



### LIQUOR LICENSE FEES – NEW LICENSE

License Type	State	City
Application Fees	\$1100.00 – Concurrent \$1200.00	\$750.00
Hotel & Restaurant	\$500.00	\$75.00
Tavern	\$500.00	\$75.00
Retail Liquor Store	\$227.50	\$22.50
Beer & Wine	\$351.25	\$48.75
Brew Pub	\$750.00	\$75.00
Club	\$308.75	\$41.25
Fermented Malt Bev (Beer)( On or Off)	\$96.25	\$3.75
Art Gallery Permit	\$71.25	\$103.75
Special Events - Liquor		FEES WAIVED for 501c3
Special Events – Fermented Malt		FEES WAIVED for 501c3

Background Checks are now done at either;  
Colorado Fingerprinting

<http://www.coloradofingerprinting.com> (coming soon) or  
Idemia

<https://uenroll.identogo.com/>





# City of Wheat Ridge

## Application for a Special Events Permit

In order to qualify for a Special Events Permit, You **Must Be a Qualifying 501c3 Organization Per 44-5-102 C.R.S. and/or One of the Following (See back for details.)** Submit Original Articles of Incorporation

**PLEASE NOTE:** ANY APPLICATION FEES IF REQUIRED, ARE NON-REFUNDABLE. **ANY DATES** ON THE PERMIT THAT ARE UNUSED, CANNOT BE TRANSFERRED AND WILL COUNT AGAINST THE 15 PERMIT DAYS ALLOWED PER YEAR.

- |                                    |                                                             |                                                    |
|------------------------------------|-------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Social    | <input type="checkbox"/> Athletic                           | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate       |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society   | <input type="checkbox"/> Municipality              |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution              |                                                    |

### LIAB Type of Special Event Liquor permit Applicant is Applying for:

- |                                                             |                 |
|-------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Malt, Vinous And Spirituous Liquor | \$ 0.00 Per Day |
| <input type="checkbox"/> Fermented Malt Beverage            | \$0.00 Per Day  |

### DO NOT WRITE IN THIS SPACE

Liquor Permit Number

1. Name of Applicant Organization or Political Candidate		Sales Tax Exempt Number - FEIN	
2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP)		3. Address of Place to Have Special Event (include street address and ZIP)	
4. Authorized Representative of Qualifying Organization or Political Candidate		Date of Birth	Phone Number
Authorized Representative's Mailing Address (if different than address provided in Question 2.)			
5. Event Manager		Date of Birth	Phone Number
Event Manager Home Address (Street, City, State, ZIP)		Email Address of Event Manager	
6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input type="checkbox"/> No <input type="checkbox"/> Yes How many days? _____		7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input type="checkbox"/> No <input type="checkbox"/> Yes License Number _____	

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? ☐ Yes ☐ No

**PERMIT IS NON-TRANSFERABLE:** List Below the Exact Date(s) and Times that the Application is Being Made for.

Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.

### Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature	Title	Date
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### Report and Approval of Local Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Articles 3, 4 and 5, C.R.S., as amended.

**THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority, City of Wheat Ridge	<input type="checkbox"/>	Telephone Number City of Wheat Ridge Clerk
Signature	Title	Date

**PLEASE SEE THE HANDBOOK AND ANSWER THE QUESTIONNAIRE**

Liability Information			Total
			\$ .

(Instructions on Reverse Side)

## Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- ☐ Appropriate fees, if any. **SUBMIT ORIGINAL ARTICLES OF INCORPORATION OR FEDERAL SS-4**
- ☐ **Outlined in bold black marker;** Diagram of the area to be licensed (not larger than 8 1/2" X 11") reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission from the owner for use of the premises, to the applying entity.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- ☐ If not incorporated, a NONPROFIT charter; **or**
- ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- ☐ Application must be submitted to the City of Wheat Ridge Clerk's office at least **thirty** (30) days prior to the event.
- ☐ Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for **at least** (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- ☐ Short term Off-site storage areas need to be included in the application packet. No long-term storage allowed
- ☐ Please make check, if required, payable to the City of Wheat Ridge
- ☐ Contact Deputy City Clerk Robin Eaton with questions, ph. 303-235-2816 email: reaton@ci.wheatridge.co.us

### Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any Municipality or Special District.

