

**PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:**

***NEW LICENSE  
ALL ALCOHOL/WINE & MALT***

- Special Permit issued through the City Council. (Application is not complete until Special Permit is approved by City Council)**
- Planning Board recommendation (Application is not complete until a recommendation has been issued by Planning Board)**
- Monetary Transmittal Form - [www.mass.gov/abcc](http://www.mass.gov/abcc)
- New Retail Application- [www.mass.gov/abcc](http://www.mass.gov/abcc)
- Manager Application- [www.mass.gov/abcc](http://www.mass.gov/abcc)
- CORI Authorization Form  
Complete one for all individuals who have ownership AND one for the proposed manager of record. **This form must be notarized with a stamp or raised seal.\***
- Vote of the Corporate Board  
Include a vote to apply for a new/transfer of license AND a vote appointing the manager of record, signed by an authorized signatory for the entity.
- Proof of Citizenship for the proposed Manager of Record  
Passport, Birth Certificate or Voter Registration- Please note - manager must have TIPS certification prior to approval
- Business Structure Documents  
\*If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth  
\*If partnership, Partnership Agreement  
\*If Sole Proprietor, Business Certificate
- Purchase & Sale Agreement (Only required for a transfer of license.)
- Supporting Financial Records (For all financing and or loans, including pledge documents, if applicable.)
- Legal Right to Occupy (Lease or Deed.)
- Abutter's Notification (Only required for a **new** license.)
- Birth Certificate of the Manager
- City of Chicopee Criminal Record Check on all applicants. (All applicants MUST complete the city CORI Form and bring the Form to this office A.S.A.P. with a government issued photographic identification, this office will obtain Record if any).
- Must be Advertised Ten (10) Days prior to the Meeting. This office will place the legal notice.

Must Notify All Abutters by Certified Mail Return Receipt Requested. (Copy of actual letter sent and original cards must be given to License Commission prior to the meeting date).

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).**

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](http://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 City of Chicopee Planning Board.

**PLEASE NOTE: HANDWRITTEN APPLICATIONS ARE NO LONGER ACCEPTED**