



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3703

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

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

ALTERATION OF PREMISES APPLICANT'S PROCEDURE (Liquor Licenses)

Alter is defined as any increase or decrease in the size of change in character of the licensed premises or changes in the entrance/exit locations.

Link to the ABCC website: <https://www.mass.gov/doc/amendment-change-or-alteration-of-premises-22019/download> **The ABCC requires forms to be filled out online, printed and brought to the local licensing authority. You may pay the ABCC fee online (preferred method) or bring a separate check or money order in the amount of \$200 paid via ePay.. Once the entire package is assembled, please make sure you schedule an appointment with the Licensing Agent Liana Surdut prior to bringing hard copies to the Town Administrator's/Selectmen's Office.**

_____ Letter requesting alteration (identify what alterations are being done, seating by area, and updated description of premises)

_____ \$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

_____ Petition for a Change of License

_____ Vote of the Corporate Board

_____ Floor Plans (drawn to scale) of the new location or alterations (2 sets)

_____ Legal Right to Occupy (if needed)

_____ Supporting Financial Records (if needed)

_____ Affidavit of Abutters (<https://www.town.orleans.ma.us/sites/g/files/vyhlif3631/f/file/file/abutter.pdf>)

- 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 + Return receipts 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*



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3703

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

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

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

PLEASE NOTE:

- **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.
- **Form 43 WILL BE FILLED OUT BY THE SELECTMEN'S OFFICE** after the Board of Selectmen's hearing on the application. Form 43 will be sent out to the ABCC with all other necessary paperwork.
- **Contact:** Michaela Miteva at 508-240-3700 x 2310 or email: mmiteva@town.orleans.ma.us

Revised: October 4, 2019