**If an event is canceled, any application fees and permitted day(s) are forfeited. If additional bad weather days are applied for but not used, those days would still count against the total 15 days allowed per year.**



## **QUESTIONNAIRE FOR SPECIAL EVENTS PERMITS**

Have you been informed that you **MUST HAVE** sandwiches or other food snacks available during all hours of service of alcohol beverages, except full meals are not required?

Yes ☐

No ☐

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Have you been informed that persons at least 18 years of age, but not 21 years of age, may sell, serve, dispense or distribute beer and wine as long as they are under the **direct** supervision of a person at least 21 years of age?

Yes ☐

No ☐

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Are you aware that persons must be at least 21 years of age to purchase, possess and consume alcohol beverages in Colorado?

Yes ☐

No ☐

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Do you know that for except auctioned alcohol, nobody is allowed to remove alcohol off of the premises licensed for the Special Events Permit?

Yes ☐

No ☐

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What measures are you planning to take to ensure that nobody leaves the premises with alcohol? Please give a brief explanation.

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Have you read the Special Events Permits handout provided to you by the City Clerk's Office in the application packet?

Yes ☐

No ☐



C.C.R 47-1020 and 47-1022: Will you be having Alcohol Products donated to your event and if so, please list the CO State Liquor Licensed Wholesaler(s) or persons below?

Yes ☐

No ☐

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C.C.R. 47-1016: Will your Alcohol products be stored away from the Special Event area and if so, please list the address, provide a diagram of the premises, and provide proof of property possession for this location?

Yes ☐

No ☐

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Please give a brief scenario of what your Special Event benefit or fundraising will include.

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Will there be any Liquor Wholesaler, Manufacturers or Retailers at this function? If so please provide the company names.

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If you will have amplified noise (i.e. music, sounds, bullhorns, etc.) have you done so or will you need to submit an application for the noise permit?

Yes ☐ Exempt ☐

No ☐

I declare that I have read the forgoing document and that all of the information is true, correct, and complete to the best of my knowledge. I agree to follow all State and local COVID-19 regulations.

\_\_\_\_\_  
Officer or Event Manager

\_\_\_\_\_  
Date

Email address \_\_\_\_\_

Best contact phone number: \_\_\_\_\_



## **Wheat Ridge Noise Regulations Frequently Asked Questions**

On August 24, 2020, City Council approved a new [Noise Ordinance \(1697, series of 2020\)](#), in order to better address the manner in which noise is measured and unreasonable noise is prohibited and enforced. The new ordinance went into effect on Friday, September 18, 2020. The City Council later revised the changes in 1697 by passing Ordinance 1713. This document includes details from both ordinances.

### **Residential and Commercial Properties**

#### **Does this new noise ordinance apply to residential and commercial properties?**

Yes, it applies to both. Noise levels will be determined by whether the sound is reasonable.

Unreasonable noise means any excessive or unusually loud sound, or any sound which disturbs the peace and quiet of any neighborhood or causes damage to any property or business and continues for 15 minutes in a two-hour period.

#### **How will the new noise ordinance be measured for commercial and residential properties?**

Decibel limits are not established for noise coming from commercial or residential properties instead, a standard of reasonableness is used as referenced above. It is not a violation of the noise ordinance if the sound is inaudible at a distance of two hundred (200) feet as measured at any point along the property line of or within the property line of the receiving premises. If the noise is audible within a private residence that the person responsible for the sound doesn't have a right to occupy, or if the noise is audible 200 or more feet from the noise source and continues for a minimum of 15 minutes in a two-hour period then the sound violates the noise ordinance.

#### **What will happen if an individual or business violates the new noise ordinance?**

A Wheat Ridge Police Officer will determine whether the noise level is unreasonable and therefore violates the ordinance. If so, the individual, property owner or business owner may be required to stop whatever activity is creating the noise. In addition, violators may be issued a citation and may be required to appear in Municipal Court.

Examples of violations:

- A neighbor playing music from inside their home so loud that others can hear it inside their homes and a police officer determines the noise is unreasonable.
- A bar, club or restaurant has a band playing on an outdoor patio for several hours in the evening and the music is determined to be unreasonable and loud enough to be audible at 50 feet from the property line of the establishment by nearby residents.



### **Does that mean all amplified sound events are now prohibited?**

No, not all. Individuals, businesses, and other organizations may apply for an Amplified Sound Even Permit by completing an application and submitting it to the City Clerk.

