

GUIDELINES CHANGE OF LOCATION

- _____ **Form DR8442** – Complete appropriate areas of form.
- _____ Lease or deed for the new premises must cover total licensing period.
- _____ Two copies of diagram of premises, outlined in red and no larger than 8 ½" x 11".

Diagrams/floor plans must:

- Include dimensions of each boundary
- Include Directional orientation
- Show the street closest to main entrance
- Show all staircases, windows, doors, walls, bars, type and height of barriers if patio, etc
- Highlight in red ink the areas where alcohol will be stored and served

_____ Written permission from the landlord to use the proposed area or

OR

_____ Encroachment permit from Public Works (962-2555) if the patio area is in the public right-of-way (on sidewalk or alley).

- Contact the following to determine if proposed modifications affect zoning, occupancy, fire or building code requirements:
 - _____ Planning Department (962-2525)
 - _____ Fire Prevention Inspector (962-2537)
 - _____ Building Department (962-2707)

_____ **\$300** check payable to "Colorado Department of Revenue".

_____ **\$750** check payable to "City of Loveland."

When the application and supporting documents are filed in the City Clerk's Office, they will be reviewed by the Assistant City Attorney. The public hearing date and neighborhood boundaries will be set by the Local Licensing Authority which meets on the third Thursday of each month. **The filing deadline is 45 days prior to the meeting date.**

The licensee may circulate petitions within the neighborhood boundaries set by the Authority to indicate support of the proposed location change. The licensee shall be present at the public hearing and it shall be the responsibility of the licensee to present sufficient evidence for the proposed change.

Attachment: Neighborhood Needs & Desires Guidelines (also available on website cityofloveland.org)