

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

CHANGE OF LOCATION

- A Special Permit issued through the Board of Alderman. (Application is not complete until Special Permit is approved by Board of Alderman)
- Planning Board recommendation (Application is not complete until a recommendation has been issued by the Planning Board)
- A Certificate of Good Standing - issued through the Department of Revenue (https://mtc.dor.state.ma.us/mtc/_/#1)
- Monetary Transmittal Form - www.mass.gov/abcc
- Application for a Change of Location - www.mass.gov/abcc
- Vote of Corporate Board (A corporate vote to apply for a change of location, signed by an authorized signatory for the proposed licensed entity)
- Purchase and Sale Agreement, if applicable
- Tax Affidavit, All State and Local Taxes MUST be paid.
- Supporting Financial Records (for all loans, financing)
- Must be Advertised Ten (10) Days prior to meeting. This office will place the Legal Notice.
- 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).
- Churches, Synagogues, Hospitals and Public or Private Schools located within 500 feet of the premises, must be notified by Certified Mail Return Receipt. (Copy of actual letter sent and original cards must be given to License Commission prior to the meeting date).
- A copy of Blue Prints and a definitive site plan (if drawn must be legible, accurate and to scale).
- Legal right to Occupy (A copy of the Lease or Deed)
- A copy of the Certificate of Occupancy
- Application MUST be filed in Duplicate.
- \$200.00 Filing Fee to be paid on-line at www.mass.gov/abcc
- \$ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.
- \$75.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee Planning Board