



**BOARD OF SELECTMEN**  
**TOWN OF TEWKSBURY**  
TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

(978)-640-4300  
FAX (978) 640-4302

**Policy for Applicants for Alteration of Premise**

1. Licensee must fill out an application with the Alcoholic Beverages Control Commission (ABCC) at:  
<https://www.mass.gov/orgs/alcoholic-beverages-control-commission>  
Please submit all requested documentation with your application including a receipt for the ABCC's \$200 fee.
2. Licensee must provide floor plans of the proposed work.
3. Licensee must submit a Certificate of Tax Compliance
4. Licensee must submit a certified Abutters List from the Assessor's Office located at 11 Town Hall Avenue (across from Town Hall).
5. Licensee must submit a completed Checklist for Board of Selectmen Public Hearings.

Once the completed packet is submitted to the Board of Selectmen's Office you will receive a legal notice to put in the newspaper. The legal notice has to be published 14 days prior to your scheduled Public Hearing with the Board of Selectmen. The date and time of the Public Hearing is on the legal notice.

1. Legal Notice in local newspaper. We use either of these local papers the least expensive is listed first:

Tewksbury Town Crier  
978-658-2346 [legals@dailytimesinc.com](mailto:legals@dailytimesinc.com)  
Deadline for Wednesday's paper is 10 a.m. on Tuesday.

The Lowell Sun  
978-970-4733 [legals@mediaone.com](mailto:legals@mediaone.com) or [legals@mediaonene.com](mailto:legals@mediaonene.com) (how  
it is listed in their paper)

Please submit a clipped copy of the legal notice from the paper to this  
office for your file.

2. Certified mailing to direct abutters and across the street.

Please address the green certified return receipt with the following  
address for Sender:

Board of Selectmen  
1009 Main Street, 2nd Floor  
Tewksbury, MA 01876  
Re: store name

These receipts will be mailed to this office and put in your file for  
future reference.



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**CERTIFICATE OF TAX COMPLIANCE**

**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 LicenseHolder: \_\_\_\_\_

\_\_\_\_\_

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

Date: \_\_\_\_\_



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**CHECKLIST FOR BOARD OF SELECTMEN 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	Department	Signature
Approvals Needed	Approvals Acted On	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, 21 Town Hall Avenue – (978) 640-4410		
Police Department		
918 Main Street, 978-851-7373 Non-Emergency		