



## Back to Business Checklist

On May 25, 2020, Governor Polis announced guidelines for reopening restaurants. The City of Alamosa understands the preparation it may take to re-open under conditions that limit occupancy in order to comply with social distancing. The following information may help restaurants and retail businesses strengthen their re-opening plans. The information includes a new process to help support businesses that are able to expand seating, conduct business transactions, and display merchandise in formerly restricted areas. Certain restrictions, such as ADA compliance, will remain in place.

### SITE INFORMATION

Business Name: \_\_\_\_\_

Location Address: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Business Contact: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

### SITE PLAN

If you want to expand seating or place signs or merchandise in the public rights-of-way (such as public parking lots, sidewalks, and streets) or temporarily modify your liquor license premises, you will need to submit a site plan. This must include:

- Existing site with dimensions
- Proposed encroachment into the right-of-way and/or expansion of liquor license premises
- Spacing of tables, chairs, tents, signs, etc. as well as 5' ADA accessibility path on sidewalks
- Encroachment Application

### SIGNS

If you want to add additional signage, please attach a sign application. If the sign will be on the sidewalk, please include an encroachment permit.

- Sign Permit

### LIQUOR LICENSE EXPANSION

If you are a current liquor license holder and would like to extend liquor service area, the State has made an allowances for permit applications. Please include:

- Form DR 8442
- Control Plan
- Proof of possession of property or permission of use