



Temporary Modifications of Premises (COVID-19)

Emergency Regulation 47-302(F) and 47-1102 Guidelines and Application Checklist

These emergency regulations were adopted to allow on-premises consumption licensed establishments to apply for temporary modifications in order to pre-plan for temporary outdoor seating areas to support social distancing requirements while complying with all public health orders and other liquor laws and regulations.

What types of licenses qualify to apply for a temporary modification?

Hotel/Restaurant - Brew Pub - Distillery Pub - Vintner's Restaurant - Fermented Malt Beverage - Beer & Wine - Lodging & Entertainment - Optional Premises – Club - Arts - Breweries (State approval only) - Wineries (State approval only) - Distilleries (State approval only)

What application form is to be used for a temporary modification?

State Form #8442 – Permit Application and Report of Changes (attached with areas required highlighted)

What documents are required to be submitted with the Permit Application and Report of Changes?

- Diagram of new, temporary area to be licensed that includes: a) dimensions of the new space; b) entrance/exit points; c) seating layout; d) boundaries (area may not block pedestrian movement and must provide for 52" of space to meet ADA requirements) **BOLD outline in red, the boundary of service.**
- Lease, deed, or other written permission to utilize the new space proposed for the temporary modification
- You must comply with building and zoning laws; contact Building and Fire to determine any restrictions:
Building: 970-962-2662
Fire: 970-962-2537
- Written Control Plan that includes: a) hours of operation; b) new signage plans; c) plan for music or entertainment; d) how service to underage individuals and intoxicated patrons will be monitored and prevented; e) security measures; f) description of barriers used to maintain boundaries of new space to be added; g) how overall area will be monitored to assure alcohol beverages do not come onto or leave the additional space; h) lighting plans
- If on a City-owned right-of-way, Certificate of Insurance naming the City as an additional insured in the amount of \$1 million dollars

Download the required application, guidelines, and emergency regulations found at <http://www.cityofloveland.org/government/city-clerk/liquor-licensing> and apply. Complete applications with all required attachments and documentation can be submitted via email at sarah.jacobsen@cityofloveland.org or you may call (970) 962-2324 for assistance.

What are the fees for a temporary modification?

The City of Loveland is waiving fees associated with Temporary Modification Applications, so no fees are required at the time of filing your application. There is a one-time fee of \$150 to be submitted to the Department of Revenue; pay online at <https://secure.colorado.gov/payment/liquor>

Does my premises need to be posted?

Pursuant to an order established by the Loveland Liquor Licensing Authority on May 21, 2020, all licensees applying for a temporary modification of premise must have their property posted for five days prior to approval by the Local Licensing Authority. Once a completed application is accepted by the City of Loveland, you will receive the information for posting of the premises.

When does the temporary modification expire?

Approved temporary modifications will expire in 120 days from the effective date of the emergency regulation, unless extended by subsequent State Rule or action.

How long will it take to process a temporary modification?

The City of Loveland and the State of Colorado will review these applications concurrently to help expedite approval and issuance of a temporary modification permit. A public notice will be required to be posted on the site provided by the City Clerk's Office. **Contact the Loveland City Clerk's Office at 970-962-2000 x9 for specific questions or clarification.**

Incomplete applications cannot be accepted in the spirit of expediency in approval for businesses!