



CITY OF EASTHAMPTON

Licensing Board

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GUIDELINES FOR APPLYING FOR LIQUOR LICENSES

For Original and Transfer Applications:

1. Contact the Inspections Department, (413-529-1400 xt 402), to determine if the location allows the use you are proposing under current zoning. Special permits expire upon change of ownership or management unless otherwise stated in the permit.
2. Alcoholic Beverage Control Commission (ABCC) application forms are available online at: <http://www.mass.gov/abcc/forms>.
3. The ABCC also provides a matrix for Retail License Transactions that details the necessary forms, documentation and process necessary to move your application forward.
4. If you are neither a corporation nor a partnership, you are required to file a business certificate with the Easthampton City Clerk (413-529-1400 xt 460).
5. A copy of floor plan (preferably on 8.5"x11") or a hand drawn sketch (to scale) of your business must be submitted with the application. If only a portion of the square footage of your business will be devoted to the sale of alcoholic beverages (e.g., a grocery store, which also sells wine and malt package goods), that area should be clearly marked. All storage of alcohol and manners of egress should be identified.
6. The Local Licensing Authority (LLA), will act on your application within 30 days of its receipt in their office.
 - Once you return your completed application to the Licensing Clerk, you will be scheduled to appear before the Easthampton Licensing Board for review of your application.
 - A legal advertisement will be placed in the Daily Hampshire Gazette a minimum of ten days before your hearing, as required. The Licensing Clerk will place the ad and invoice the cost; this bill must be paid before an approved license will be issued.
 - New licenses require, within **ten** days of the legal advertisement, that you notify abutters, i.e., any person whose property touches the proposed premises via return receipt requested mail. If your premises are located within 500 feet of a church, synagogue, hospital, elementary or secondary school, you must also notify same via return receipt requested mail. The receipts for mailing of certified mail, the (green) return receipts and the Assessor's certified list for the mailing must be turned in to the Licensing Clerk prior to or at the hearing.
 - Certified abutters list are obtained through the Assessor's Office (413-529-1400 xt 401). The Assessors have up to ten days to process an Application for Abutters List.

- You should be prepared to answer any questions the Board may have about your proposed operation, e.g., controls for checking IDs, why you are applying for a license, etc.
7. If approved by the Local Licensing Authority (LLA), the application shall be forward to the Alcoholic Beverages Control Commission (ABCC) for final approval. If the application is denied, the Select Board as the LLA will submit a Statement of Reasons. An applicant may appeal the LLA's decision to the ABCC within five days of receipt of the Statement of Reasons. See Matrix for Denial of a Retail Alcoholic Beverages License Application [here](#).
8. Other Information
- The fees for licenses are annual (based on a calendar year).
 - If the applicant plans on serving foods of any kind pre-packaged, prepared, beverages, ice, etc.) please contact our Health Agent (413-529-1400 xt 430) to review any necessary licenses, permits, or inspections necessary.
 - You should also contact the Building Inspector (413-529-100 xt 402) for any necessary licenses or permits they may require and again, to ensure the use is allowed under current zoning bylaws.
 - If you plan to have coin-operated amusement devices, you will need to obtain the applicable City licenses. These forms may be obtained from the Licensing Clerk's Office. This may also necessitate a Special Permit from the Zoning Board of Appeals if over six (6) machines.
 - If you intend to have live entertainment, first contact the Zoning Board of Appeals to determine if a Special Permit is necessary. You must also obtain a live entertainment license from the Licensing Clerk.
 - If all paperwork is in order, all required licenses may be heard by the Licensing Board at the same time as the alcohol license.

WHY APPLICATIONS ARE DISAPPROVED OR RETURNED WITHOUT ACTION BY THE ALCOHOLIC BEVERAGES CONTROL COMMISSION (ABCC)

1. Taxes owed to the Commonwealth or the City of Easthampton.
2. Manager is not a citizen.
3. Board of Directors not citizens or residents of Massachusetts.
4. Investigator unable to complete report after several attempts.
5. Quota full.
6. No check submitted.
7. Forms not completed.
8. Supplemental information not completed.

Lindsi Mailler
Licensing Clerk