#### **Amplified Sound Even Permit (ASEP):**

- Any individual/business/organization may apply for up to eight ASEPs for any one location in any one calendar year (January 1 to December 31) Permits will not be issued for the same location more than eight times in any calendar year.
- Amplified sound event permits will **not** be issued for events between 9 p.m. and 9 a.m. Sun-Thurs and between 10 p.m. and 9 a.m. Fri and Sat.
- There is no fee for the application or for the permit if one is issued.
- The Wheat Ridge Police Department reviews ASEP applications and may recommend to the City Manager any conditions that the permit holder must fulfill.
- The ASEP permit shall be null and void if the applicant fails to obtain any other permit(s), including Special Event Permits and Street Closure permits for block parties, if required by the City Code of Laws.
- During the permitted event, any Wheat Ridge Police Officer may request to see the permit.
- Wheat Ridge Police may, using a decibel reader to measure the level of sound emitted, require the event operator to reduce the sound level.

#### **Example:**

A resident near a restaurant/bar has received notice about an event held with an ASEP. During the event, the resident believes that loud music is disturbing the peace and calls the Wheat Ridge Police Department at 303-237-2220 to complain. If a level higher than the limits set for herein above, the event organizers will be asked to lower the sound. If the organizers do not comply with the request per the Noise Ordinance, a citation may be issued, and the event may be terminated.

### **Do the changes to the noise ordinance mean neighborhoods can't host block parties?**

Block parties are still allowed with a special even permit issued by the City. However, if the event will include amplified music or speech, two permits are now required: 1) a special event permit for the block party, and 2) an ASEP.

### **How do I apply for an Amplified Sound Event Permit?**

The [ASEP application form](#) can be obtained online and submitted to the City Clerk. The application will be approved, approved with conditions, or denied after review by the Wheat Ridge Police Department and other City Departments as appropriate. Amplified Sound Event Permits will not be issued for events between 9 p.m. and 9 a.m. Sun-Thurs and between 10 p.m. and 9 a.m. Fri and Sat. Permits will only be issued up to six times per year for a single location.

**Does the new noise ordinance apply to trash pickup?**

Any person performing or permitting the performance of trash pickup with a truck which has a compactor or the capacity to raise and dump dumpsters in any area zoned for residential uses cannot perform the pickup between the hours of 10 p.m. and 7 a.m.

**Industrial Properties****How does the new ordinance modify the previous noise ordinance for industrial properties that was in effect in the City for many years?**

The new ordinance includes decibel (dBA) limits on the sound/noise level emanating from industrial zoned properties based on the time of day. The decibel limits are set based on the zoning classification of the property receiving the noise as described in the table below.

Receptor Premises 7AM-10PM/10PM-7AM			
Source Premises	Residential	Commercial	Industrial
Industrial	55/50	65/60	80/75

**Who measures the decibel (dBA) levels for industrial properties and how?**

Sound measurements are taken with a sound level meter (dBA meter) operated according to the standards of the American National Standards Institute (ANSI). The ordinance requires the Chief of Police to establish and issue standards and procedures for operating sound level meters. The official readings become evidence for proceedings in municipal or district court. The sound level is measured anywhere on or within the property lines of the property from which the sound is audible.

**Noise Complaints****How do I submit a complaint about the noise level at a commercial, residential, or industrial property?**

Complaints can be filed by calling Jeffcom 911 dispatch at 303-237-2220 and pressing 1, or by calling the Wheat Ridge Police Department non-emergency line: at 303-237-2220.



## **Special Events Permits**

### **What is a Special Events Permit?**

Special Events permits issued by the Colorado Department of Revenue, Liquor Enforcement Division or a Local Licensing Authority, allow qualified non-profit entities to sell, serve, or distribute alcohol beverages in connection with fund raising events. Because of their temporary nature, needs and desires (reasonable requirements of the neighborhood) are not considered by the licensing authorities as a condition of issuance. Application for Special Event Permits is made directly with the local licensing authority (City/County Officials) having jurisdiction over the place of the event.

### **Who can qualify for a permit? (44-5-102)**

(1) An organization, whether or not presently licensed under articles 3 and 4 of title 12, which has been incorporated under the laws of this state for purposes of social, fraternal, patriotic, educational, political, educational or athletic nature, and not for pecuniary gain, or which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature, or which is a regularly established religious or philanthropic institution, and any political candidate who has filed the necessary reports with the CO SOS state pursuant to article 45, title 1, C.R.S. State agencies, CO Wine Industry Deve. Board or instrumentality of a municipality or county that promotes AB made in the State or Tourism, A special event permit may also be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities, Local Government entities, including special districts.

