

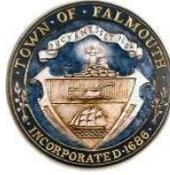
**Please Note: Liquor License processing generally takes 3 months from the date a complete, accurate application or amendment is received with all requirements.**

- 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 28<sup>th</sup>.

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

For questions contact [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov) or call 508-495-7325



## Town of Falmouth Select Board Office

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

### Application for New 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 - obtain approval and sign-off sheet of a Floor Plan completed/stamped by an Architect or Engineer. Provide a copy of page 1 of the ABCC application form.
- A Landscape Plan or Certified Plot Plan/Site Plan is required for outdoor seating, *contact the Building Commissioner's office for details.*
- Obtain the Town Planner's signature on sign-off sheet.
- Assessor's Office - Obtain a Certified List of Abutters: *Immediate abutters plus churches and schools within 500'*

#### **Step 2: *Now complete the requirements.***

- Police Department – Manager must complete a town background check.
- Health Department – Apply for a Food Service Establishment Permit.
- Building Department – Apply for a Certificate of Inspection.
- Town Clerk – Obtain a Certificate of Doing Business (*in most cases*).

#### **Step 3: *Have all the following ready to submit with the application.***

- Apply for and obtain a Common Victualler or Innholder License.
- Prepare to submit all license Filing Fees by check or cash and, separately, all License Fees payable by bank or cashier's checks only, see page 3.
- Certificate of Insurance-Liquor Liability insurance coverage
- TIPS or other alcohol safety certification for the Manager *and all employees handling alcohol*

#### **Step 4: *Now you are ready submit the application to the Select Board.***

- Submit all pages of the ABCC application and requirements found at [www.mass.gov/ABCC](http://www.mass.gov/ABCC), the approved Floor Plan, sign-off sheet, and Certified Abutter List.
- The Select Board Office will email a public hearing notice which the applicant must send by certified mail to abutters within three (3) days of the advertisement.
- Applicant must at their own expense place the hearing notice for advertisement in the Falmouth Enterprise. The publication date will be provided.
- Provide a copy of the Assessor's abutters certification, green certified mail receipts as proof of mailing, and a copy from the newspaper of the advertisement.

**Please proofread the application carefully. Incomplete applications must be returned.**

**For questions contact [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov) or call 508-495-7320**

## **NEW LICENSE**

To apply for an alcoholic beverages retail license, you will need the following:

- **\$200 Fee** paid online through our online payment link: [ABCC PAYMENT WEBSITE](#)
- **Monetary Transmittal Form**
- **New Retail Application**
- **Manager Application**
- **Vote of the Entity**
- **Business Structure Documents**
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth
- **CORI Authorization Form** Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- **Proof of Citizenship** for the proposed Manager of Record.
- **Supporting Financial Records** for all financing and or loans, including pledge documents, if applicable.
- **Legal Right to Occupy**, a lease or deed.
- **Floor Plan**
- **Abutter's Notification**
- **Advertisement**
- **Additional information, if necessary, utilizing the formats provided and or any affidavits.**
- **Management Agreement**, if applicable, requires the following:
  - Management Agreement Application
  - Management Agreement
  - Vote of the Entity
  - CORI Forms for all listed in Section 11 and attachments

*Please Note: You may be requested to submit additional supporting documentation if necessary.*



Please be advised that all license application fees must be paid upon submission of an application as follows:

- Filing fees and other administrative fees may be paid by personal or business check when the application is submitted. Cash is also accepted.
- License fees must be paid in full at the time the application payable only by a separate cashier's check or bank check.

These checks will be held and not processed until the application is fully approved and all license requirements completed. If the application is not approved the cashier's/bank checks will be returned to the applicant.

*Please contact the Select Board Office for further information.*



## Complete prior to applying for: New Liquor License

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LICENSE APPLIED FOR: \_\_\_\_\_

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, and the occupancy load calculation.
- b. For outdoor seating, submit either a Landscape Plan or Certified Plot Plan/Site Plan, *see Building Commissioner's office for details.*

Plan Submitted & Drawn by: \_\_\_\_\_

Plan Number: \_\_\_\_\_

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

Revision date: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

NOTES: \_\_\_\_\_

Building Commissioner:   X \_\_\_\_\_

DATE: \_\_\_\_\_

Town Planner:           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: \_\_\_\_\_

## Town of Falmouth

### License Application – Department Contact Information

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

- License applications.

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**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

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

- Special permit.

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

- Site plan review.

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

- Certified abutters list.

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

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

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

Apply online using **PermitEyes**

- Food service establishment permit.

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

- Certificate of Doing Business.
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