

LIQUOR

CHANGE IN LOCATION

1. Application forms must filled out on line at www.mass.gov/abcc printed and submitted to the Board of Selectmen.
2. \$200. check made payable to the ABCC, or may be paid online during the application process.
\$100. check made payable to the Town of Walpole
\$55 check made payable to the Walpole Times
3. Vote of the Board of Directors (if a corporation) authorizing the change
4. Advertised in the local paper (Selectmen's Office prepares)
5. Blue prints or hand drawn floor plan (drawn to scale) of the new location.
6. Churches, synagogues, hospitals and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.
7. Abutters must be notified by certified mail. For purposes of liquor license applications, an abutter is a person whose property directly touches the propose premises' - not someone across the street. **An application for the Abutters list is included and must be submitted to the Assessor's office for processing by the applicant.**
8. Documents showing applicant has legal right to occupy premises identified in the application, e.g. lease.
9. The Office will only accept complete applications.

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**TOWN OF WALPOLE
REQUEST FOR ABUTTERS LIST**

To: Board of Assessors

I request an Abutters List (Direct Abutters) for the Board of Selectmen

Name of Applicant: _____

Address: _____

Telephone: _____

Location of Property _____

Parcel ID of Locus: _____

I understand that I am to pay a Fee of \$1.50 per abutter to the Board of Assessors for this list.

The following items are included with this package:

Abutters Request Form
Abutters List
2 Sets of Mailing Labels