### **How many Special Event Permits can a qualified non-profit receive**

Fifteen (15) days per calendar year.

### **Grounds for Issuance of the Permit 44-5-103**

1. The organization or political candidate is temporarily occupying premises other than the regular premises of such organization or candidate during such special events as civic celebrations or county fairs and that members of the general public will be served during such special events.
2. A special event permit may be issued under this section notwithstanding the fact that the special event is to be held on premises licensed under the provisions of section 44-3-403, 44-3-404, 44-3-413(3), 44-3-418, 44-3-419 or 44-3-424. The holder of a special event permit issued pursuant to this subsection (2) shall also be responsible for any violation of Article 3 and 4, of Title 44, of the Colorado Revised Statutes (Commonly known as the Colorado Liquor Code).

## **The Application Process:**

Applications for a Special Events Permit must be made on forms provided by the State Licensing Authority, Liquor Enforcement Division or the Local Licensing Authority. All Permit Applications must be verified by oath or affirmation of an officer of the applicant organization and submitted to the respective local licensing authority at least **30 days prior** to the date of the event and include the following:

\* **Proof of its qualified non-profit status:** Copy of its Charter or Certificate of Good Standing from the Colorado Secretary of State as evidence that it is authorized to do business in Colorado. A Copy of the SS-4 from the IRS. Political Candidate filing with the CO SOS.

\* **A Diagram of the area** for which the permit will be issued. (Note: this diagram must be outlined in bold, black marker and reflect the physical structure (i.e., bars, walls, partitions, entrances, exits, etc.) and a narrative of how this area will be controlled, (i.e., fences, ropes, wire, walls, etc.). Permittees must be able to demonstrate that all alcohol beverages will remain within the area for which the permit is issued and that all other "private" alcohol beverages will NOT be brought onto the area for which the permit was issued

\* **Evidence that the Permittee has possession** of, or authorization to use, the premises for which the permit is sought, i.e., deed, lease, letter, etc. The Permittee must have possession/authorization to use the premises for the entire duration in which the permit is issued.

\* The Permit fee made payable to the City of Wheat Ridge in the amount of \$50 per day for liquor, or \$10 per day for beer has been waived.

## **Filing of the Application**

All applications and required attachments as noted above, must be filed with the local licensing authority not less than 30 days prior to the date of the special event. The local licensing authority **may** waive this time frame for good cause shown, but **not** the required 10 day posting period. (Reg 47-1002)

## **After the Application is filed, what happens next?**

The local licensing Authority will prepare a Public Notice, which must be conspicuously posted upon the premises for which the permit is sought. This notice must contain the name and address of the applicant, the procedure for protesting the permit, and the date the permit will be considered by the local licensing authority. This Notice must be conspicuously posted at the proposed location for at least **10 days before** a hearing may be held. ( See 44-5-106(2))

**Can the functions of a local licensing authority concerning special events be assigned to an Administrative Officer of the City, Town or County?**

Yes, the local licensing authority may assign all or any portion of its functions to an administrative officer. (See 44-5-107(4))

**After approval by the local licensing authority, what happens next?**

The City Clerk's Office will deliver a permit via mail, scan or hand delivered prior to the date of the event or the Permittee can pick it up at the Clerk's office.

**Frequently Asked Questions:**

**Is a Sales tax license required even though these permits are for a non-profit ?**

Permit holders should have a Colorado Sales Tax License to sale at retail (1 CCR 203-2) if holding more than 3 events a year.

**What can a Special Event Permittee sell?**

A Special Events Permittee is authorized to sell Fermented Malt Beverages or Malt, Vinous and Spirituous Liquors, by the drink for consumption ON the premises ONLY. (See 44-5-101) Auctions are allowed per 44-3-107

The Colorado Liquor Code does not prohibit a Special Event Permittee from selling other lawful items of commerce in connection with a Special Event permit. Permittees may **NOT** sell alcohol beverages in sealed containers and/or allow removal of the beverages from its designated, permitted area except under the provisions of SB18-067 and C.R.S. 44-3-107

## **Food Requirements for a Special Events Permit**

Special Event Permittees must sell or serve sandwiches or other food snacks during all hours of service of alcohol beverages, except full meals are not required. (44-5-105(5))

## **When can a SEP holder sell, serve or distribute alcohol beverages?**

Fermented Malt Beverage Permits - 5:00 a.m. until 12 midnight on the same day of the event. Malt, Vinous and Spirituous Liquor Permits - 7:00 a.m. until 2:00 a.m. of the day immediately following the date of the event.  
(44-5-105)

## **What is the age required to buy and sell alcohol beverages with a Special Event Permit?**

Persons at least 18 years of age, but not 21 years of age, may sell, serve, dispense or distribute Fermented Malt Beverages, Malt (beer), Vinous (wine) and Spirituous Liquors as long as they are under the supervision of a person at least 21 years of age.

