



**Department of Excise & Licenses**

201 W. Colfax Ave. Dept. 206  
Denver, CO 80202  
p: 720.865.2740  
f: 720.865.2881

[www.denvergov.org/businesslicensing](http://www.denvergov.org/businesslicensing)

**Date:**

Dear Applicant:

Thank you for the **application** you recently filed for a \_\_\_\_\_  
at \_\_\_\_\_, Denver, Colorado. The Department of Excise and Licenses is in receipt  
of your application and has scheduled a public hearing for this application.

**Notice of Public Hearing**

You are hereby notified to appear at the **Wellington Webb Building, 201 W. Colfax Avenue, Department 206 (Excise and Licenses)** for the **public hearing** scheduled on \_\_\_\_\_  
at \_\_\_\_\_. Please arrive at least 15 minutes prior to your scheduled hearing.

Your Assigned Licensing Technician is \_\_\_\_\_. They can be reached  
at \_\_\_\_\_ or by emailing \_\_\_\_\_.

**Policies and Procedures for Your Public Hearing**

Your public hearing and all related procedures will be governed by the Denver Excise and Licenses Hearing Policies and Procedures, which are available to the public on our [website](#) or by clicking [here](#).  
**Please read the Hearing Policies and Procedures carefully, paying close attention to the following:**

- Article I – General Provisions
- Article II – Procedures Applicable Only to Needs & Desires Hearings
- Article \_\_\_\_\_

**Posting Notice of Your Public Hearing**

You must post notice of your public hearing at your proposed or licensed premises. This notice must be posted for a minimum of \_\_\_\_\_ calendar days prior to the hearing, and in the manner outlined in Section 2.1.6 of the Hearing Policies and Procedures. Please note that the notice must be posted in a clear manner (not behind tinted glass) at the front entrance of your building or another location that is conspicuous to the public. Failure to properly post may result in the continuance of your hearing or a denial of the application. Included in this hearing packet is a template for the *notice posting language* that must appear on your sign.

You must post the notice of your hearing on \_\_\_\_\_ no later than **8:00 a.m.**, and you shall maintain the notice posting **through** \_\_\_\_\_, the date of your hearing.

### **General Communication Procedures**

The procedures for communicating with the Department can be found in Section 1.6.1 of the Hearing Policies and Procedures.

### **Map of Designated Area**

The Department of Excise and Licenses has designated the neighborhood in question by selecting an area surround your location. A *Map of the Designated Area* is included in this hearing packet. For complete information about the Designated Area, please refer to the Hearing Policies and Procedures.

### **Findings**

Included in this hearing packet is a *Findings document* stating the findings rendered in this matter. Failure to submit any of the requirements stated in the Findings document may result in a cancellation of the above-set public hearing date, and/or denial of your application that would require you to submit a new application and application fees. Please do not hesitate to contact your Licensing Technician should you have any questions regarding the Findings document.

### **Circulating Petitions**

If you intend to circulate petitions, please read, sign, and return the *Circulating Petitions* form included in this hearing packet. Please note that petitions must be pre-filed with the Department at least seven (7) days prior to the date of the hearing. For complete information regarding the circulation of petitions, please refer to Section 2.1.7 of the Hearing Policies and Procedures.

### **Legal Representation**

As the Applicant, you have the right to be represented by an attorney at your own expense. A corporation or limited liability company must appear before an administrative agency through an attorney, subject to a few exceptions. For complete information regarding legal representation before the Department, please refer to Section 1.5 of the Hearing Policies and Procedures.

If you believe you are exempt from the corporate representation requirements, please complete the *Corporate Resolution Form* included in this hearing packet and submit it to your Licensing Technician via e-mail no later than two (2) days prior to your hearing date.

If you will be represented by an attorney, please have your attorney submit an Entry of Appearance to your Licensing Technician via e-mail no later than two (2) days prior to your hearing date.

### **Your Burden of Proof at the Hearing**

At your public hearing, you will be required to prove why said application should be approved. You will be required to present evidence demonstrating the neighborhood need for the license and that the residents and/or business owners or managers in the area around your location desire that the license issue. You must also establish that the issuance of this license will not have an adverse effect on the health, welfare or morals of the neighborhood in question and that there is not good cause to deny the application. Please refer to the Hearing Policies and Procedures, as well as applicable state and local laws in order to properly understand your burden. You must present this evidence, even if the application is not contested.

**Special Circumstances**

Requesting an Evening Hearing: Any Applicant, Licensee, or Party in Interest may request an evening hearing pursuant to Section 2.2 of the Hearing Policies and Procedures.

Foreign Language Interpreter: Any Applicant, Licensee, Party in Interest, or City Attorney may request a foreign language interpreter for any hearing. Such requests must be made in writing per the guidelines in Section 1.6.3.8 of the Hearing Policies and Procedures.

Use of Cameras at Hearing: Any person who wishes to photograph or videotape the hearing must file a written request with the Department at least two (2) business days prior to the hearing, as outlined in Section 1.6.2 of the Hearing Policies and Procedures.

Thank you for your attention to these matters.

Ashley Kilroy  
Executive Director  
Denver Department of Excise and Licenses

**Certificate of Delivery:**

The undersigned hereby states and certifies that one true copy of the foregoing Findings, together with the application hearing packet were e-mailed to the following on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

---

Licensing Technician II