

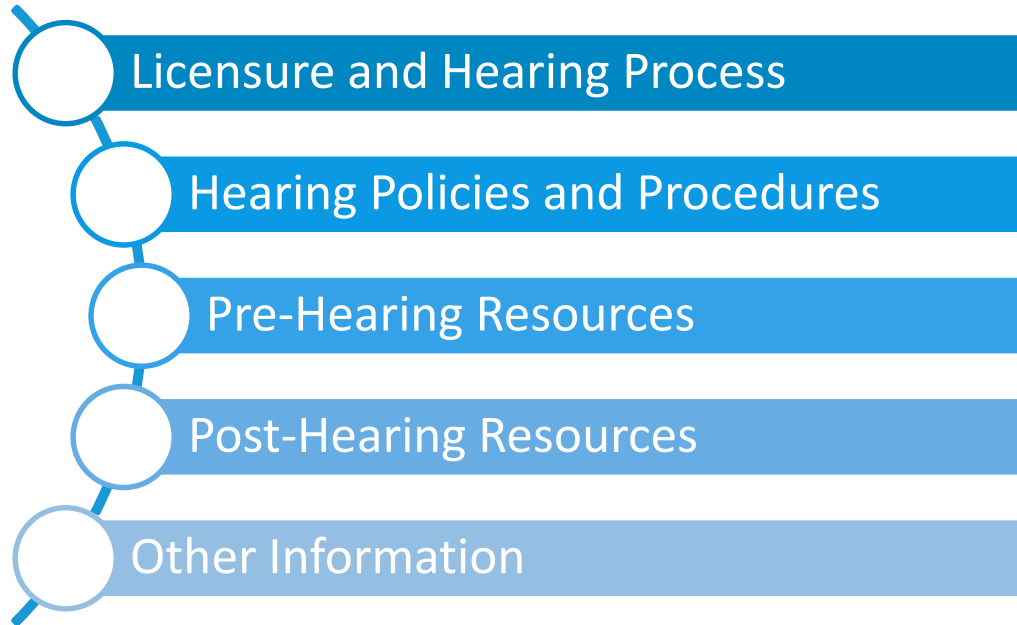


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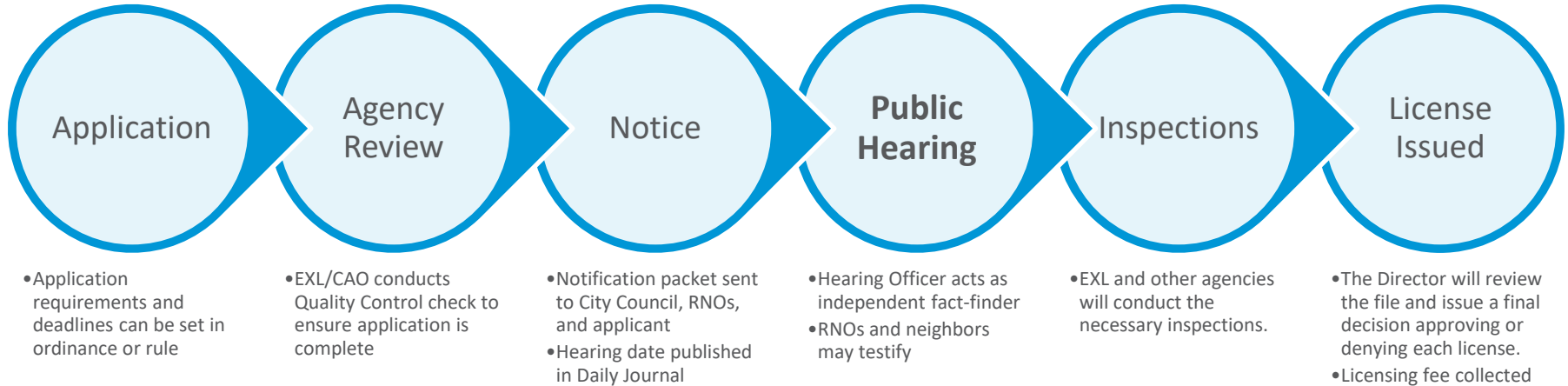
# Denver Excise and Licenses Community Resources in Licensing