**Persons must be at least 21 years of age to purchase, possess and consume** alcohol beverages in Colorado. (See 44-3-901(1){a})

## **Where can a Special Event Permit holder purchase alcohol beverages that they will sell?**

All alcohol beverages sold in connection with a Special Event Permit may be purchased from a licensed wholesaler, brew pub, limited winery, licensed retail liquor store or from a liquor-licensed drugstore and Distillerypubs. (Reg. 47-1016)

Donated alcohol can be obtained from Licensed Wholesalers, Limited Wineries, Brewpubs, Distillery pubs and Vintners Restaurants. (Reg. 47-1020 through 1022)

## **Are multiple locations on the same day permitted under a single permit?**

No, the permit is issued for a specific location and is not valid at any other location. Date or time and are not transferable. (See Reg 47-1004)

Events at multiple locations on the same day require separate permits, except when the event is being held in a series of private homes within the same neighborhood, in which case copies may be made for each home). The applicant must identify the additional private residences upon initial application. (See Reg. 47-1008)

Nothing shall be construed to prohibit the sale or dispensing of malt, vinous, or spirituous liquor on any closed street, highway, or public byway for which a special event permit has been issued.

### **Is a Formal Hearing Required?**

The local licensing authority "shall" cause a hearing to be held **IF**, after investigation and upon review of the contents of any protest filed by affected persons, sufficient grounds appear to exist for denial of a permit. (Protests must be filed within 5 days from the date of the posting). Any hearing held shall be held at least 10 days after the initial posting of the notice, AND notice thereof shall be provided to the applicant AND any person who has filed a protest. The requirements for a Hearing (record creation, etc.) are the same as for other hearings.

In summary, you do NOT have to hold a hearing if no one has protested the permit or your investigation did NOT disclose other sufficient grounds to deny it.

However, it is suggested that upon a determination of no opposition, the applicant be advised of its responsibility to comply with the Colorado Liquor Code. This advisement should include, but may not be limited to issues such as:

- Licenses/permits required and the posting requirements
- Hours and location of the event
- Establishment of control over the areas of storage, service, consumption and possession of alcohol beverages
- Types of alcohol that may be sold or served for ON premises consumption only
- Age requirements
- \* Visible intoxication prohibitions
- \* Other local requirements (zoning, local permits required, etc.) (See 44-5-107(3))

### **Denial or a Suspension/Revocation of a Special Events Permit**

All hearings require adequate Notice to allow parties in interest an opportunity to be heard. All hearings may be subject to appeal and therefore, you must create a record of the proceedings. At a minimum, an electronic recording must be made. A denial and/or suspension/revocation of a license may create a record, which could be used in a hearing to consider future applications submitted by the applicant.

**When do I not have to get a special events permit if alcohol beverages are going to be sold or served?**

Section 44-5-108 C.R.S., contains an exemption for a qualified organization when it serves alcohol beverages to members of the organization and their guests, ONLY, at a private function held by the organization on unlicensed premises, so long as any admission or other charge, if any, required to be paid or given as a condition of entry or participation in the event is uniform as to all regardless of whether the member or their guests decide to consume alcohol beverages.

A fundraising activity held at permanently liquor licensed retail premises, which allows public access, does not require a special events permit because an on-premises license has already been issued to that specific location. All alcohol beverages must be provided by the retail licensee through its own Colorado liquor or beer license, not a special events permit. (Reg 47-1020 E.) Note: A Club Licensee which only allows access to its members and guests, and an Arts Licensee, which only sells or serves alcohol beverages during artistic or cultural performances, may acquire a special events permit at the Club or Arts licensed premises so as to allow public access. (44-5-103(2))

**Can I accept donated alcohol beverages to sell or serve with my special event permit?**

Alcohol beverages may be donated by liquor licensed Colorado Wholesale licensees, Retail Liquor Stores or Drugstore Licensees. (Reg. 47-1022 Alcohol beverages donated from private entities or persons may not be sold, served or consumed at a special events permit). Alcohol beverages received through a lawful donation may now be sold by the glass to the general public, used as part of an auction, and can be used for hospitality purposes.

