

## ALTERATION OF PREMISES

### REQUIRED DOCUMENTS

#### **Alcoholic Beverage Control Commission (ABCC)**

Use this link [Alcoholic Beverages Retail Licenses | Mass.gov](#) for ABCC documents

- LLA Certification (Completed by LLA)**
- \$200 Fee via ePay**
- Monetary Transmittal Form**
- Alteration of Premises/Change of Location Application**
- Vote of the Corporate Board (Entity)**
- Supporting Financial Records** for all financing and or loans, including pledge documents, if applicable.
- Legal Right to Occupy**, a lease or deed.
- Floor Plan** <sup>(2)</sup>
- Abutter's Notification** <sup>(3)</sup>
- Advertisement** <sup>(1)</sup>

#### **LOCAL LICENSING AUTHORITY (LLA)**

- All ABCC Required Documents shown above**
- Abutter's List** <sup>(3)</sup>
- \$75 filing fee and license fees payable to Town of Braintree**

- (1) LLA will draft legal notice and submit draft notice to petitioner for review. Upon approval by petitioner, LLA will schedule placement legal notice with Patriot Ledger with payment direct billed to petitioner by Patriot Ledger.
- (2) Detailed floor plan required along with proposed parking area
- (3) Contact Assessors Office (781-794-8050) to order abutter's list. LLA will provide abutter's notification document with mailing directions. Mailing will be Certified Mail Return Receipt with Affidavit of Notice to Abutters submitted to LLA at time of mailing. Applicant responsible for all costs.

**Please Note: you may be requested to submit additional supporting documentation if necessary.  
Hearing date will not be scheduled until all documents are submitted and reviewed by LLA  
Please download copy of Town's Policy & Regulations Governing Liquor Licenses at...**  
[Board of License Commissioners | Braintree, MA \(braintreema.gov\)](#)