

## Applying to Amend a Licensing Commission License for Outdoor Seating

If you want to amend your Licensing Commission License to include Outdoor Seating, use the online CitizenServe platform to apply for a Licensing Commission License Amendment. Your outdoor seating must be licensed by the Licensing Commission whether that seating is on your own property or on public property. You need permission to:

- Add, remove, or change the location of any outdoor seating.
- Add, remove, or change the location of any large tents (you don't need a permit to install tents that are 10 feet x 12 feet or smaller).
- Add, remove, or change the location of any igloos, domes, or similar structures.
- Add, remove, or change the location of any barriers or perimeters around your outdoor seating areas.
- Add, remove, or change the location of any heating elements.
- Add, remove, or change any entertainment outdoors (including entertainment by devices and entertainment by performers only).

If you have questions, contact the Licensing Commission Secretary at [licensing@somervillema.gov](mailto:licensing@somervillema.gov).

### TIMELINE AND TERM:

- The licensed areas in the public street and sidewalk are only authorized from April 1 to November 30
- The application is not complete until all questions are answered, and all required documents are uploaded.
- Submit a complete application at least 17 days before the next Licensing Commission meeting. Note that the Commission does not meet in December. The Commission schedule is posted online.
- The amendment, if approved, will not extend the term of the license.

### ADDITIONAL DOCUMENTS REQUIRED:

Depending on what you are applying for, you may be required to upload documents as part of your application. Your application will not be reviewed until all required documents are uploaded. They may include:

- For ALL applications, upload a Certificate of Insurance showing the City of Somerville as an Additionally Insured party on your General Liability insurance.
- If your application is for new outdoor seating, you must upload a new scaled site plan prepared and certified by a design professional. Site plan shall depict all relevant features including but not limited to: Dimensions of sidewalk, storefront, roadway, seating area and all other noted features; Elevation survey of sidewalk and/or roadway if no platform is proposed; Parking spaces, loading area, bike lane or other roadway designations; Parking meters, signposts, hydrants, utility poles, trees, landscaping, and any other street furniture or utilities; Bus stop, taxi stand, etc.; Applicants store front and entrances, and neighbors' storefront and entrances; Scaled location of proposed seating, goods, signs, etc.; and Dog area, if proposed outdoor seating allows dogs
- Upload manufacturer specifications for any structures including large tents, igloos, domes, canopies, or similar protective structures you want to set up.
- Upload specifications or renderings of any new barriers or perimeters you'll be setting up around your seating.
- Upload manufacturer specifications for any new heating elements you want to use.
- Upload construction plans for any proposed structures (e.g. platforms and ramps) including structures with roofs, prepared and certified by a design professional.
- Upload toilet capacity calculations (including both existing indoor seating and proposed outdoor seating counts), prepared, and certified by an architect or plumbing engineer currently licensed in Massachusetts. If portable toilets are provided, at least one shall be accessible.
- Upload a Worker's Compensation Insurance Affidavit.
- You must also upload a completed Sign/Meter Request for Parklet Space Application.
- NOTE: Tents and structures larger than 120 square feet require a permit from the fire prevention bureau and must meet all applicable requirements.

## City of Somerville Fees:

### Application:

- Establishments serving alcohol: \$200
- Establishments not serving alcohol: \$50

### Annual License:

For all restaurants regardless of alcohol service, this fee is fixed regardless of whether the type is parklet, sidewalk, or private: \$200

### First Year Entry Fee (One Time Fee):

- Private Outdoor Seating: \$250
- Sidewalk Seating: \$500
- Parklet Seating: \$500
- If a business has all three areas, then the total would be: \$1250
- This fee is waived for all businesses who participated in the 2022 Temporary Program

### Use of Public Space Fee:

To be determined 2024

## ABCC Fees: \$200

This fee is paid to the ABCC and only applies to licensees that serve alcohol.

## HOW TO APPLY:

- Go to <http://www.somervillema.gov/citizenserve>.
- Click the [citizenserve](#) logo
- Click “APPLY FOR A LICENSE” and log in.
- At “Application Type” select “LICENSING COMMISSION LICENSE AMENDMENT.”
- At “Business Name” enter your business name.
- At “Is this application for a new or existing business location?” select “AN ADDITIONAL LICENSE FOR AN EXISTING BUSINESS.”
- At “License #” select the license you’re seeking to amend. It will begin with the letters AL.
- At “Enter your current business license #” enter your Licensing Commission license number. It will begin with the letters AL.
- At “Are you applying to change your location?” select “NO.”
- At “Are you seeking to add alcohol to your current non-alcohol license?” select “NO.”
- At “Are you amending an existing license, or transferring the license to a new owner?” select “AMENDING.”
- At “Do you currently serve alcohol?” select the correct answer.
- You will then see 7 Yes/No questions, each asking about a different type of license amendment. Select “YES” to any that apply and answer the follow-up questions.
- To apply for outdoor seating, select “YES” to the following question: “Are you altering your existing premises or outdoor seating?”
- Answer each of the remaining questions.
- Upload a Certificate of Insurance showing the City of Somerville as an Additionally Insured party on your General Liability insurance.
- Upload any other Required Documents.
- Review the terms and conditions. Don’t proceed until you are ready to accept all terms and conditions. You will find the standard **ACKNOWLEDGEMENT, RELEASE AND INDEMNIFICATION, AND WAGE THEFT ORDINANCE RECEIPT** and a new **ACCEPTANCE OF RESPONSIBILITY, RELEASE AND INDEMNIFICATION, FOR SNOW AND WEATHER DAMAGES**.
- Before you click “SUBMIT”, note that once you submit the form, you can’t re-open it to edit it. If you’re not ready to submit the form, click “SAVE FOR LATER”, so you can come back to finish it.
- If you’re ready, “SUBMIT” the form.
- To make changes to your application after you submit it, contact the Licensing Commission Secretary at [licensing@somervillema.gov](mailto:licensing@somervillema.gov).