Note: Colorado Suppliers may provide financial support and/or services for public-service or non-profit fund raising activities to those organizations that qualify for a special events permit. However, no support may be conditioned upon the present or future purchase of alcohol beverages or the exclusive sale of a supplier's products at future events. Suppliers may also share in the costs of advertisements, signs, promotional materials and items of a similar nature used in connection with a non-profit special event permit. Suppliers may also rent dispensing equipment to a special event permittee at fair market value and may sell glassware, cups and similar items at a minimum of cost. (See Reg.47-1018)

**Can a special events permit be issued in connection with a casino night?**

NO. Casino nights (an event involving the payment or risking of something of value, for a chance to win something) were deemed to be unlawful many years ago. (See the Central City Opera House v Dept of Revenue, et al.). Raffles may be conducted. However, before conducting a raffle, the non-profit must acquire a Raffle license from the Department of Regulatory Agencies. (See 44-3-901 6.(n).(1))

### **Can Alcohol products for a Special Event be stored at an off-site location?**

Yes, temporary storage of alcohol is permitted for a non-contiguous area **if notified** when the application is submitted. This area is required to post a copy of the permit, give possession to the applicant and must be made available for inspection. (Reg 47-700, 47-1002)

### **Posting of Permits and Licenses Required**

All licenses and permits required must be posted in a conspicuous place on the licensed/permitted area for the general public to observe. The licenses and permits required include, but are not limited to the following:

Special Event Permit -

Minor Warning Sign

State Sales Tax License

Other local licenses as required. (check with the local authority)

### **Special Event Permit Filing Checklist**

Completed Special Events Application

City of Wheat Ridge Business /Sales tax account

Local Permit Fee: if such is required - State fees: if being sent to the CO LED

Deed, Lease, or written authorization to the applicant to use premises

Outlined in bold marker: Diagram of premises with a written narrative describing how the applicant will control the area.

Certificate of Good Standing, from the Colorado Secretary of State, dated within the last 2 years proceeding the date of the application, which indicates that the applicant is a qualified non-profit organization and is in good standing within the state of Colorado.

Other documents as required or requested by the State or local licensing authorities.



7500 W. 29th Ave., Wheat Ridge, CO 80033

## TEMPORARY BUSINESS LICENSE APPLICATION

All applicable sections must be completed. Tax deposit may be reduced for City sponsored special events and sales by charities only.

Applicant's Name			
Business Name			
Business Address			
Local Address of Stand/Event	peddlers (produce or plant stands) or special event participants only		
Name of Special Event			
Business Phone		Other Phone:	
Email Address, REQUIRED			
Description of Product to be sold			
Proposed Method of Sale	Take orders	Sell on site	Set appts
Dates of Activity (90 day maximum)	From		to

### DOOR TO DOOR SOLICITORS COMPLETE GRAY SECTION:

Vehicle Description:	Make		Model		Year		
	Color		License #		State		
Name of all agents under this license, ATTACH CLEAR PHOTO ID IMAGE, use additional page if needed:							
Have any agents under this license been convicted of any crime, misdemeanor, or municipal violation?							
						Yes	No
Is any agent under this license presently on parole or probation?							
						Yes	No
If "yes" to either section please specify							
(if needed continue on back of form)							

<b>Official use:</b>	
Event Code	
License #	
<b>Fees</b>	
Tax Deposit	\$ 100.00
License Fee	\$ 20.00
Site fee	discontinued
<b>TOTAL DUE</b>	
<b>Interview Questions</b>	
<b>Solicitor of Charitable Donations</b>	
_____ % of funds	
collected to be directed to	
charitable organization.	
Name of charity:	
<b>Zoning (produce/plant stands)</b>	
Zoned	
Approved	
Date	
<b>Notes:</b>	

I agree to comply with all of the terms, provisions and conditions of the City of Wheat Ridge Tax Code, Nonresident Vendor Code, and Solicitation Code:

