

INFORMATION FOR ALCOHOL BEVERAGES RETAIL LICENSE APPLICATION

License application is available at <http://www.mass.gov/abcc/retailanding1.htm>

Additional documents required:

- Lowell License Commission CORI form

A valid driver's license as proof of identification for CORI check

The filing fee of \$75.00, payable to City of Lowell

The advertisement fee of \$175.00, payable to City of Lowell

The abutters list for the alcohol beverages license application is obtained from the Office of the City Assessor, 1st floor, Room 36, City Hall. There will be a fee, contact the City Assessor at 978-674-4200.

License applications for common victualler for a restaurant; and for entertainment, and automatic amusement device which are coin operated video and pinball games, and pool table

When the liquor license application has been approved by the Lowell License Commission, and the Alcoholic Beverages Control Commission, the license may be issued when the following items have been filed:

A copy of certificate of inspection signed by City of Lowell Building Commissioner, and Lowell Fire Chief;

A Health Department proof of satisfactory inspection;

A certificate of liquor liability insurance in the minimum amounts of \$250,000 for bodily injury or death for one person, and \$500,000 for more than one person;

A crowd manager certification if "occupant load" exceeds 99;

A copy of the business certificate

Annual license fees are payable to City of Lowell:

Bank check only for the alcoholic beverages license;

Business check will be accepted for the following:

A common victualler license;

An entertainment license;

The automatic amusement device license fee is for each coin-operated video, pinball game, and pool table. Massachusetts approval number for each device is required issued by the Office of Division of Standards [617-727-3480, ext. 21136]. The company distributor for the amusement devices should have the Mass. approval number for each device.

License Commission

Law, 3rd floor, City Hall, 375 Merrimack St.

Lowell, MA 01852

Ryan Wynn, Executive Secretary

Telephone: 978-674-4156; Fax: 978-453-1510; Email: rwynn@lowellma.gov

NOTIFICATION TO THE PUBLIC, ABUTTERS, CHURCH OR SCHOOL:

Within three (3) days after publication of the legal notice in the newspaper, the applicant shall send or cause to be sent to the mailing address of each abutter, who owns property touching the applicant's premises, an original or true copy of the legal notice by certified mail, return receipt requested. The abutters list shall include owners of land directly opposite on any public or private street or way.

From the City Assessors Office you will request a list of abutters. The office is located at City Hall, 375 Merrimack St., first floor, # 36, telephone # 978-674-4200.

The applicant shall present to the License Commission Office prior to the scheduled hearing all white postal receipts, and all green return receipts or the mailing envelope(s) determined to be undeliverable by the U.S. Postal Service.

An affidavit is to be signed by the applicant or person responsible for the mailing, attesting to having sent or caused to be sent the published legal notice. The signing of the affidavit is to be witnessed by a Notary Public.

A mailing of a legal notice is applicable to the authority of a school, church, synagogue, or hospital that is located within a radius of five hundred feet. The office of the City Engineer verifies distance figures. **An applicant for a new license or for a change of location shall include a written statement to inform the appropriate authorities of the necessity of a written objection to prevent the issuance of the license.**

AFFIDAVIT OF NOTICE OF MAILING TO ABUTTER AND OTHERS

To the Licensing Board

For the

Date

I, hereby certify that the following 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 the radius of five hundred (500) feet from said proposed location:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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 (3) days after publication of same, a copy of the advertisement is attached below. Also attached are the registered receipts/return registered receipts bearing signatures of persons receiving said notice.

Signed and subscribed to under the penalties of perjuries:
Printed: _____
Written: _____
Date:

Notary Public: _____
My Commission Expires: _____

License Commission
c/o Law Office
3rd floor, City Hall
375 Merrimack Street
Lowell, MA 01852

telephone 978-674-4156
fax 978-453-1510

TO THE LICENSE COMMISSION:

The undersigned respectfully makes application for the following
type of license:

Common Victualler

Name:

Sole proprietor
Partnership
Corporation
Limited liability company

Signature _____

Name of authorized individual [print/type]:

Business Name:

Business Address

Business Tel

Date Filed

Annual Fee
\$75.00

License #:

License Commission
c/o Law Office
3rd floor, City Hall
375 Merrimack Street
Lowell, MA 01852

telephone 978-674-4156
fax 978-453-1510

TO THE LICENSE COMMISSION:

The undersigned respectfully makes application for the following type of license:

Entertainment in a licensed Restaurant
Live Music, Disc Jockey, Juke Box

Name:

Sole proprietor
Partnership
Corporation
Limited liability company

Signature _____

Name of authorized individual [print/type]:

Business Name:

Business Address

Business Tel

Date Filed

Annual Fee:
\$100.00 for live music, disc jockey, juke box
\$75.00 juke box only

License #:

License Commission
c/o Law Office
3rd floor, City Hall
375 Merrimack Street
Lowell, MA 01852

telephone 978-674-4156
fax 978-453-1510

TO THE LICENSE COMMISSION:

The undersigned respectfully makes application for the following type of license:

Automatic Amusement Device
Name of coin-operated device(s), Massachusetts approval number(s)
[Number for device issued by Office of Consumer Affairs and Business Regulation-Division of Standards]

Name:

Sole proprietor
Partnership
Corporation
Limited liability company

Signature _____

Name of authorized individual [print/type]:

Business Name:

Business Address

Business Tel

Date Filed

Annual Fee
\$100.00 per device

License #: