

Community Development  
1235 Camino Del Rio  
970-375-4850  
[planning@durangogov.org](mailto:planning@durangogov.org)

Clerk's Office  
949 East 2<sup>nd</sup> Avenue  
970-375-5010  
[clerk@durangogov.org](mailto:clerk@durangogov.org)

**City of Durango**  
**Outdoor Liquor Service Application**

**Application steps:**

1. Submit Temporary Outdoor Commerce License Agreement 2020 Application and Licensee Agreement for Temporary Use of Public Right of Way for Outdoor Commerce to Community Development. Staff will review plans and issue approvals on those forms.
2. Submit approved Community Development forms, Outdoor Liquor Service Application and required items on this form's checklist to City Clerk's Office. The Clerk's Office will route the complete application to Liquor Enforcement Division.
3. Once Liquor Enforcement Division approves, City will issue a Temporary Modification of Premises license.

**Part 2: Liquor License information for Clerk**

Corporate Name: \_\_\_\_\_

DBA / Trade Name: \_\_\_\_\_

Durango Business License # \_\_\_\_\_

Premises Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Manager: \_\_\_\_\_

Liquor License Type / Category: \_\_\_\_\_

Description of proposed additional service area:

\_\_\_\_\_  
\_\_\_\_\_

Will a sidewalk be used to access the liquor service area? \_\_\_\_\_

Owner / Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Liquor Items to include:**

- Completed copy of DR 8442, Report of Change / Modification of Premises
- Map of your current premises with the additional modification clearly marked, preferably in a different color than the original premises outline. If there is a path that your servers must take to get from your current premises to the outside dining premises, show a clear line marked accordingly.
- Copy of your lease or a similar document providing verification that you have permission to use the outside dining space you are indicating.
- Provide a detailed Control Plan including:
  - Type of items will you use for a boundary for your area
  - Your hours of operation for outside dining
  - Type of signage will you be using to direct customers not to leave the area with alcohol etc.
  - What type of controls will be in place to avoid minors consuming alcohol, over serving, alcohol being brought in or leaving the area
  - Identify how it will not overlap / encroach on other liquor licensed premises
- \$150 Colorado fee
  - Check for \$150 payable to "State Liquor Enforcement Division", included with this application **OR**
  - Pay online at <https://secure.colorado.gov/payment/liquor> once the application has been emailed to the State by the City of Durango Clerk's Office
- Proof of liquor insurance - Certificate of Insurance verifying proof of Liquor Legal Liability Insurance at a limit of \$1,000,000