



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

4300

(978)-640-

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 Select Board Hearings.

Once the completed packet is submitted to the of Select Board'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 Select Board. 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:

Select Board  
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.