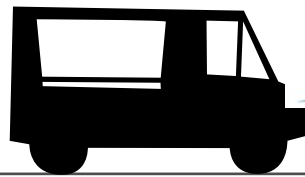
Signature:	Title	Date



**City of Wheat Ridge  
Special Events Fees and Deposits Chart  
as of July 1, 2016**

Event Type	For Profit Organization Sales Tax Deposit	Non Profit Sales Tax Deposit	Notes	Tax Exempt Sales for Non-Profits	License Fee
City-sponsored events, single day; example- Ridge 38, Kite Flite	\$0.00	\$0.00	Very small events, small sales, a day or less in duration	Up to \$25,000 (\$5,000 max per transaction)	\$0.00
City-sponsored events, multiple day; example - Carnation Festival	\$50.00	\$0.00	Large events, more than a day duration, non-profit may receive portion of proceeds but does not conduct sales	Up to \$25,000 (\$5,000 max per transaction)	\$0.00
City-sponsored events (Parks, PD, etc)	\$0.00	\$0.00	Parks performances, Night Out	Up to \$25,000 (\$5,000 max per transaction)	\$0.00
Church bazaar, pumpkin, tree sale, craft fair, etc.	\$0.00	\$0.00	Non-profit conducts sales and retains all proceeds	Up to \$25,000 (\$5,000 max per transaction)	\$0.00
Other non-profit fund-raisers	\$0.00	\$0.00	Craft fairs, etc., by non-profit or all proceeds to benefit non-profit	Up to \$25,000 (\$5,000 max per transaction)	\$0.00
Commercial sales events; example - tree stand, chile stand	\$100.00	n/a	Trees, produce, bedding plants outside; photos, jewelry, clothing, etc. inside	Not applicable	\$20.00

# MOBILE FOOD SALES



This policy of the Community Development Department applies to pushcarts and food trucks, as defined by the Colorado Department of Public Health and Environment. All other itinerant sales shall conform to the provisions of Section 26-627 of the Wheat Ridge Code of Laws. This policy does not apply to mobile retailers associated with special events, private parties, or farmers' markets; but licensing requirements may still apply. Mobile retail food establishments and pushcarts are temporary uses, permitted under the following conditions on this page.

**Pushcarts** are retail food establishments that are non-motorized, non-self propelled units designed so foods are served from the exterior of the unit. They are intended to physically report to and operate from a commissary for servicing, restocking, and maintenance.

**Mobile Retail Food Establishments ("Food Trucks")** are retail food establishments that report to and operate from a commissary and are readily moveable. They are motorized wheeled vehicles, or towed wheeled vehicles designed and equipped to serve food.

## Location Eligibility:

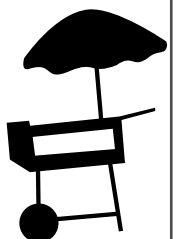
- a. Only permitted on private property that has commercial, industrial, or mixed-use zoning, or on property in any zone district with an institutional or semi-public use. May be permitted on residential property as part of a special event.
- b. Mobile food sales must be ancillary to an existing primary use (i.e. not on vacant property). An active construction site is considered a primary use.
- c. Mobile food sales are not permitted in the public right-of-way.
- d. Food trucks and pushcarts shall be parked only on paved surfaces. In the case of an active construction site where a paved surface may be unavailable or unbuilt, a vendor shall be parked on an approved material that minimizes the tracking of dirt into the street and complies with the approved stormwater management plan.
- e. Operation shall not obstruct the visibility of motorists or pedestrians; interfere with the sight distance triangle; impede parking lot circulation; block access to a public street, alley or sidewalk; impede accessibility or emergency access; or unreasonably reduce the area required for parking for any other use on the lot.
- f. Mobile food sales must be located at least 50 feet away from single-family or duplex buildings.

## Requirements:

- a. Up to four (4) mobile food merchants are allowed per property, with permission of the property owner.
- b. Hours of operation shall only be between 7:00 a.m. and 11:00 p.m.
- c. Sales may include only food and non-alcoholic beverages.
- d. Signage shall comply with Section 26-711 of the City Code; one (1) temporary sign is permitted per food truck.
- e. Permanent structures, accessory furniture (canopy, tables, chairs, etc) and amplified music are not permitted, unless the food merchant operates at an existing business with those items already in place. Lighting must be indirect.
- f. Operators shall be responsible for the storage and daily disposal of all trash and recycling. No liquid wastes shall be discharged from the food truck onto the ground (with the exception of clean ice melt).
- g. Electrical hook-ups are encouraged over the use of generators, where possible.

