



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

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<http://www.town.orleans.ma.us>

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

PROCEDURE FOR NEW OR TRANSFER OF LIQUOR LICENSE (All Types) (Package Stores, Restaurants/Common Victualler, Club, Innholder & General)

State Forms & Requested Documents:

Link to the ABCC website: <https://www.mass.gov/how-to/apply-for-an-alcoholic-beverages-retail-license-new-or-transfer>

Once the entire package is assembled, please make sure you schedule an appointment with the Licensing Agent Michaela Miteva prior to bringing hard copies to the Town Administrator's/Selectmen's Office.

_____ \$50.00 filing fee, payable to the Town of Orleans

_____ \$200.00 paid to ABCC via [ePay \(https://www.mass.gov/epay-for-online-payments-abcc\)](https://www.mass.gov/epay-for-online-payments-abcc)

_____ [Monetary Transmittal Form](#) and printed ePay receipt confirmation

_____ [ABCC E - Criminal History Record Information](#). The person completing the form must meet with Authorized CORI staff member and bring identification (picture ID)

_____ [Town e-Cori Authorization Form](#)

_____ Application for Retail Alcoholic Beverage License (**Note:** every question must be answered, very rarely is "Not Applicable" an appropriate and acceptable answer)

_____ Petition for Transfer of Ownership (**TRANSFER ONLY**)

_____ Applicant's Statement

_____ Personal Information Form(s) with attachments if necessary

_____ Vote of Corporate Board or members of LLC authorizing all requested transactions & appointment of **Manager** of record for license. (**Note:** all managers must be United States citizens, and must be at least 21 years of age. Proof of citizenship must be provided - copy of birth certificate, citizenship papers, etc.)

_____ Manager's form (**Note:** if a *corporation*, the appointed manager of record must complete the form. If a *partnership*, each partner must complete the form. If an *individual*, the individual must complete the form)

_____ Proof of citizenship must be provided (*copy of birth certificate or citizenship papers, etc.*)

- _____ Articles of Organization for Corporation or LLC
- _____ Certificate of Good Standing (new applicants or buyers applying for a transfer)
- _____ If the applicant is a partnership, a copy of the partnership
- _____ Copy of purchase and sales agreement (**TRANSFER ONLY**)
- _____ Floor Plans with dimensions/sq ft for each room, location of exits & storage of alcohol; signed by Building Commissioner if new bldg or Changes to seating from prior licensee (**NEW LICENSE ONLY**)
- _____ Final Lease or legal right to occupy premises (**Note:** if the applicant owns the property a copy of the current tax bill for property/location of business must be submitted)
- _____ Documents verifying sources of financing (i.e. loan papers, 3 months of checking accounts statements, stock sales, etc.)
- _____ Certificate of Compliance from the Mass Department of Unemployment Assistance.

Town of Orleans Forms & Requested Documents:

- _____ \$50.00 filing fee, payable to the Town of Orleans
- _____ All principals (all with financial interest in the business - directors, stockholders, partners, etc) and the manager must complete form E - Criminal History Record Information; the person(s) must meet with Authorized CORI staff member and bring identification (picture ID) + proof of citizenship (passport or birth certificate)
- _____ Affidavit of Abutters (**NEW LICENSE ONLY**)
 - The applicant must mail a copy of the Legal Advertisement which appears in the Cape Codder Newspaper (this will be placed by the Board of Selectmen staff) to all abutters by Certified Mail within three days of the ad appearing in the paper
 - Bring Abutter's Notification form to the Orleans Assessor's Office to obtain a current listing of abutters for notification; for the purpose of liquor license applications, an abutter is a person whose property directly touches the proposed premises - not someone across the street
 - Churches, Synagogues and schools must be notified of the proposed application; if same objects in writing, the Board of Selectmen must make a determination if that liquor license would be detrimental to the operation of the Church, Synagogue, school and make a written notation of same to the Commission (M.G.L. c. 138, s. 16C as Amended 1983)
- _____ Signed and notarized Abutter Notification form, receipts stamped by post office (white slip) showing certified mailing and return receipts (green cards) must be brought to the Selectmen's Office by noon on Tuesday **BEFORE** the hearing; any undelivered notices should also be brought at this time
- _____ All applicants for a Common Victualler (restaurant) and/or Innholder license (lodging & restaurant) must submit a copy of the menu for the restaurant and operating hours

_____ Copy of Business Certificate filed with the Town Clerk (Ch 110, s 5) if not a corporation using same corporate name

_____ Completed Collector/Treasurer Release Form

_____ Workers Compensation Form & copy of page of policy showing effective dates (under Chapter 152, Section 25C, Subsection 6, The Town of Orleans is required to withhold issuance or renewal of any license or permit to operate a business if a person or company does not provide evidence of compliance with General Laws Chapter 152

_____ Proof of Liquor Liability Insurance (**On-Premise Licenses – Chapter 138, Section 12 ONLY**)

_____ Fire Safety Certificate - obtain from Building Department; signatures from Bldg. Commissioner & Fire Chief (**On-Premise Licenses – Chapter 138, Section 12 ONLY**)

_____ Narrative of proposed type of operation (i.e. serving lunch, dinner, take-out, fine dining)

PLEASE NOTE:

- Applicant should review ***Town of Orleans Rules & Regulations of the Liquor License Authority*** which is included in this application package. Please note page 6, item #19 SERVICE TRAINING - FOR MANAGERS AND OTHERS.
- License is not valid unless issued in conjunction with a ***Food Service Permit*** – see Health Department for more information.
- **TIME FRAME FOR LEGAL ADVERTISEMENTS** - complete applications must be filed in the Selectmen's Office before a legal advertisement is sent to the paper by that office. Applications arriving on or before **noon on Thursday** will have advertisement published the following week in the Friday Cape Codder newspaper. Advertisements must appear **10 full days** before the hearing date and hearings are held every **1st and 3rd Wednesday** of each month.

Contact: Mihaela Mitevaat 508-240-3700 x 2310 or email: mmiteva@town.orleans.ma.us

Revised: Oct 15, 2019