PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:
TRANSFER AND RELOCATION OF LICENSE
ALL ALCOHOL/WINE & MALT

A. Form 983.

B. Form 997

C. Five (5) Page Application.

D. A Special Permit issued through the Board of Alderman. (Application is not complete until Special Permit is approved by Board of Alderman)

E. Article of Organization (If a Corporation MUST CONTAIN the Seal of the Secretary of State).

F. If the Applicants are a Partnership, Copy of the Partnership papers must be included.

G. Beneficial Interest Statement.

H. Tax Affidavit, All State and Local Taxes MUST be paid.

I. Vote of the Board of Directors (All managers must be a United States Citizen and be at least 21 years of age).

J. Form A. If a corporation, the manager must complete the form. If a partnership, each partner must complete form. If an individual, the individual must complete the form.

K. Birth Certificate of the Manager.

L. A Criminal Record Check on the New Manager. (New Manager MUST Complete the 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).

M. A Copy of the Lease.

N. Documents verifying sources of financing. (I.e., Loan Papers, Checking Account, Bank Accounts Stock Sales, etc.).

O. Must be Advertised Ten (10) Days prior to the Meeting. This office will place the legal notice. The applicant is responsible for reimbursing this office.

P. 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).

Q. 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).

R. A copy of Blue Prints or a Hand Drawn Floor Plan for the proposed premise (Drawn to scale MUST be LEGIBLE and ACCURATE).

S. Signed Purchase and Sales Agreement.

T. Application MUST be filed in Duplicate.

U. A copy of the Certificate of Occupancy

V. $ 200.00 Filing Fee in a Check or Money Order made payable to the A.B.C.C.

W. $ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.

X. $75.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee Planning Board