



TEMPORARY BUSINESS and USE EXPANSION PERMIT and ADMINISTRATIVE LICENSE AGREEMENT APPLICATION

City of Golden, Colorado

1445 10th St. Golden, CO 80401 ♦ (303) 384-8097 ♦ Fax (303) 384-8161

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| Business Name: | Business Contact Person: | Business Address: | Business Phone Number: |
| Business Email: | Property Owner Name: | Property Owner Phone: | Property Owner Email: |
| Type of Business: | | | |
| Explain in detail how the business will operate, including hours of operation, on the property, within social distancing requirements and how the operation will use the temporary expansion area(s), attach a more detailed explanation if necessary: | | | |
| Liquor Licensing Information: | <p>Download the Temporary Modification of Premises application, DR8442. The state has waived the “take-down” fee and the total cost of the application will be \$150. Payment to the state is through their online portal. Please also read Bulletin 20-07 for more detailed information from the Liquor Enforcement Division along with links to the codes related to the modification permits. If not already signed up to receive emailed information from the state, please do so per the directions in this bulletin. Information is quickly changing and they will distribute bulletins as they are released to this distribution list.</p> <p>Once the application is completed, send it directly to the City Clerk’s Office-Stacy McClure at smcclure@cityofgolden.net. The state is offering concurrent review and the City’s hearing officer will consider the applications as quickly as possible. Although preparations to the establishment may begin prior to approval from the state, service of alcohol to those areas may not begin until after a state approval is received.</p> | | |
| New Tents or other Roofed Structures: | May require a building permit. Send the completed permit application to the Building Division via email: building@cityofgolden.net . | | |
| <p>CERTIFICATION: I hereby certify that, to the best of my knowledge and belief, all information supplied with this application is true and accurate and that consent of those persons listed above, without whose consent the requested action cannot lawfully be accomplished, has been granted. In addition, permission is hereby granted to the City of Golden staff to physically inspect the subject property to ensure proper code requirements have been met. The Applicant agrees, if approved, to abide by the approved site plan. If at any time, upon inspection, complaint or otherwise, the Applicant is found to be in violation of their approval or the Local Emergency Declaration is ended by the City, the permit and agreement shall be immediately revoked.</p> <p>Applicant’s Signature _____ Date: _____</p> | | | |

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| Required materials: | |
| | 1. One (1) copy of a site plan of the property in compliance with the rules |
| | 2. Letter of authorization from property owner if the proposed expansion is located in a common area or on an adjacent property. |
| | 3. A detailed written description of how the business or use will operate on the property and in the adjacent right of way if necessary. |

Site Plan Tips: If drawing a diagram, use a straight edge and a dark marker- labeling distances, measurements and items for review. If using a digital mark-up tool or drawing on an aerial image of the property, use a bright set of colors to indicate the measurements, distances and labels. Indicate the adjacent roadways, sidewalks, orientation of the property and the scale of the drawing. The checklist below is a list of items necessary for review in adherence to the rules set forth for the application.

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| Site Plan Checklist: | |
| | <ol style="list-style-type: none">General Site Layout: Include the following aspects of the site-property lines, adjacent right of ways, building locations, entrances, exists, ingress, egress, fencing, temporary building locations, tables, chairs, benches, lighting, parking, sidewalks, and any proposed furniture. Specific measurements shall be expected for the boundary of the area and the distance between all gathering areas such as tables, benches and other amenities to be occupied.Social Distancing Measures, Drive Aisles, and Site Changes: Indicate areas and zones on the property and in the right of way proposed for curb-side pick-up and drop-off, customer pick-up or drop-off, customer waiting areas, staging, delivery, line-up areas, service and other aspects of the operation that will take place in expanded areas. Show the materials and infrastructure proposed to accomplish the plan.Parking: Indicate the number of existing parking spaces on the property and adjacent to the site along with any parking areas that are proposed to be used for the expanded operation.Pathways and Sidewalks: Illustrate the proposed pathways for pedestrian traffic adjacent to the property and on the property.Signs: Include locations and sizes of any signs over 10 square feet in size.Lighting: Indicate the location, height and wattage of any lighting for the operation. Lighting must remain on site. |

Approval

Approved by the Department of Community and Economic Development, on _____.

Representative