



## TOWN OF GRANBY

### Timeline/Process for New Liquor License Applications 2026

#### Initiate & Submit Application

1. Review the TOG Overview Guide for New Liquor License Applications
2. Review the State of Colorado Liquor Enforcement Division Application DR8404
3. Review the State of Colorado's Liquor Enforcement Division Laws, Rules and Regulations:  
<https://sbg.colorado.gov/liquor>
4. Contact the TOG Deputy Town Clerk, Jenné Vargas @ [jvargas@townofgranby.com](mailto:jvargas@townofgranby.com) with the type of liquor license to be applied for. A listing of fees will be sent back.
5. Prior to submitting a fully completed DR8404 application, review the Documents Checklist and Worksheet.
6. Turn in completed DR8404 application, applicable documents, and all fees to both the state and Town to the Deputy Town Clerk by email or in person at Town Hall.

#### Complete Pre-Hearing Items

7. After reviewing the application and documents, the Deputy Town Clerk will either contact the applicant for more information or let the applicant know that the application is 'received'. Until the application is received, meaning all necessary fields are complete, documents included, and fees paid, the application cannot proceed.
8. Once the application is received the applicant will be provided documents and instructions on:
  - Background Check/Fingerprinting
  - Petition for Reasonable Requirements of the Neighborhood
  - TOG LLA Questionnaire
  - Food Oath (if applicable)
  - Premise Inspection
  - Public Noticing

#### Attend Public Hearing

9. Local Licensing Authority (LLA) hearings take place at scheduled Board of Trustee meetings. The Deputy Town Clerk will provide the hearing date along with the pre-hearing documents.
10. Required persons shall attend the public hearing on the application if the applicant is:
  - an individual, that individual
  - a partnership, any managing or general partner or their authorized designee
  - is a corporation, the president, an officer or director or such other representative
  - a limited liability company, a managing officer or their authorized designee
11. Any findings of fact that may be compiled shall be mailed to the applicant within 30 days after determination is made.