



COLORADO
Department of Revenue

Enforcement Division - Liquor & Tobacco

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BULLETIN 19-03

REFERENCE: SIDEWALK SERVICE AREA – MODIFICATION OF PREMISES

DATE: March 29, 2019

Colorado Liquor Enforcement Division

The Liquor Enforcement Division (LED) is publishing this bulletin in reference to the addition of outside service areas on locality-owned sidewalks. These sidewalk service areas will be available to eligible licensees starting on Monday, April 1, 2019.

In accordance with regulation 47-302(A)(4), 1 C.C.R. 203-2, effective April 1, 2019, an outside service area located on a sidewalk owned by a municipality, that the licensee legally possesses, may be approved by the state and local licensing authorities upon the filing of a temporary modification of premises application, or as indicated on the appropriate form due at the time of initial application or at the time of renewal. In order to be eligible for this addition, the licensee must ensure that:

- The proposed outside service area located on a sidewalk is immediately adjacent to the licensed premises;
- The licensed premises, as modified, will comprise a definite contiguous area;
- Plans and specifications identifying the outside service area located on a sidewalk accompany the form and fee; and
- The possession, by the licensee, of the changed premises by ownership, lease, rental or other arrangement will be sufficiently demonstrated to the Division.

How to Submit a Sidewalk Service Area Application

The LED will accept the following completed forms:

- Retail License Application (new or renewal); or
- Permit Application and Report of Changes (for additions of sidewalk area when a renewal is not yet due).

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Sidewalk Service Area – Modification of Premises

Any form submitted needs to be accompanied by all of the following:

1. Documentation received from the local governing body authorizing the use of the sidewalk. Documentation can include, but is not limited to, a statement of use, permit, easement or other legal permissions;
2. A diagram of the currently licensed premises and a diagram of the proposed changes for the licensed premises, identifying the outside service area; and
3. Payment of \$75.00, renewable annually. This annual fee is tied to the license itself and will be due at time of renewal, regardless of when the request for the addition of the sidewalk service area was completed. For example, if the licensee applies for the sidewalk area in June of 2019 (and pays their \$75.00 fee at that time) and then renews their license in July of 2019; an additional \$75.00 will be due at the time of renewal.

Retail license (e.g. H&R, taverns, beer and wine) applications must be submitted to the local licensing authority. State-only license (e.g. beer, wine or spirits sales rooms) applications must be submitted directly to the LED.

If you have any questions about this Bulletin, please email the LED at dor_led@state.co.us.