

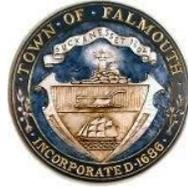
Please Note: Liquor License processing generally takes 3 months from the date a complete, accurate application or amendment is received with all requirements.

- Errors and missing information add to the processing time.
- Proofread your application carefully.
- Incomplete applications must be rejected.

To ensure licenses are issued for the Summer Season, applications for **all types of licenses** should be submitted by February 28th.

Find application forms and instructions at
<https://www.falmouthma.gov/648/Licenses>

For questions contact licensing@falmouthma.gov or call 508-495-7325



Town of Falmouth

59 Town Hall Square
Falmouth MA 02540
508-495-7320

Application for Alteration of Premises Restaurant, Club, or Hotel Liquor License Checklist

Liquor License processing generally takes 3 months from the date on which a complete, accurate application or amendment is received with all requirements.

Step 1: *Is your property ready for liquor license approval?*

- Building Commissioner - submit for approval a Floor Plan completed/stamped by an Architect or Engineer showing all seats and occupancy load.
- Include a copy of page 1 of the ABCC application.
- If outdoor seating is included with the interior alteration either a Landscape Plan or Certified Plot Plan/Site Plan is required. *For applications to add only outdoor seating contact licensing@falmouthma.gov*
- Obtain Building Commissioner's sign-off sheet
- Obtain the Town Planner's signature on the sign-off sheet - a review may be required
- Obtain the Health Agent signature on the sign-off sheet - a Wastewater Department review or re-inspection may be required.

Step 2: *Now complete the requirements.*

- Assessor's Office - Obtain a Certified List of Abutters: *Immediate abutters plus churches and schools within 500'.*
- Building Department – Apply for an updated Certificate of Inspection, *in most cases.*
- Total Fees payable to the Town of Falmouth at the Select Board office \$50.00

Step 3: *Now you are ready to submit the application to the Select Board.*

- Submit the ABCC application found at www.mass.gov/ABCC, supporting documents, the pages from the Certified List of Abutters, the approved Floor Plan, and sign-off sheet.
- A Hearing is scheduled, and a Notice of Hearing is emailed to the applicant.
- Applicant must at their own expense place the hearing notice for advertisement in the Falmouth Enterprise. The publication date will be provided.
- Submit the green certified mail receipts as proof of mailing and a copy of the newspaper advertisement.
- Applicant must send the Notice of Hearing to abutters by Certified Mail within 3 days of the newspaper advertisement.
- Attend the Select Board Liquor License Hearing.

Town of Falmouth

License Application – Department Contact Information

Select Board **Town Hall** **(508) 495-7320** licensing@falmouthma.gov

- License applications.

Building **Town Hall** **(508) 495-7470** <https://www.falmouthma.gov/307/Building>

- Approval of floor plan and/or site plan.

Apply online using **PermitEyes**

- Certificate of Inspection.
- Sign Permit

Zoning Appeals **Town Hall, Second Floor** **(508) 495-7460**

- Special permit.

Planning **Town Hall, Second Floor** **(508) 495-7440**

- Site plan review.

Assessor **Town Hall** **(508) 495-7380** <https://www.falmouthma.gov/175/Assessing>

- Certified abutters list.

Police **750 Main St.** **(774) 255-4527**

- Call Central Records to schedule an appointment for the fingerprint-based background check.

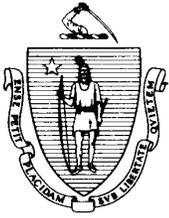
Health **Town Hall** **(508) 495-7485** <https://www.falmouthma.gov/273/Health>

Apply online using **PermitEyes**

- Food service establishment permit.

Town Clerk **Town Hall** **(508) 495-7360**

- Certificate of Doing Business.
-



*The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc*

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

CHANGE OF LOCATION

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
Alteration of Premises/Change of Location Application
Vote of the Entity Board
Supporting financial records
Legal Right to Occupy
Floor Plan
Abutter's Notification*
Advertisement*

ALTERATION OF PREMISES

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
Alteration of Premises/Change of Location Application
Vote of the Entity Board
Supporting financial records
Legal Right to Occupy
Floor Plan
Abutter's Notification*
Advertisement*

MANAGEMENT AGREEMENT

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
Management Agreement Application
Management Agreement
Vote of the Entity Board
CORI Forms for all listed in Section 8A and attachments

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. This does not pertain to a liquor license manager that is employed directly by the entity.



Complete prior to applying for an Alteration of Premises

APPLICANT: _____

ADDRESS: _____

TYPE OF LICENSE : _____

The attached plan or plans described below have been approved by the Building Commissioner's Office as appropriate for this application:

- a. A Floor Plan completed and stamped by an *Engineer or Architect* to the Building Commissioner's office. The Plan must include all seating, parking information, and the occupancy load calculation.
- b. For outdoor seating, submit either a Landscape Plan or Certified Plot Plan/Site Plan, contact the Building Commissioner's office.

Plan Submitted & Drawn by: _____

Plan Number: _____

Plan Date: _____

Revision date: _____; _____; _____

NOTES: _____

Building Commissioner:

DATE: _____ X _____

Town Planner:

DATE: _____ X _____

Health Agent:

DATE: _____ X _____

Conservation Administrator: *Certain areas under Conservation Commission jurisdiction also require review and signature*

X _____ DATE: _____



Town of Falmouth Assessing Department

59 Town Hall Square, Falmouth MA 02540

Telephone: 508-495-7380

Fax: 508-495-7384

REQUEST OF CERTIFIED ABUTTERS LIST

Name of person requesting abutters list: _____

Address of person requesting abutters list: _____

Phone: _____

Abutters to (subject property): Map _____ Section _____ Parcel _____ Lot _____

Map _____ Section _____ Parcel _____ Lot _____

Map _____ Section _____ Parcel _____ Lot _____

Lot size of subject property: _____

Location of subject property: _____

Check one:

_____ Direct abutters (includes properties across street)

_____ Direct abutters in local Historic District (includes properties across the street) within 100'

_____ Immediate abutters (includes only properties with a common property line)

_____ Immediate abutters plus churches and schools within 500'

_____ Properties within 300'

_____ Properties within 300' or abutters abutter to abutter whichever is closest

_____ Properties within 100'

_____ Other (specify) _____

Fee. \$25.00 Total _____



TOWN OF FALMOUTH

AFFIDAVIT OF NOTICE OF MAILING TO ABUTTER AND OTHERS

To the Select Board of the Town of Falmouth, for the application by _____

_____, for _____

I, _____ hereby certify that the attached is a true list of the persons shown upon the Assessor's most recent valuation list as the owners of the property abutting the proposed location for an alcoholic beverages license at:

And that the following schools, churches, or hospitals are located within a radius of five hundred (500) feet from said proposed location,

If there are none, please so state: _____

I also certify that the notice of this application/petition concerning an alcoholic beverages license was given to the above by mailing to each of them within three days after publication of same, a copy of the advertisement is attached below.

Signed and subscribed to under penalties of perjuries this day of _____ 20 _____

Signature: _____

Printed name: _____

Notary Public: _____

My Commission Expires: _____