## Permitting and Licensing:

- a. A City of Wheat Ridge Business License is required for operation within city limits. Please ensure all Jefferson County Public Health regulations are met and any required permits are obtained. Permits shall be prominently displayed.
- b. With the Business License application (or prior), a sketch plan shall be submitted to the Community Development Department showing the location of the food truck on the property. For properties with rotating vendors, only one sketch plan is required. Property owner permission must be obtained prior to operation on private property.
- c. Follow all West Metro Fire Protection District requirements for operation within their district.
- d. If at any time a business license, health department certificate, or property owner permission is revoked or suspended, approval from the Community Development Department is revoked or suspended simultaneously.



# COMMON SIGNS

## ZONING CODE REGULATIONS

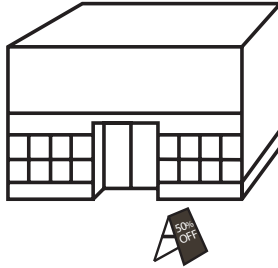
The Zoning Code regulates the size and location of signs throughout the City of Wheat Ridge. This handout summarizes requirements for the most common types of signs in **standard commercial, industrial and mixed use zone districts**. This handout does not address all types of signs; please refer to the table in Section 26-710 of the Municipal Code or contact the Community Development Department.

### Temporary Signs

#### PORTABLE

Permit *Not* Required

- Maximum 6 sqft per side
- A-frame or pedestal only
- 1 per business; must be on premise
- May only be displayed during business hours
- Setbacks apply:
  - 5' setback if taller than 36"
  - 2' setback if ≤ 36" tall
- If on sidewalk, may not interfere with accessibility



#### BANNER

Permit *Not* Required

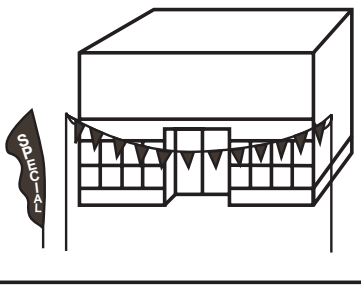
- Size limits apply:
  - 1/2 the allowance for wall signs
- 1 per business/activity
- Must be securely anchored
- May be placed only on walls facing a public street or major drive
- Not permitted on fences, landscaping, freestanding poles, or utility poles



#### PENNANT & STREAMER

Permit *Not* Required

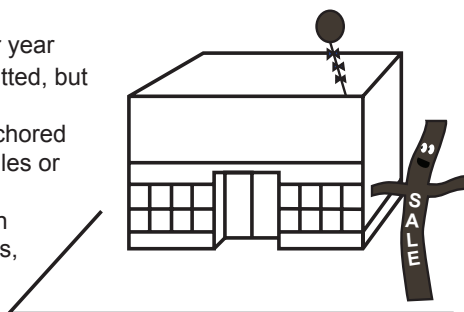
- Time limits apply:
  - Up to 60 days per year
- Must be securely anchored
- Only permitted for sales or special events
- May not interfere with other property, streets, motorists, or pedestrians



#### BALLOON & INFLATABLE

Permit *Not* Required

- Time limits apply:
  - Up to 60 days per year
- Roof mounting permitted, but height limits apply
- Must be securely anchored
- Only permitted for sales or special events
- May not interfere with other property, streets, motorists, or pedestrians



**NOTE: THE SIGNS IN THIS HANDOUT ARE NOT PERMITTED IN THE PUBLIC RIGHT-OF-WAY.** Where it is difficult to determine the public right-of-way due to lack of curb, gutter, and/or sidewalk, the boundary should be presumed to be 10' from the edge of pavement or back of curb. Where a sidewalk exists, the boundary should be presumed to be 2' from the outside edge of sidewalk. Temporary signs found to be located within the city right-of-way or in violation of sight triangle requirements shall be removed by an enforcement officer with no requirement of notice. (Sec. 26-707)

City of Wheat Ridge Community Development Department  
7500 W. 29th Avenue · Wheat Ridge, CO · 80033  
303-235-2846 · [www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us)

### Permanent Signs

#### FREESTANDING

☒ Permit Required

- Size limits apply:
  - Based on building size
- 1 per street frontage, not to exceed 2 per development
- Setbacks apply:
  - 5' setback if under 7' tall
  - 10' setback if 7' - 15' tall
  - 10' setback if adjacent to residential properties



#### WALL SIGN

☒ Permit Required

- Size limits apply:
  - No larger than 1 sqft per linear foot of the wall on which it is affixed
- 1 per street frontage or major interior drive



#### WINDOW & DOOR

Permit *Not* Required

- Signs may not obstruct more than 25% of the door or window area

