

## Applying for a Grant of Location

Pursuant to MA General Law Chapter 166 Section 22, you must obtain a Grant of Location to install infrastructure on, over, or below any public way and obtain ongoing access to that infrastructure.

### TERM:

- Once issued, the Grant is valid until amended or revoked by the City.

### APPLICATION CONDITIONS:

- You must apply online.
- The application must be approved by the City Engineer.
- The application must be approved by the Superintendent of Highways or Commissioner of Public Works if the project includes lines or conduit on, over, or below any public street or sidewalk.
- A public hearing before the City Council is required before the grant can be issued.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- A Grant of Location is transferrable.

### FEE:

- \$605.00 license fee, payable on application approval.
- \$2.00 public hearing notification fee per abutter, only if the number of abutters exceeds 30, payable on application approval. (Example: For 30 abutters, there is no fee; for 31 abutters, there is a \$62 fee.)


### ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- A set of plans describing the work in detail.
- A mailing label for each abutter, using Avery Template #5160.
- A list of abutters, indicating the map-block-lot for each abutter.

### HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the  logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Grant of Location."
- Enter your Business Name.
- At "Is this application for a new or existing business location?", select "A new business location."
- Enter the nearest street address of the installation, and click on "FIND ADDRESS."
  - If a box appears saying your address could not be found, select "USE THIS ADDRESS."
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the Required Documents, Accept all terms and conditions, and Submit the form.

### QUESTIONS?

- If you have questions, contact the City Clerk at [cityclerk@somervillema.gov](mailto:cityclerk@somervillema.gov).