



## LIQUOR LICENSE

### NEW and TRANSFER LICENSE REQUIREMENTS

#### **ABCC REQUIREMENTS:**

1. Application must be filled out online (website listed below), printed and submitted to the Board of Selectmen's Office  
[www.mass.gov/abcc/pdf/forms/retail/reta\\_new.pdf](http://www.mass.gov/abcc/pdf/forms/retail/reta_new.pdf)
2. Retail Transmittal Form
3. **\$200.00** Check made payable to the **ABCC** or the **Commonwealth of Massachusetts**
4. Newspaper Notice – Advertised in the Hometown Weekly (Selectmen's Office prepares)
5. Abutters must be notified by Certified Mail. For purposes of liquor license applications (Ch. 138, Sec. 15A), an abutter is a person whose property directly touches the proposed premises – not someone across the street. The Abutters list Application is included in this packet and must be submitted to the Assessor's Office for processing by the Applicant.
6. Vote of Corporate Board or LLC - If the applicant is a Corporation, a vote of the Board of Directors of the Corporation appointing a **MANAGER** must be included. All managers must be United States citizens, and must be at least 21 years of age (copy of Birth Certificate required).
7. Manager's Form – If a Corporation, the manager must complete the form. If a partnership, each partner must complete the form. If an individual, the individual must complete the form
8. Applicant must attach a floor plan with dimensions and square footage for each floor & room
9. Proof of Citizenship and/or Naturalization for proposed manager (*examples include: U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers*)
10. Personal Information Form for all individuals with beneficial interest in the license and proposed license manager
11. CORI Release Form – All shareholders, LLC members or other individuals with any ownership in this license must complete a CORI Release Form
12. Articles of Organization for Corporation or LLC – As filed with the Massachusetts Secretary of State - must contain the Seal of the Secretary of State

13. All financial records, loan agreements and/or documents, for source(s) of money who are funding more than \$50,000 towards this license transaction
14. Signed lease or documents proving a legal right to occupy premises

**These are the requirements from the ABCC regarding the forms that must be submitted at the time of filing. The ABCC will NOT accept hand written documents.**

### **TOWN OF WALPOLE REQUIREMENTS:**

1. **\$100.00** Check made payable to the Town of Walpole  
**\$60.00** Check made payable to Hometown Weekly - for the Advertisement
2. If the applicant is a partnership, a copy of the partnership must be included.
3. Liquor Liability Insurance must be submitted with this application
4. 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 certified 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.
5. **Please note** that Advertisement is handled by the Selectmen's Office and is paid for by the Applicant. All abutters are notified by the Applicant via Certified Mail, return receipt is requested. These return receipts are to be submitted to the Selectmen's Office not later than the date preceding the hearing.
6. Tax Affidavit & Workers' Compensation is to be filled out and a copy of Workers' Compensation Policy declaration page (showing the policy number and expiration date)

**\*\* Please note that the Selectmen's Office will only accept complete applications \*\***