration (H&R, L&E, Tavern) | | \$75.00 | \$75.00 |
| Change of Trade Name | | \$50.00 | \$0.00 |
| Change Corp. Name | | \$50.00 | \$0.00 |
| Change of Location | | \$150.00 | \$750.00 |
| Corporate Officer Change | (per new person) | \$0.00 | \$100.00 |
| Modify Premises | (each) | \$150.00 | \$75.00 |
| Late Renewal Fee 1-90 days | (each) | \$500.00 | \$500.00 |
| Temporary Permit | | N/A | \$100.00 |

Note: Late renewal fees 91-120 days past expiration add \$25 per day to each authority

Background Checks are now done at either;

Colorado fingerprinting

<http://www.coloradofingerprinting.com> (coming soon) or

Idemia

<https://uenroll.identogo.com/>





Wheat Ridge Noise Regulations Frequently Asked Questions

On August 24, 2020, City Council approved a new [Noise Ordinance \(1697, series of 2020\)](#), in order to better address the manner in which noise is measured and unreasonable noise is prohibited and enforced. The new ordinance went into effect on Friday, September 18, 2020.

Residential and Commercial Properties

Does the new noise ordinance apply to residential and commercial properties?

Yes, it applies to both. Noise levels will be determined by whether or not the sound is reasonable.

Unreasonable noise means any excessive or unusually loud sound, or any sound which disturbs the peace and quiet of any neighborhood or causes damage to any property or business, and continues for 15 minutes in a two-hour period.

How will the new noise ordinance be measured for commercial and residential properties?

Decibel limits are not established for noise emanating from commercial or residential properties rather, a standard of reasonableness is used as referenced above. The noise will be considered a violation of the noise ordinance if it is audible 50 or more feet from a mobile noise or sound source, or the noise is audible within a private residence that the person responsible for the sound has no right to occupy, or the noise is audible 50 or more feet from the noise source continuing for a minimum of 15 minutes in a two-hour period.

What will happen if an individual or business violates the new noise ordinance?

A Wheat Ridge Police officer will determine whether the noise level is unreasonable and therefore violates the ordinance. If so, the individual, property owner or business owner may be required to stop whatever activity is creating the noise. In addition, violators may be issued a citation and may be required to appear in Municipal Court.

Examples of violations:

- A neighbor playing music from inside their home so loud that others can hear it inside their homes and a police officer determines the noise is unreasonable.
- A bar, club or restaurant has a band playing on an outdoor patio for several hours in the evening and the music is determined to be unreasonable and loud enough to be audible at a distance of 50 feet from the property line of the establishment by nearby residents

Does that mean all amplified sound events are now prohibited?

No, not all. Individuals, businesses, and other organizations may apply for an Amplified Sound Event Permit by completing an application and submitting it to the City Clerk.

Amplified Sound Event Permit (ASEP):

- Any individual/business/organization may apply for up to six ASEPs for any one location in any one-year period. Permits will not be issued for the same location more than six times in any 12 consecutive months (not per calendar year).
- Amplified sound event permits will **not** be issued for events between 9 p.m. and 9 a.m. Sun-Thurs and between 10 p.m. and 9 a.m. Fri. and Sat.
- IF an ASEP is issued, the permittee must post notice on the premises that the event is scheduled and allowed under the ASEP and flyers must be distributed notifying businesses and residents within 300 feet of the event property of the date, time and duration of the event.
- The ASEP limits the measured dBA level to 75 dBA when measured from the nearest property from which the sound is audible.
- There is no fee for the application or for the permit if one is issued.
- The Wheat Ridge Police Department reviews ASEP applications and may recommend to the City Manager any conditions that the permit holder must fulfill.
- During the permitted event, any Wheat Ridge Police Officer may request to see the permit.
- Wheat Ridge Police may, using a decibel reader to measure the level of sound emitted, require the event operator to reduce the sound level.

Example:

A resident near a restaurant/bar has received notice about an event held with an ASEP. During the event, the resident believes that loud music is disturbing the peace and calls the Wheat Ridge Police Department at 303-237-2220 to complain. If a level higher than 75 dBA is measured by the responding officer(s), event organizers will be asked to lower the sound. If the organizers do not comply with the request per the Noise Ordinance, a citation may be issued and the event may be terminated.

Do the changes to the noise ordinance mean neighborhoods can't host block parties?

Block parties are still allowed with a special event permit issued by the City. However, if the event will include amplified music or speech, two permits are now required: 1) a special event permit for the block party, and 2) an ASEP.

How do I apply for an Amplified Sound Event Permit?