A guide for community members and RNOs

# Presentation Overview

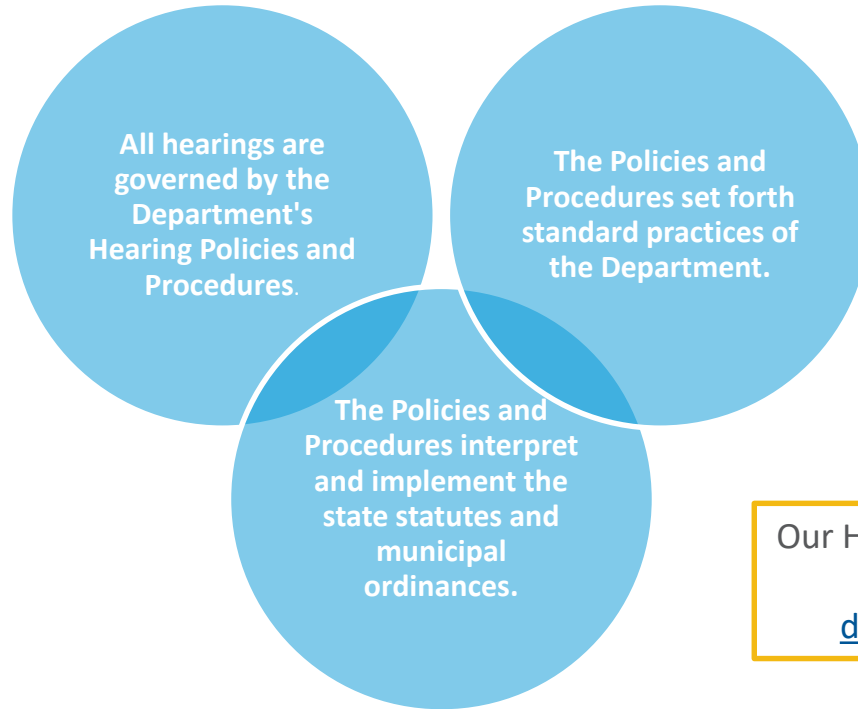


# Licensure Process



Hearings are required for all new liquor and marijuana licenses.  
Special event permits only get a hearing if one is requested.

# Hearing Policies and Procedures



Our Hearing Policies and Procedures can be found at [denvergov.org/liquorlicense](https://denvergov.org/liquorlicense)

# Notification: We're having a hearing!

## Notice Packet

- The Department will send a Notice Packet to these **Parties in Interest**:
  - Applicant/Licensee
  - Any RNOs whose boundaries overlap any portion of the Designated Area
  - City Council members for the district where the license is/will be
- Additionally, **DPS** receives liquor license packets and **DPD** receives cabaret license packets

## Notice Posting Signs

- The Applicant/Licensee will **post notice** of the hearing **at the location**
- Posting signs must be in a **conspicuous place**, clearly visible to the public
- Posting signs must follow **requirements** in section 2.1.6.2 of the Hearing Policies & Procedures
- The Hearing Policies and Procedures outline the number of days notice must be posted for various hearing types

## Published Notice

- The Department will also **publish notice** of the hearing
- New liquor, marijuana, cannabis consumption, and cabaret licenses will be published **in a newspaper of general circulation** (The Daily Journal)
- The Department makes reasonable efforts to ensure notice of hearings is also posted on our **website**

# I've gotten notice – now what?

What kinds of actions can I take once I receive a notice packet or see a posted notice for a hearing?

Note: these actions are optional, not mandatory!

## Request an Evening Hearing

- Evening hearings can be useful if those who wish to testify are unavailable during the day
- See section 2.2.2 of the Hearing Policies & Procedures

## Negotiate a Good Neighbor Agreement

- Agreements may contain conditions that neighbors would like to see on the license
- See section 1.6.4.13 of the Hearing Policies & Procedures

## File a pre-hearing brief

- Usually addresses legal issues
- See section 1.6.3.5 of the Hearing Policies & Procedures

## Circulate petitions

- Petitions may be submitted prior to a hearing to indicate support/opposition for issuance of a license
- See section 2.1.7 of the Hearing Policies & Procedures

# Pre-Hearing Requests: What can change?

## Request for Interpreter Services

- Any applicant, licensee, party in interest, or City Attorney may request a foreign language interpreter for any hearing
- Requests must be made in writing no later than 10 days before the scheduled hearing date
- See section 1.6.3.8 of the Hearing Policies and Procedures

