

## Applying to Amend a Licensing Commission License

Use the online form to submit an application to the Licensing Commission to amend your current Licensing Commission license. This form is valid for the following amendments:

- Transfer or Issuance of Stock (requires a public hearing with legal notice)
- Pledge of Stock
- New Officers or Directors
- Change of Corporate Name or DBA Name
- Change of Manager
- Alteration of Premises (requires a public hearing with legal notice and abutter notification)
- Change of Hours
- Change of Cordial and Liqueur Service (requires a public hearing with legal notice and abutter notification)
- Entertainment Indoors and/or Outdoors by Devices, Performers, and/or Patrons (requires a public hearing with legal notice)
- Addition or Alteration of Outdoor Seating, including:
  - Seating on private AND public property
  - Large tents (you don't need a license to install tents that are 10 feet x 12 feet or smaller)
  - Igloos, domes, or similar structures
  - Barriers or perimeters around your outdoor seating areas
  - Heating elements

Do NOT use this online form to apply to transfer your license. Instead, the new owner must apply for a new Licensing Commission License. They will be able to explain there that they are acquiring your license.

DO NOT use this online form to apply to change your location. Instead, apply for a new Licensing Commission License. You will be able to explain there that you are simply changing your location.

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

### **TIMELINE AND TERM:**

- Submit a complete application at least 4 weeks before the next Licensing Commission meeting. The application is not complete until all questions are answered and all required documents are uploaded.
- The Commission meets once per month, but not at all in December. The Commission schedule is posted online.
- The amendment, if approved, will not extend the term of the license, which expires on December 31.

### **APPLICATION CONDITIONS:**

- You must apply online.
- If you sell or serve alcohol, you must also apply online on the ABCC's website: <http://www.mass.gov/abcc/>.
- You must have paid all taxes, fees or fines owed to the City of Somerville and to the State.
- If an amendment you are seeking requires a public hearing, you must pay for a legal notice of the public hearing, and send that notice by certified mail, return receipt requested, within 3 days of its publication, to all immediate abutters and all churches, hospitals and schools within 500 feet.
- Depending on the amendment(s) you are seeking, your application may be subject to the same conditions your application was originally subject to:
  - The premises may need to be found suitable pursuant to the zoning code.
  - The premises may need to be satisfactorily inspected by building, health, and fire inspectors.
  - A new manager may need to receive under-age drinking education from the city's Department of Health and Human Services after the application is approved.
  - A new manager, owner, partner, trustee, or officer may need to pass a CORI screen.
  - You may need to reach out to the Ward City Councilor to discuss your amendment. The Ward City Councilor will inform you if any community meetings are required.
  - You must appear at a meeting of the Licensing Commission to answer questions about your application.

**FEES:**

- If you sell or serve alcohol, you must pay a \$200 nonrefundable application fee when you submit the application.
- If you don't sell or serve alcohol, you must pay a \$50 nonrefundable application fee when you submit the application.
- You may need to pay a \$200 ABCC fee after your license is approved.
- Fees may be paid online using a credit card (Visa, Mastercard, Discover), debit card, or electronic funds.

**ADDITIONAL DOCUMENTS REQUIRED:**

Depending on the amendment(s) you are seeking, the City may require that you upload the following documents as part of your application, and will not process your application until they are included:

- A floor plan drawn to scale, showing all dining rooms, tables, chairs, cooking facilities, storage, etc.
- A menu with pricing information.
- A CORI form (downloadable when you apply) for each new manager, owner, partner, trustee, or officer.
- For the addition of, or a change to, Outdoor Seating:
  - A Certificate of Insurance showing the City of Somerville as an Additionally Insured party on your General Liability insurance.
  - A new layout plan drawn to scale, showing all tables, chairs, wait stations, perimeters, and other outdoor furniture.
  - Manufacturer specifications for any structures including, large tents, igloos, domes, canopies, or similar protective structures you want to set up.
  - Specifications or renderings of any new barriers or perimeters you'll be setting up around your seating.
  - Manufacturer specifications for any new heating elements you want to use.
  - NOTE: Tents and structures larger than 120 square feet must obtain Licensing Commission approval AND a building permit, and must meet all applicable building code requirements.

**HOW TO APPLY:**

Before you begin:

- Note that once you submit your application, you can't re-open it to edit it.
- Make sure you have entered all of your information properly before you click "SUBMIT."
- If you start your application and are not ready to submit it, click "SAVE FOR LATER" and come back to it later.

When you are ready:

- 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.
- Answer the remaining questions.
- Upload any Required Documents.
- Review the terms and conditions. Don't proceed until you are ready to accept all terms and conditions.
- 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, and pay the required application fee.
- To make changes to your application after you submit it, contact the Licensing Commission Secretary.

**QUESTIONS?**

- Contact the Licensing Commission Secretary at [licensing@somervillema.gov](mailto:licensing@somervillema.gov).