The ASEP application form can be obtained online and submitted to the City Clerk. The application will be approved, approved with conditions or denied after review by the Wheat Ridge Police Department and other City departments as appropriate. Amplified sound event permits will **not** be issued for events between 9 p.m. and 9 a.m. Sun-Thurs and between 10 p.m. and 9 a.m. Fri. and Sat. Permits will only be issued up to six times per year for a single location.

Does the new noise ordinance apply to trash pickup?

Any person performing or permitting the performance of trash pickup with a truck which has a compactor or the capacity to raise and dump dumpsters in any area zoned for residential uses cannot perform the pickup between the hours of 10 p.m. and 7 a.m.

Industrial Properties

How does the new ordinance modify the previous noise ordinance for industrial properties that was in effect in the City for many years?

The new ordinance includes decibel (dBA) limits on the sound/noise level emanating from industrial zoned properties based on the time of day. The decibel limits are set based on the zoning classification of the property receiving the noise as described in the table below.

| | RECEPTOR PREMISES 7AM-10PM/10PM-7AM | | |
|-----------------|-------------------------------------|------------|------------|
| SOURCE PREMISES | RESIDENTIAL | COMMERCIAL | INDUSTRIAL |
| Industrial | 55/50 | 65/60 | 80/75 |

Who measures the decibel (dBA) levels for industrial properties and how?

Sound measurements are taken with a sound level meter (dBA meter) operated according to the standards of the American National Standards Institute (ANSI). The ordinance requires the Chief of Police to establish and issue standards and procedures for operating sound level meters. These official readings become evidence for proceedings in municipal or district court. The sound level is measured anywhere on or within the property lines of the property from which the sound is audible.

Noise Complaints

How do I submit a complaint about the noise level at a commercial, residential or industrial property?

Complaints can be filed by calling Jeffcom 911 dispatch at 303-237-2220 and pressing 1.

Permit Application and Report of Changes

All Answers Must Be Printed in Black Ink or Typewritten

| | | | |
|--|--------|--------------------------------------|-----|
| 1. Applicant is a <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company | | License Number | |
| 2. Name of Licensee | | 3. Trade Name of Establishment (DBA) | |
| 4. Address of Premises (specify exact location of premises) | | 5. Business Email Address | |
| City | County | State | ZIP |
| Business Phone Number | | | |

SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.

| Section A – Manager Reg/Change | Section C | | | | | | |
|---|---|------------|------------|------------|------------|------------|------------|
| <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"/> Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change..... \$150.00 <input type="checkbox"/> Change, Alter or Modify Premises <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 60%; padding: 2px;">\$150.00 x</td> <td style="padding: 2px;">Total Fee:</td> </tr> </table> <input type="checkbox"/> Addition of Optional Premises to Existing H/R <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 60%; padding: 2px;">\$100.00 x</td> <td style="padding: 2px;">Total Fee:</td> </tr> </table> <input type="checkbox"/> Addition of Related Facility to an Existing Resort or Campus Liquor Complex <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 60%; padding: 2px;">\$160.00 x</td> <td style="padding: 2px;">Total Fee:</td> </tr> </table> <input type="checkbox"/> Campus Liquor Complex Designation No Fee <input type="checkbox"/> Sidewalk Service Area \$75.00 | \$150.00 x | Total Fee: | \$100.00 x | Total Fee: | \$160.00 x | Total Fee: |
| \$150.00 x | Total Fee: | | | | | | |
| \$100.00 x | Total Fee: | | | | | | |
| \$160.00 x | Total Fee: | | | | | | |
| Section B – Duplicate License | | | | | | | |
| <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. | | TOTAL AMOUNT DUE \$00 |

Instruction Sheet

For All Sections, Complete Questions 1-5 Located on Page 1

Section A

To Register or Change Managers, check the appropriate box in section A and complete question 9 on page 4. 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 10. 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 10. 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) **Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change**, go to page 4, and complete question 8. Use this section to make a current Noncontiguous Manufacturing Location into a Primary Manufacturing Location, or a Primary Manufacturing Location into a Noncontiguous Manufacturing Location. To be eligible for a Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change, you must be a Colorado state licensed manufacturer of vinous liquor pursuant to section 44-3-402 or 44-3-403, C.R.S.
- 8) **Campus Liquor Complex Designation**, go to page 5 and complete question 11. Submit the necessary information and proceed to page 5 for Oath of Applicant signature.
- 9) **To add another Related Facility** to an existing Resort or Campus Liquor Complex, go to page 5 and complete question 12.

