



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

SEASONAL TO ANNUAL LIQUOR LICENSE (CHANGE) APPLICANT PROCEDURE (Liquor License)

All ABCC license forms are on the ABCC website: mass.gov/abcc. The ABCC requires forms to be filled out online. Bring hard copies to the Town Administrator's/Selectmen's Office. You may pay the ABCC fee online (preferred method) or bring a separate check or money order in the amount of \$200 made payable to the COMMONWEALTH OF MASSACHUSETTS AND/OR ALCOHOLIC BEVERAGES CONTROL COMMISSION.

- _____ \$50.00 filing fee, payable to the Town of Orleans
- _____ \$200.00 check, bank check or money order payable to the COMMONWEALTH OF MASSACHUSETTS AND/OR ALCOHOLIC BEVERAGES CONTROL COMMISSION
- _____ Retail Alcoholic Beverages License Application Monetary Transmittal Form
- _____ Application for Retail Alcoholic Beverage License (**Note:** every question must be answered, very rarely is "Not Applicable" an appropriate and acceptable answer)
- _____ Manager's form
- _____ Personal Information Form for all individuals with beneficial interests in the license
- _____ Articles of Organization for Corporation or LLC
- _____ Vote of the Corporate Board or LLC authorizing the changes
- _____ Signed 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)
- _____ Supporting Financial Records
- _____ All records, loan agreements, documents, as well as affidavits detailing the source(s) of money for this license transaction
- _____ 3 months worth of bank statements confirming the sources of funds
- _____ Floor Plans (drawn to scale) of the proposed licensing premises (2 sets)



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Affidavit of Abutters

- 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

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 (along with a newspaper notice)
- Review of Rules & Regulations of the Orleans Licensing Authority item #2 (page 10) *Temporary Closing of Restaurants and/or Inns and Annual Alcoholic Beverage License Holders* requirements for being open.