

Tax and Licensing Division  
15151 E. Alameda Parkway, Ste. 1100  
Aurora, Colorado 80012  
303.739.7057



## TEMPORARY MODIFICATION OF PREMISE FOR OUTDOOR SEATING

**NOTE: THE LICENSEE CANNOT UTILIZE THE MODIFIED PREMISE UNTIL THE APPLICATION HAS BEEN APPROVED BY THE LOCAL LICENSING AUTHORITY AND HAS BEEN SUBMITTED TO THE STATE OF COLORADO LIQUOR ENFORCEMENT DIVISION FOR ISSUANCE OF THE STATE PERMIT**

Submit applications to [liquor@auroragov.org](mailto:liquor@auroragov.org)

### **THE FOLLOWING ITEMS MUST BE SUBMITTED:**

- ☐ **Colorado Permit Application & Report of Changes DR 8442.**  
On this form, only provide a start date for the temporary modification. An end date will be determined by the state for these temporary modifications related to covid compliance.  
[https://www.colorado.gov/pacific/sites/default/files/DR%208442\\_e\\_wo\\_2.pdf](https://www.colorado.gov/pacific/sites/default/files/DR%208442_e_wo_2.pdf)
- ☐ **Temporary Use Permit (Fee Waived Using COVID as Non Profit Tax ID Number)**  
<https://www.auroragov.org/cms/one.aspx?portalId=1881221&pageId=3965879>
- ☐ **Proof of Authorization for Use of Space:** The licensee must provide proof to both the state and local licensing authorities of their ability to use any street, sidewalk, parking area, or other area, which does not belong to them prior to expanding their licensed premises footprint. In addition to ownership and statement of use, acceptable proof of possession includes lease, rental, or another arrangement.
- ☐ **Current and Proposed Legible Premise Diagram (8-1/2" x 11")** Diagram must include the name and address of the applicant. The current licensed premise must be outlined in **BOLD**, be labeled "Current", include the physical dimensions of the premise, and the dance floor and stage area (if applicable). The proposed addition must also be outlined in **BOLD**, labeled "Proposed" and include the dimensions. The diagram must indicate the location of entrances, exits, kitchen, restrooms, liquor storage, coolers, and office. The floor plan must also show social distancing requirements by indicating the location of seating and the distance between each seating area. Diagram must also show control of premise, signage locations, and egress and ingress (Please use the entire 8-1/2 X 11 page).



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- ☐ **Safety and Control Plan:** Provide a written plan
  - Describe how liquor and social distancing requirements will be controlled for both the current and proposed premise, for staff and customers well-being, and how all public health orders will be followed.
  - Must also provide written explanation as to how the area will be controlled, type of barrier
  - Describe how alcoholic beverages will be prevented from being taken off the designated premise.
  - Describe how beverages will be prevented from being brought onto the premise
  - Provide house of operation for the modification.
  -