| | | | | | | |
|--|--|--|----------------|----------------|--------------------|--------------------|
| Storage Permit | <p>5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit</p> <p><input type="checkbox"/> Retail Warehouse Permit for:</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"/> Wholesalers Branch House Permit</p> <p>Address of storage premise: _____</p> <p>City _____, County _____ ZIP _____</p> <p>Attach a deed/lease or rental agreement for the storage premises.</p> <p>Attach a detailed diagram of the storage premises.</p> | | | | | |
| Change Trade Name or Corporate Name | <p>6. Change of Trade Name or Corporation Name</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 | | | | | |
| Change of Location | <p>7. Change of Location</p> <p>NOTE TO RETAIL LICENSEES: 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>Date filed with Local Authority _____ Date of Hearing _____</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> | | | | | |

| | |
|---|--|
| Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change | <p>8. Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change</p> <p>Select the option that applies to your situation:</p> <p><input type="checkbox"/> Make a current Primary Manufacturing Location (Location 1) into a Noncontiguous Location (Location 2); or</p> <p><input type="checkbox"/> Make a current Noncontiguous Manufacturing Location (Location 1) into a Primary Manufacturing Location (Location 2).</p> <p>(a) Address of Location 1: _____</p> <p>City _____ County _____ ZIP _____</p> <p>(b) Address of Location 2: _____</p> <p>City _____ County _____ ZIP _____</p> |
| Change of Manager | <p>9. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8), C.R.S.</p> <p>(a) Change of Manager (attach Individual History DR 8404-I H/R, Tavern and Lodging & Entertainment only)</p> <p>Former manager's name _____</p> <p>New manager's name _____</p> <p>(b) Date of Employment _____</p> <p>Has manager ever managed a liquor licensed establishment?..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does manager have a financial interest in any other liquor licensed establishment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give name and location of establishment _____</p> <p>_____</p> |
| Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area | <p>10. Modification of Premises, Addition of an Optional Premises, Addition of Related Facility, or Addition of a Sidewalk Service Area</p> <p>NOTE: 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>_____</p> <p>_____</p> <p>(b) If the modification is temporary, when will the proposed change:</p> <p>Start _____ (mo/day/year) End _____ (mo/day/year)</p> <p>NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00</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?</p> <p>(If yes, explain in detail and describe any exemptions that apply) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(d) Is the proposed change in compliance with local building and zoning laws? <input type="checkbox"/> Yes <input type="checkbox"/> No</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? <input type="checkbox"/> Yes <input type="checkbox"/> No</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), 1 C.C.R. 203-2, 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> |

| | |
|--|--|
| Campus Liquor Complex Designation | <p>11. Campus Liquor Complex Designation</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 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| Additional Related Facility | <p>12. Additional Related Facility</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 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

| | | |
|---|----------------------|---------------------------------|
| Oath of Applicant | | |
| 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 | Print name and Title | Date |
| Report and Approval of LOCAL Licensing Authority (CITY / COUNTY) | | |
| 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. Therefore, This Application is Approved. | | |
| Local Licensing Authority (City or County) | | Date filed with Local Authority |
| Signature | Title | Date |
| Report of STATE Licensing Authority | | |
| The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended. | | |
| Signature | Title | Date |



City of
Wheat Ridge
LIQUOR LICENSING AUTHORITY
ZONING VERIFICATION FORM
MODIFICATION LICENSE APPLICATION

Liquor License Applicant Completes Top Portion

Applicant: _____ Trade Name: _____

Phone: _____ Email: _____

Premises Address: _____

Liquor Application Type: Modification License Type Change

Liquor License Type: _____

Description of Use: _____

Applicant's Signature: _____

Printed Name: _____ Date: _____

Responsive to C.R.S. 44-3-313(1) and (III)(c) which states in part “ No application for the issuance of any license...shall be received or acted upon...(c) For a location in an area where the sale of alcohol is contemplated is not permitted under the applicable zoning laws of the municipality, city and county or county;”

NOTE: This review is for zoning purposes only and is not approval for any change of occupancy use pertaining to the building code. A separate building permit is required for building modifications to include a change of use or occupancy. If you have questions regarding the permitting process, please call the Building Division at 303-235-2855 or Planning Division at 303-235-2846. Send electronically to zoning@ci.wheatridge.co.us

City of Wheat Ridge Planning Division Completes Area Below

Zone district: _____

Is the sale of alcohol permitted on this property? ___ YES ___ NO

Is the consumption of alcohol permitted on this property? ___ YES ___ NO

Is production of alcohol permitted on this property? ___ YES ___ NO

Was a special or conditional use permit required on this property? ___ YES ___ NO

Signature _____ Printed Name _____

Title _____ Date _____