

Checklist For New Annual or Seasonal All Alcohol or Wine & Malt Liquor License

Questions – Please contact Karen Fuller, Clerk to the License Commission
(508) 627-6180 Fax: (508) 627-6123
e-select@vineyard.net

- \$200.00 Certified Check or Money Order payable to "A. B. C. C."
- \$150.00 check payable to the Town of Edgartown
- Four Page Application
- Corporate Vote of Corporation (if applicable) (authorizes application for liquor license, appointment of manger and Pledge of License, if applicable)
- Articles of Organization, Partnership Agreement or LLC Paperwork
- Form A - Manager Form
- CORI Request Form filled out and signed by proposed manager
- Copy of Government issued photographic identification (i.e. Driver's License) must be provided to verify the CORI form
- Form C - Financing Statement
- Copy of Legal Advertisement – License Commission will complete legal ad, it is your responsibility to pay for the ad
- Abutter Notification** (green card certified return receipts for any abutter who directly touches your property and any Church, School, Synagogue or Hospital within 500ft). See memo on next page.
- Floor Plans
- Lease (if applicable)
- 3 Months of Bank Statements
- Worker's Compensation Insurance Affidavit
- TIPS or ServSafe Certification for proposed manager
- Certificate of Inspection signed by the Fire Chief and Building Inspector, required to issue the license

If placement of tables and chairs on the City sidewalk is desired, please contact the Department of Public Works to file an application for sidewalk use. The sidewalk description must be included on your liquor license application to allow service of alcohol outside.

Documents must be filed at least 17 Days before a meeting.

NOTIFICATION TO ABUTTERS!!!!

When required to notify abutters...

- The only abutters that the ABCC requires that you notify are the property owners who directly touch the property lines where the Liquor License will be placed;
- **And** any Church, School, Synagogue or Hospital within 500 feet.

The legal notice that is published in the Newspaper can be used to notify the abutters of the public hearing on your liquor license application.

Notice to abutters need to be mailed via certified mail within 3 days of the publication of the legal notice.

The certified green return receipt cards need to be filed with the License Commission on or before the date of the hearing.

Any questions please contact the License Commission office at the number listed above.