

COVID-19 LIQUOR LICENSE TEMPORARY MODIFICATION FAQ

Which license types qualify for these temporary modifications? *Only on-premises licensees are eligible to apply for the Temporary Modification provided they hold a valid Retail Food Establishment License and serve regular meals, or contract with a licensed Retail Food Establishment to accomplish same.*

Where do I start the process? *We recommend first applying with the City's Planning and Land Use Development Department for approval of the temporary use of the expanded space. They can be reached at 719-385-5905 or online at <https://coloradosprings.gov/LURDRE>. City Planning Department approval is required to obtain a liquor license Temporary Modification of Premises Permit.*

How, and where do I apply? *Complete applications can be submitted directly to the City Clerk's Office at 30 S. Nevada Ave., Suite 101. For a faster turnaround time, a copy of the application can also be submitted to the Liquor Enforcement Division ("LED") through e-mail and their payment portal for concurrent review. Both City and LED approval of the application is required to issue a liquor license Temporary Modification of Premises Permit.*

What are the elements of a complete application? *Complete applications should include the following:*

- *Completed Form DR8442 - found here: https://www.colorado.gov/pacific/sites/default/files/DR%208442_e_wo_2.pdf*
- *A diagram of the new premises with the following conditions:*
 - *On paper no larger than 8.5"x11"*
 - *Entire licensed area outlined in bold, black marker*
 - *Show path of travel for servers to and from area of service, as applicable*
 - *Confirm the new boundaries do not encroach upon or overlap another licensee's liquor licensed premises*
 - *Show and label on the proposed diagram the types of barriers that will be utilized to denote the boundary (fencing, ropes, etc.; chalk or tape lines are not acceptable), points of ingress and egress, and the placement of the required warning sign postings*
- *Proof of permission to use the modified area to include, but not limited to, statements of use, permits, easements from local authorities and permission from landlord, as applicable*
- *A control plan which details boundaries of the licensed premises, ingress/egress, signage, hours of operation, and preventing sales to underage or intoxicated persons. An example control plan can be found here: <https://www.colorado.gov/pacific/sites/default/files/Control%20Plan%20Example%20Letter%20for%2020-08.pdf>.*
- *\$150.00 payable to the Colorado Department of Revenue, or receipt of payment from the LED if using the LED payment portal.*

- *Proof of current compliance with El Paso County Health Department (copy of license) for meal service.*

Will you provide the required signage? *No, licensee will need to make their own signs for “No alcohol beyond this point.” If the licensee needs additional Minor Warning signs, the City Clerk’s Office can provide an electronic poster for printing.*

Can we start serving in the temporary permit area immediately after we submit our application? *No, you must wait until you receive the State-issued Temporary Modification of Premises permit (which will need to be posted on the premises) before using the approved area*

For more detailed information regarding the State issued emergency rules and regulations, please follow these links:

- LED Bulletin 20-07: <https://www.colorado.gov/pacific/enforcement/led-bulletin-20-07-re-emergency-regulations-47-302-f-covid-19-temporary-modification-premises>
- LED Bulletin 20-08: <https://www.colorado.gov/pacific/sites/default/files/Bulletin%2020-08%205.22.2020.pdf>
- El Paso County Health Department: <https://www.elpasocountyhealth.org/service/retail-food-establishment-licensing-0>