



City of Lowell
License Commission, Law Department
375 Merrimack Street, Lowell MA 01852

New \$12 or \$15 AB Retail License

To apply for an alcoholic beverages retail license, you will need the following, printed single-sided and signed by hand - no staples.

- \$200 Fee** paid online to the ABCC - include the receipt with your application.
- Monetary Transmittal Form**
- New Retail Application**
- Manager Application** (included in application)
- Vote of the Entity** (included in application)
- Business Structure Documents**
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - **If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth**
 - ***Any DBA requires Business Certificate from Lowell City Clerk.**
- CORI Authorization Form** (ABCC Website) Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. *Must be notarized with a stamp or raised seal.*
- Proof of Citizenship** for the proposed Alcohol License Manager.
- Per Lowell Regulation §2.05: TIPS Certification** for the proposed Alcohol License Manager, shift managers, and bartenders.
- Supporting Financial Records** for all financing and or loans, including pledge documents, if applicable.
- Legal Right to Occupy**, a lease or deed.
- Floor Plan must be clear & neat, meeting these requirements:
 - To Scale (i.e. 1 inch = 3 Ft.)
 - Dimensions for everything, labeled in Ft., Areas in Sq. Ft.
 - Show & label all rooms, doors, windows, stairs, walk-ins.
 - Label Sidewalk, Street, bordering features.
- Abutter's List from Assessor's Office**
- Advertisement** (Legal Notice - Placed by Lowell License Commission in Lowell Sun)
- Additional information, if necessary, utilizing the formats provided and or any affidavits.**
- Management Agreement**, if applicable.
- City Fees** \$200 Advertisement Fee + \$75 Filing fee; one check payable to City of Lowell is fine.
- City of Lowell CORI Form for each (License Commission webpage).**
- Personal Information Form for each (License Commission webpage).**
- Application for On-Premises Common Victualler License (License Commission webpage). Not for Clubs or Off-Premises.**

Your application package is not complete until everything above is provided. Your complete package must be received at least 4 business days prior to a License Commission meeting to go before the Commission to request a hearing.

After License Commission agrees to hold a public hearing on the alteration of premises application:

- License Commission places Legal Notice in the Lowell Sun
- After Legal Notice is published, applicant must **notify all on Abutters list** of the public hearing with a Certified letter, return-receipt requested. Applicant will then provide to License Commission:
 - Copy of USPS Receipts / Certified Mail, Return Receipt Requested, with a copy of your letter and the legal notice.
 - Copy of any returned "Read Receipt (green) Cards."
 - Notarized affidavit of Notice to Abutters.
- Certificate of Insurance, showing general, liquor (on-premises), and workers comp insurance.**
 - If premises includes outdoor seating on City property, the certificate must state in the description box **exactly**: "City of Lowell as additional insured with respect to general and liquor liability" with no additional verbiage modifying this statement.
- Application for On-Premises Entertainment License (License Commission webpage).**

*Templates for the "Abutters Notification Letter" and the "Affidavit of Notice to Abutters" are available.

Please Note: You may be requested to submit additional supporting documentation if necessary.