



**TOWN OF NORWOOD**  
**APPLICATIONS FOR LIQUOR LICENSES**

**ALL FORMS MUST BE FILLED OUT ON LINE AT THE ALCOHOLIC BEVERAGES CONTROL COMMISSION WEB SITE**

**The web site for the ABCC: [www.mass.gov/abcc](http://www.mass.gov/abcc)**

**ALL APPLICATIONS AND MUST BE SUBMITTED IN DUPLICATE WITH ORIGINAL SIGNATURES:**

- \$200 payment online at ABCC and copy of payment receipt submitted with application.  
\$100 check payable to the Town of Norwood.
- Articles of Organization (if a corporation) with the Mass. Secretary of State (must contain the Seal of Secretary of State). If applicant is a partnership, a copy of the partnership must be included.
- Must be advertised in local newspaper 10 days prior to the hearing. Hearing date will be established by the Board of Selectmen. Abutters must be notified by certified mail. Selectmen's Office will supply list of abutters.
- Two copies of the blue prints or a hand drawn floor plan (drawn to scale of the proposed new premises. If the applicant is leasing the premises, a copy of lease must be included.
- If a transfer of a license, the Light Department and the Treasurer's office must sign off that there are no outstanding bills by the previous owners. (Forms available at the Selectmen's Office)
- Forms for the Board of Health and the Building Inspector are available at the Selectmen's Office. These forms must be completed by the above and returned to the Selectmen's Office as part of the application.
- As the Common Victualler license cannot be transferred, previous CV license will be revoked, and new license will be issued upon approval of the Board of Selectmen. This will be taken up at the public hearing on the liquor application. Forms are available at the Selectmen's Office.
- For a Common Victualler license, as required by law, the cost estimates of the equipment must be submitted.
- All other licenses -- entertainment, automatic amusement device, juke box, will be discussed at the public hearing and applications must be made at the time the liquor application is received by the Board.
- The Board of Selectmen has thirty days after the application has been time-stamped as complete to act upon the application.