**THE FOLLOWING ITEMS MUST BE SUBMITTED:**

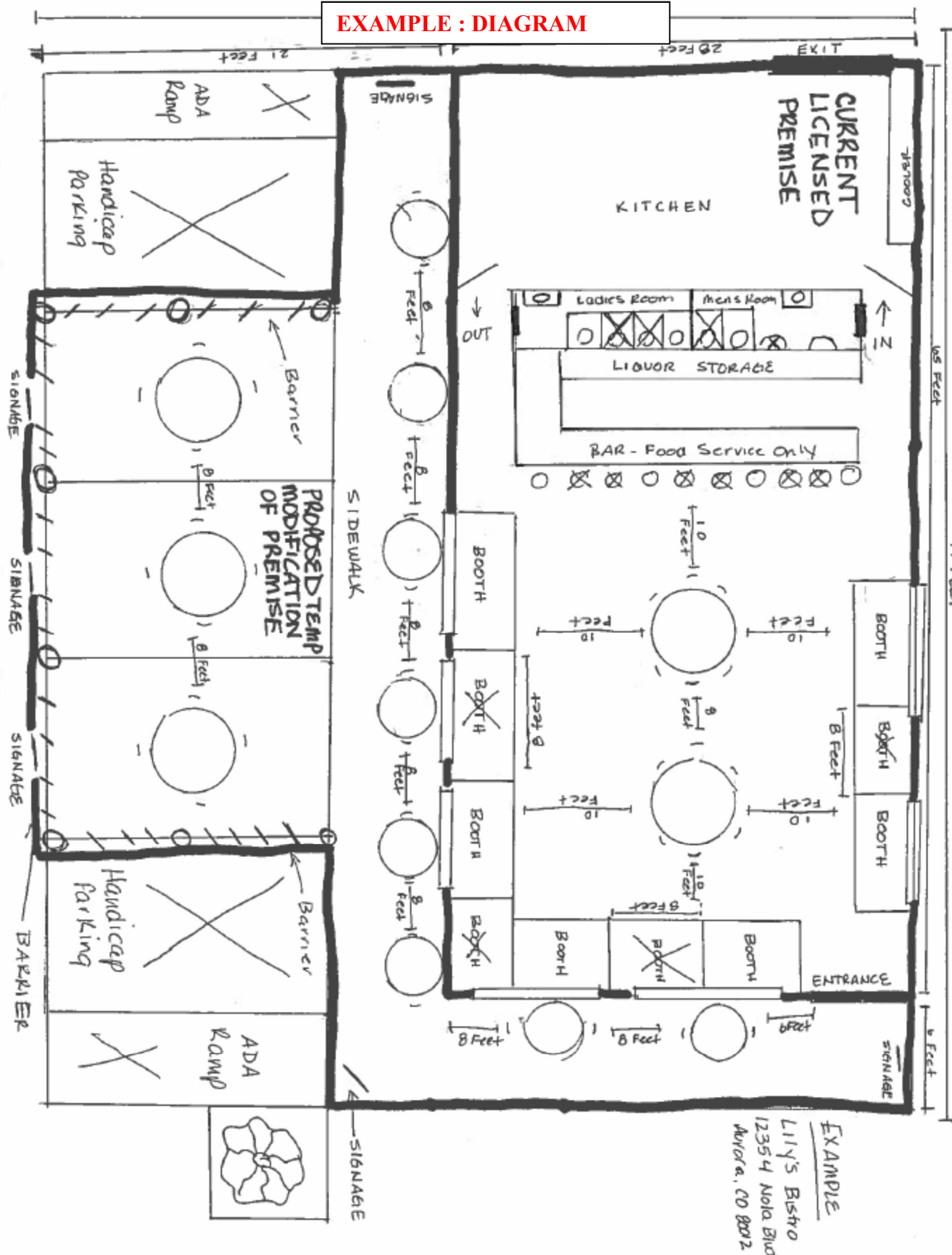
- ☐ **State fee of \$150; payable to the Colorado Department of Revenue-This fee may also be paid online. Licensing will contact you with directions for paying this fee online.**

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### EXAMPLE : DIAGRAM



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## **SAMPLE**

### **SAFETY AND CONTROL PLAN**

Lily's Bistro  
12354 South Nola Blvd.  
Aurora, CO 80012

I will be utilizing the parking lot in front of my current establishment with the total space being 21' by 71'. The area will be marked by planter boxes at each corner with pennant flags strung being the boxes. The entrance to the area will be a clearly marked by additional boxes with a measurement of 5' to enter and exit. The tables within the designated area will be spaced apart to meet all social distancing requirements.

My staff is currently trained in alcohol service and will advise each patron at the outdoor seating area that alcohol is not to leave the premise. Signage will also be posted stating "No Alcohol Past this Point". Staff will wear approved face coverings and will follow all public health orders. Staff will assess patrons for intoxication and will not serve if a patron is intoxicated. All patrons will be asked for a valid ID and will be required to lower their mask to verify their identity, no patrons under the age of 21 will be served alcohol. We will offer patrons masks and there will be hand sanitizer located at the entrance and in the restrooms for patrons and staff to utilize.

We will post the minor warning sign at the entrance to the designated area and will also have additional signage posted within the designated area. Our service hours will be 11:00 am to 10:00 pm, 7 days a week. There will be a minimum of 2 staff monitoring this area at all times