



**TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE BOARD OF SELECTMEN
ALCOHOL LICENSE APPLICATION
INSTRUCTIONS & SUMMARY SHEET**

ALCOHOL LICENSE, ANNUAL—ON PREMISE (RESTAURANTS)

ISSUED BY: Board of Selectmen

GOVERNED BY: Massachusetts General Laws, Chapter 138, §§12, 15; Chapter 103 of the Acts of 2001; Lancaster Liquor License Regulations.

PROCESS LENGTH: Thirty days from date of receipt of the completed application package.

FEE SCHEDULE:

1. **Application Processing Fee:** \$300 for Sale of Wine and Malt Beverages; \$375 for sale of all alcoholic beverages. Check must be made payable to “*Town of Lancaster*”
2. **Public Hearing/Legal Advertising Fees:** Base Fee of \$100 for Public Hearing and advertising. Costs over the base fee to be reimbursed to the Town.
3. **Record Check:** \$10 per record
4. **Alcohol Beverage Control Commission (ABCC):** \$50 check payable to the “*Commonwealth of Massachusetts*” or “*ABCC*”
5. **Annual License Fee**, payable to the “*Town of Lancaster*”, shall be payable immediately upon approval of the License by the Board of Selectmen:
 - **Restaurant License** - Sale of wine and malt beverages - **\$2,000.**
 - **Restaurant License** – Sale of all alcoholic beverages - **\$2,500.**

Process:

Step 1:

For a new alcohol license or to transfer an existing alcohol license, the applicant will be required to complete the following forms:

Checklist:

- ☐ *Application for Alcoholic Beverage License for Retail Sale – ABCC Form (Typed)*
- ☐ *Application for Common Victualler License. (Typed)*
- ☐ *Licensee Personal Information Sheet - ABCC Form A (Typed)*



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- ☐ Massachusetts Criminal Record Check Form - *To be submitted only if Question 13 is answered, "yes" on the Licensee Personal Information Sheet.*
- ☐ If the liquor license is being transferred, there are additional forms which must be completed

Additional information to be provided to the Board of Selectmen includes:

- ☐ A copy of a D/B/A Certificate/Business Certificate (*if an individual or a partnership doing business under a different name*)
- ☐ A copy of a dated and time-stamped Articles of Organization (*if a corporation*)
- ☐ Site Plan (scaled 1" = 40 ft.) showing all available parking, driveways, lighting, and location of trash containers. Six (6) copies shall be reduced to either 8½" x 11", or if applicable, 11" x 17".
- ☐ Building floor plan showing all seating, bar or lounge area, entrances, exits, loading dock or receiving areas, and other relevant information. Six (6) copies shall be reduced to either 8½" x 11", or if applicable, 11" x 17".
- ☐ Zoning Opinion from the Building Commissioner.
- ☐ Planning Board and/or Board of Appeals Decisions.
- ☐ A Vote of the Board of Directors (*if a corporation*)
- ☐ Criminal History Background Report.
- ☐ Proof of citizenship or naturalization (*birth certificate, voter registration card, valid U.S. Passport, Naturalization papers*)
- ☐ A Menu or description of food to be served and the manner in which such food shall be served.
- ☐ Complete Financial records and statements relating to the proposed licensed business.
- ☐ A Signed Lease or Letter of Intent from the landlord
- ☐ A copy of a Purchase and Sale agreement (*for transfer applicants*)

Step 2:

1. The applicant must submit all completed forms and other required documentation to the Board of Selectmen.
2. For transfer applications, the applicant must also submit a copy of the purchase & sales agreement.
3. A hearing will be scheduled at a regular or special meeting of the Board.



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4. Prior to the hearing, the applicant is encouraged to contact neighborhood groups and abutters. Hearings typically address such issues as noise, trash, parking, overall operation & character of applicant and manager.
5. At this time, the applicant will pay \$100 for a hearing and advertising fee, and an additional \$10 for each record check. A money order or a cashier's check for \$50, payable to the *Commonwealth of Massachusetts*, must also be submitted.
6. At the decision hearing, the Board of Selectmen will approve or disapprove the proposed business.
7. If approved, the Board of Selectmen will forward the application to the ABCC for final approval.
8. If disapproved, the applicant can appeal to ABCC within five days of the receipt of the Board of Selectmen's decision.
9. The ABCC is a state agency that issues final approval or disapproval. Upon reaching a decision, the application is forwarded back to the Board of Selectmen.
10. Upon ABCC approval, the Board of Selectmen will issue an approval letter explaining remaining fees and inspection approvals due before a license is issued.

Step 3:

1. The Building Commissioner and Board of Health will then inspect the premises for compliance with building and sanitary codes and, if approved, issue building and health sign-offs.
2. If the applicant already has a current Certificate of Occupation and Certificate of Inspection, sign-off is not required.
3. If the applicant has a valid food handler's permit, the Board of Health sign-off is not required.

Step 4:

The Fire Department will inspect the site based on the Board of Selectmen's scheduled hearing agenda.