

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 for Bump-Outs**

**Application steps:**

1. Submit the following items to Community Development:
  - a. City of Durango Outdoor Commerce License Agreement 2023 Application;
  - b. License Agreement For Temporary Use of Public Right of Way for Outdoor Commerce;
  - c. *Community Development staff will review plans and issue approvals on those forms.*
2. Submit the following items to the City Clerk's Office:
  - a. **Approved** Community Development forms (listed in step 1);
  - b. Outdoor Liquor Service Application (this form);
  - c. Required items on this form's checklist;
  - d. *The Clerk's Office will route the complete application to the State Liquor Enforcement Division.*
3. Once the State Liquor Enforcement Division approves, City will issue a Temporary Modification of Premise License

**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.
    - Your map must also show at least one designated ADA entrance and seating area within your bump-out design
  - 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
- ✓ Proof of liquor insurance - Certificate of Insurance verifying proof of Liquor Legal Liability Insurance at a limit of \$1,000,000 if the temporary modification is on City property.

**NOTE: The \$300.00 Temporary Modification of Premises fee being collected is by the State of Colorado, no local fees are required. The fee can be paid at this link: <https://secure.colorado.gov/payment/liquor>**