

TOWN OF FALMOUTH

Select Board Office, 59 Town Hall Square, Falmouth MA 02540 – 508-495-7320

Applications can be emailed to licensing@falmouthma.gov, mailed, or submitted to the Select Board Office.

Requests can take several weeks to review, then are submitted for approval by the Select Board, after which the license must be recorded at the Registry of Deeds.

Grant of License Procedure

1. The first step to requesting a Grant of License is found at <https://www.falmouthma.gov/DocumentCenter/View/14969/Grant-of-License-FIRST-STEP>. The applicant should submit a detailed narrative of the proposed license and a plan showing the proposed work or area to be maintained to licensing@falmouthma.gov or to the Select Board office. The request is sent to the Town Engineer, Assistant Town Manager, Zoning Appeals, and Town Counsel for review. If a Plot Plan or Site Plan of the property is available showing the proposed work, it should be submitted with the narrative. If a Plot Plan is unavailable, a sketch may be submitted that clearly shows the property with property lines and the proposed work. If the request is found by the Town Manager to be an appropriate use of town land a formal application and Site Plan is requested.
2. The applicant should submit a letter including their email address and phone number describing the request and why it is being made as well as a Site Plan showing the area to be licensed.
3. The Site Plan should contain the following:
 - Labelled as Exhibit (to be referenced in License)
 - Date
 - Scale
 - North Arrow
 - Monumentation related to the property
 - Property lines
 - Existing Improvements and setbacks
 - Right of Way labeled
 - Edge of pavement, sidewalk, and curbing (if present) depicted
 - Encroaching Improvements that are subject of the license clearly identified
 - Owner
 - Address
 - Deed Reference
 - Assessor Parcel Number
4. The letter and plan are reviewed by the Town Engineer, Town Manager's Office, Zoning Appeals, and Town Counsel. Other departments may be included depending on the location and nature of the request.
5. Review by the Select Board is *tentatively* scheduled pending completion of the review.
6. If no change is needed, a license is prepared for Select Board approval.
7. Town Counsel's office manages the issuance of approved licenses after recording at the Registry of Deeds.