

## **Policy for Common Victualler License**

**Issue date:**

**Type of policy:** New ( )      **Amendment** ( )

**Effective date:** **September 10, 2012**

**Amendment date:**

**Level:** **Department** ( )      **Division** ( )      **Town Wide** ( **x** )

### **Policy Statement**

This policy statement sets forth the requirements and application process for a common victualler license. A copy of the application is attached hereto, and made a part of this policy.

### **References**

N o n e

### **Special Terms**

N o n e

### **Policy Description**

## **RENEWAL LICENSE**

### **A.    REQUIREMENTS**

1.      Fill out and sign application form.

The following must be on file with the Town of Georgetown

1. Current site plan is on file with "no" changes proposed at the time of the annual renewal. Site plan should include:
  - a. Layout of Parking Lot
  - b. Landscaping
  - c. Curb cuts and location of driveways
  - d. Existing Utility Easements
  - e. Parking lot lighting
  - f. Parking lot drainage
  - g. List of abutting property owners and their uses within 300 feet of property lines.

If the application is approved by the Board of Selectmen, a license will be issued after payment of the license fee to the Town of Georgetown

## NEW/MODIFIED LICENSE

### A. REQUIREMENTS

1. Fill out and sign application form.
2. Submit a set of floor plans, site plan and description.
3. Submit a list of equipment and estimated costs.
4. Provide a copy of Bill of Sale or Lease Agreement. If a corporation, provide a copy of Articles of Organization.
5. Review plans with Building Inspection Department to verify that the property is properly zoned (or special permit is required from Zoning Board of Appeals or site plan review from the Planning Board) for the type of business to be operated. Submit a set of floor plans and other required applications and information.
6. Review with the Board of Health to determine which if any applications or permits are required, and submit floor plans.
7. In order to issue a license, either new or a license being transferred to a new owner, completed inspection reports (sign-offs) will be required from:
  - Board of Health;
  - Fire Department;
  - Building Inspection Department;
  - Public Works Department (if necessary);
  - Treasurer's Office that "ALL TAXES, FEES, FINES, ETC." have been paid;
  - Town Clerk's Office for a valid business certificate.

### B. FLOOR PLAN AND DESCRIPTION (SAMPLE)

1. Address
2. Type of Building
3. Entrance and Exits
4. Number of Rooms
5. Number of Tables and Chairs
6. Bar Area: Number of Seats
7. Storage Area (Square Feet)
8. Kitchen Area (Square Feet)
9. Dance Area / Band Area
10. Outside Serving Area

#### **EXAMPLE:**

228 Main St., Georgetown, MA. Wood frame building with two entrances on Main St. Two exits rear of building. Tables and chairs with seating for 96 people. One bar with seating for 15 people. A basement storage area with 1000 square feet. Kitchen area has 750 square feet. No dance floor. No outside serving area.

Floor plan will "not" be required for annual renewals provided that changes have not been made or requested.

C. SITE PLAN

All applicants for a Common Victualler License will be required to submit to the Board of Selectmen as part of the application for either of said licenses a site plan showing the following information:

1. Layout of Parking Lot
2. Landscaping
3. Curb cuts and location of driveways
4. Existing Utility Easements
5. Parking lot lighting
6. Parking lot drainage
7. List of abutting property owners and their uses within 300 feet of property lines.

D. COST AND PROPOSED DATE OF OPENING

The applicant shall be required to submit an estimated cost of the project and projected date of opening to the Board of Selectmen.

E. PROCEDURE FOR REVIEW OF APPLICATIONS FOR COMMON VICTUALER'S LICENSE BY BOARD OF SELECTMEN

1. If an applicant appears before the Board of Selectmen for a Common Victualler License, on a premises that requires a renovation and a Building Permit, the applicant must have approved plans or a Building Permit. The Board of Selectmen may refuse to process or deny any application until such time as the applicant has the appropriate Building Permit and approved plans.
2. A Building Permit with approved plans for construction, reconstruction or renovation of a facility for a restaurant or inn, does "not" guarantee that a Common Victualler License will be approved.

If an applicant appears before the Board of Selectmen for a Common Victualler License, the Board may grant the License subject to completing any construction required with the approved plans. The License would not, however, be issued to the applicant until the Board received verification that the construction has been completed in accordance with the approved plans.

PUBLIC HEARING WITH THE BOARD OF SELECTMEN

The Board of Selectmen will schedule a Public Hearing for Common Victualler License requests when the Licensing Office has received notification from the Building Inspection Department and the Board of Health that the application is in compliance with their regulations. The Board of Selectmen shall determine if a Common Victualler License is issued after conducting a public hearing.

If the application is approved by the Board of Selectmen, a license will be issued after payment of the license fee to the Town of Georgetown, upon the completion of the premises according to the plans submitted, the payment of all taxes, fees, fines, utility cost, etc., to the Town, and the receipt of a Business Certificate, if required, from the Town Clerk.