



CITY CLERK
CITY OF FEDERAL HEIGHTS
2380 W. 90TH AVE., FEDERAL HEIGHTS, CO 80260
plowell@fedheights.org

MEMORANDUM

RE: **ONLINE RENEWAL OF LIQUOR LICENSE APPLICATIONS**

DATE: April 24, 2020

The City of Federal Heights is accepting liquor license renewal applications via email at plowell@fedheights.org. Payment to the City may be made by credit card by calling the front desk, 303-428-3526 (fees will apply), dropping a check into the utility payment drop box in the City Hall parking lot or by mailing a check to: City Clerk, 2380 W. 90th Ave., Federal Heights, CO 80260.

The state of Colorado is also accepting applications and payments online. Please note that if renewals are submitted online, both the state and the City need to receive the same emailed version of the renewal application and both entities must receive payment before the renewal can be processed.

This online renewal option is not mandatory; it is another option to submit a renewal application. If you prefer to submit your renewal as you have done in the past, please do so.