



Instruction sheet for temporarily modifying a liquor licensed premises due to public health concerns raised by the presence of COVID-19 in Colorado.

1. **Completed** State application form DR 8442. Please download and keep a copy for your records. We have highlighted the items that need to be completed. In answering question #9 (a.), please describe the proposed changes .
2. **Diagrams** (no larger than 8.5” x 11”, does not have to be architectural) to include existing and proposed temporary addition. The diagrams should show:
 - a. the outline if the area to be included in bold, black marker.
 - b. how the areas are contiguous to the current facility, with a path of travel
 - c. the new boundaries do not encroach or overlap another’s licensed premises.
3. **Possession** documents for the new areas will need to be included. This item could be a revised lease, contract, deed or other that could be a signed letter from the landlord, allowing the licensed entity to use the proposed area.
4. **Fees** in the amount of \$150 will be paid by the Town to help the business during the COVID-19 crisis.
5. **Control plan** stating how you propose to control this area as stated in the control plan document.

This completed form packet can be scanned and emailed directly to the Town Clerk’s office at bonnie@townofgardencity.com. You can also mail it to Town of Garden City, 621 27th Street Rd, Garden City, CO 80631 or drop in the mailbox next the front door at the same address. We will notify you as soon as the modification has been approved.

Town of Garden City

621 27th St. Road • Garden City, CO 80631 • 970-351-0041 • townofgardencity.com