



TOWN OF SPENCER, MASSACHUSETTS
CHECKLIST FOR APPLICATION FOR
CHANGE OF LOCATION/ALTERATION OF PREMISES

Change of Location/Alteration of Premises

“Alteration” means any increase or decrease in the size, change in the character of the licensed premises, or changes in the entrance/exit locations.

Applicants must complete all forms required by the ABCC and are found on their website. Go to <https://www.mass.gov/guides/amending-your-alcoholic-beverages-retail-license-abcc>

Select the applicable amendment to the license and complete the required documents. The ABCC requires the application to be typed. After you complete the application, print a hard copy and deliver with all required documents to the Selectmen’s Office.

Requirements from the Local Licensing Authority:

1. Zoning compliance verification signed by Building Inspector.
2. \$75 check or money order made payable to Town of Spencer for legal advertisement.
3. \$25 administrative fee for Abutter Notification, plus mailing costs TBD.

Please note: mailing costs will be calculated after the abutters list is created and must be paid prior to the issuance of the license, if approved. All persons owning property within a 300-foot radius of the property line of the premises subject to application shall be notified; abutters whose property directly touches the premises will be notified by certified mail, and these will be clearly marked on the list. The Board of Selectmen’s office will publish the advertisement and mail the notices to the abutters at least ten days before the hearing.

The application will be scheduled for a hearing before the Board of Selectmen. Upon approval, it will be forwarded to the Alcoholic Beverages Control Commission for final approval.

Upon approval by the ABCC, the Local Licensing Authority issues the license after all paperwork is complete and payment of the licensing fee is received.