## Request for Continuance

- Any applicant, licensee, party in interest, or City Attorney may request a hearing continuance
- Continuances may be granted due to occurrences outside the party's control or a significant change to the application
- See section 1.6.3.9 of the Hearing Policies and Procedures

## Request to Withdraw

- Any applicant may request to withdraw an application that has been scheduled for a public hearing
- Requests must be made in writing, but can be made at any time.
- Requests to withdraw an application after a hearing has been held are *typically* denied

## Request for Evening Hearing

- Requests for an evening hearing may be made by an applicant, licensee, or party in interest
- Requests must be made in writing at least 15 days prior to the scheduled hearing date
- Requests must include at least 15 valid signatures from parties in interest

# We've made it to the Hearing – What do I need to Know?

## City Council Members

- Can provide unweighted testimony and evidence at liquor and cabaret hearings
- Can provide weighted testimony and evidence and cross-examine witnesses at marijuana hearings

## Registered Neighborhood Organizations

- Can provide weighted testimony and evidence at liquor and cabaret hearings
- Can provide weighted testimony and evidence and cross-examine witnesses at marijuana hearings

## Residents and Business owners/managers in the Designated Area

- Can provide weighted testimony and evidence and may cross-examine witnesses at liquor, cabaret, and marijuana hearings



# What happens after the hearing?

## Recommended Decision

- Issued by Hearing Officer and shared with applicant and known parties in interest
- Lays out the application history, evidence presented, and a summary of the hearing testimony
- Provides citations to relevant law
- Recommends issuance or denial and provides reasons for recommendation

## Objection(s)

- Any applicant, licensee, party in interest, or City Attorney may file written objections to a Recommended Decision
- Objections must be submitted no more than 10 business days after the Recommended Decision is issued
- Objections must be sent to all parties who received the Recommended Decision to be considered

## Response(s)

- If any written objections are filed, any applicant, licensee, party in interest, or City Attorney may file a written response to the objections
- Responses must be submitted no more than 5 business days after receiving the objections
- Responses must also be sent to all parties who received the Recommended Decision

## Final Decision

- Issued by the Director of Excise and Licenses
- This order is considered a “final agency action” either denying or issuing a license
- The Director reviews the application file to make a determination
- Final Decisions are sent to all parties who received the Recommended Decision

For more information, see section 1.6.5 of the Hearing Policies and Procedures

# Sign up for our Bulletins to receive updates

The screenshot shows a web browser window with the URL <https://www.denvergov.org/content/denvergov/en/denver-business-licensing-center/liquor-licenses.html>. The Denver logo and navigation menu are visible at the top. The 'Business Licensing Center' menu item is highlighted with a red box. The main content area features the 'Liquor Licensing Division' heading and a 'Liquor Licenses News & Bulletin' section. This section includes a 'SUBSCRIBE' button with a mouse cursor, a 'Sign Up Now »' button, and a 'Liquor License Map' link. A red circle highlights the sign-up area. A 'Make an Appointment »' button is also visible in the lower left of the content area.

Denver Liquor Licenses - Denver x +

City and County of Denver [US] | <https://www.denvergov.org/content/denvergov/en/denver-business-licensing-center/liquor-licenses.html>

**DENVER**  
THE MILE HIGH CITY

Neighborhood Business Visiting Government Online Services Directory

Search

**Business Licensing Center**

Business Licenses Liquor Licenses Marijuana Licenses Public Hearings Resource Center News Contact Us Security Services

**Liquor Licensing Division**

Welcome to the Liquor Licensing Division of the Department of Excise and Licenses. Colorado liquor and beer retail licenses are issued by both the City and State licensing authorities.

**New:** There is a new form that has been created to be used to re-issue a license if the license has been expired for more than 90 days but less than 180 days. The form is called **DR8407**. Please follow the directions carefully.

Appointments for new licenses, renewals, transfers or modifications of existing licenses will be accepted Monday - Friday, 8:00am - 3:00pm.

Please Note: 1 application per appointment. You can check-in 15 minutes early to appointment. You will not be able to check-in late for an appointment.

[Make an Appointment »](#)

**LIQUOR LICENSES NEWS & BULLETIN**

**SUBSCRIBE**

Sign up for the latest liquor licenses news and bulletins.

[Sign Up Now »](#)

[Liquor License Map](#)

[500 Foot Rule - Six Month Report \(PDF\)](#)

Questions?

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