



SELECT BOARD
TOWN OF TEWKSBURY
TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

APPLYING FOR ALTERATION OF PREMISES

Massachusetts General Laws, Chapter 138 governs alcoholic beverage licenses.

Applications for Liquor License transactions must be completed on the Alcoholic Beverages Control Commission website at <http://www.mass.gov/abcc/>

****The Alcoholic Beverages Control Commission does not accept any handwritten documents****

Please submit *all* of the required information to the Select Board's Office, Town Hall, 2nd Floor, 1009 Main Street, Tewksbury, MA 01876 *before* your public hearing is scheduled:

- Completed ABCC application and online payment receipt
- New Floor Plan
- Completed Town Department Checklist
- Certificate of Tax Compliance – Current license holder must provide Certificate of Tax Compliance approved by the Town of Tewksbury Treasurer/Collector, 11 Town Hall Avenue, 978-640-4340
- Proof of Legal Notice (prepared by this office) advertised in the newspaper no later than 14 calendar days (not including day of publication) prior to Select Board's public hearing
- Certified Abutters List from the Town of Tewksbury Assessor, 11 Town Hall Avenue, 978-640-4330
- Abutter Notification via Certified Mail - Return Receipts must be addressed to:

Select Board
Town Hall, 2nd Floor
1009 Main Street
Tewksbury, MA 01876

- \$50.00 Transaction Fee – Checks made payable to the Town of Tewksbury



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PLEASE BE ADVISED, THE TOWN DOES NOT PROVIDE LEGAL ADVICE. CONSULT WITH YOUR LEGAL COUNSEL PRIOR TO SUBMITTAL.

CERTIFICATE OF TAX COMPLIANCE

LIQUOR LICENSE TRANSACTIONS

MUST BE COMPLETED BY THE CURRENT LICENSE HOLDER

This form must be completed by the **CURRENT LICENSE HOLDER** and approved by Tewksbury Treasurer/Collector or designee that as of the date below the current license holder does not owe any Personal Property taxes, Real Estate taxes, or water and sewer charges to the Town of Tewksbury.

Name of Current License Holder: _____

Name of Establishment: _____

Doing Business as (if applicable): _____

Establishment Street Address: _____

The above applicant does not owe any taxes to the Town of Tewksbury as of this date:

Treasurer/Collector's Office



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CHECKLIST FOR SELECT BOARD PUBLIC HEARINGS

Type of License/Hearing: Liquor Class I, II, III (Car) Common Victualler (Food) Other*

If Liquor Please Indicate Type: _____
(New/Transfer/Alterations/Amendments/Changes)

*Other, Please Explain: _____

Name and Address of Applicant: _____
(please print)

Name and Address of Business: _____
(please print)

Department Approvals Needed	Department Approvals Acted On	Signature of Town Official & Date
Community Development _____ (Planning Board, Conservation Commission, Board of Appeals) Town Hall, Lower Level, 1009 Main Street – (978) 640-4370		
Building Department _____ Town Hall, Lower Level, 1009 Main Street – (978) 640-4430		
Board Health _____ Town Hall, Lower Level, 1009 Main Street – (978) 640-4470		
Dept. of Public Works _____ D.P.W, 999 Whipple Road – (978) 640-4440		
Fire Department _____ Center Fire Station, 984 Main Street – (978) 640-4410		
Police Department _____ Center Fire Station, 918 Main Street – (978) 640-4385		