

**PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:**

*CHANGE OF CLASSIFICATION*

- Monetary Transmittal Form - [www.mass.gov/abcc](http://www.mass.gov/abcc)
- A Certificate of Good Standing - issued through the Department of Revenue ([https://mtc.dor.state.ma.us/mtc/\\_/#1](https://mtc.dor.state.ma.us/mtc/_/#1))
- A Certificate of Compliance – issued through the Department of Unemployment <https://www.mass.gov/service-details/certificate-of-compliance-good-standing-from-department-of-unemployment-assistance>
- Application for a Change of Classification – [www.mass.gov/abcc](http://www.mass.gov/abcc)
- Vote of Corporate Board (Include a vote to apply for a change in category, signed by an authorized signatory of the entity.)
- Must notify all abutters by Certified Mail, Return Receipt Request (A copy of the actual letter sent to each abutter and Original Green Card must be given to the License Commission Office prior to meeting).
- Must be Advertised Ten (10) Days prior to meeting. This office will place the Legal Notice.
- Application MUST be filed in Duplicate
- \$200.00 Filing Fee to be paid on-line at [www.mass.gov/abcc](http://www.mass.gov/abcc)
- \$ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.