

NEWTON OUTDOOR DINING SEATING INFORMATION

You have a CV license and NO alcohol license and want to:

Serve food on the sidewalk* in front of your restaurant. You will need to:

- Submit the application in our online system [NewGov](#). *If you do not currently have a sidewalk license a new license will be applied for in the same application.

The required documents are:

- Floor Plan – a sketch or drawing of the layout of the tables and chairs, describing any barrier you will use to enclose the space
 - Certificate of liability, showing general liability AND the City of Newton as additionally insured
 - Release and indemnification
 - Notify abutters within 300ft of proposed premises
 - Notify ward councilor for the proposed premises about the sidewalk seating application
- Inspectional services may ask you to adjust your outdoor seating arrangement to comply with the ADA or state guidelines

Serve food in the parking spaces/parklet in front of your restaurant. You will need to:

- Submit the application in our online system [NewGov](#).

The required documents are:

- Floor Plan – a sketch or drawing of the layout of the tables and chairs, describing any barrier you will use to enclose the space
 - Certificate of liability, showing general liability AND the City of Newton as additionally insured
 - Release and indemnification
- Inspectional services may ask you to adjust your outdoor seating arrangement to comply with the ADA or state guidelines

To serve food and non-alcoholic beverages on private property that you own or lease, an outdoor seating permit from the Health and Health and Humans Services Department is not needed. Other permits may be required.

To serve alcohol outdoors. You will need to:

- Apply for a NEW license to serve alcohol. This process requires notice, a public hearing and approval of the Commission and the ABCC. The checklist for a new license is [here](#).

You have a CV license, an alcohol license and want to:

Serve food and alcohol on the sidewalk* in front of your restaurant. You will need to:

- Go to the Alcoholic Beverage Control Commission's (ABCC) [Website](#) and select "Amend a Retail License".
- Select the appropriate amendment to the license and complete the required documents. The application must be typed and saved as a PDF file. If you have any application questions call the ABCC at 617-727-3040.
- Pay the filing fee to the ABCC. This must be done online in their website. Proof of payment will be required.
- Submit the completed ABCC application and required documents in our online system [NewGov](#). *If you do not currently have a sidewalk license a new license will be applied for in the same application.
- Notify ward councilor for the proposed premises about the sidewalk seating application
- This application requires a Legal Ad notice and Abutters Notification
 - **Newspaper Notice MUST be made at least 10 days prior to the scheduled hearing.**
 - **Abutters MUST be notified within three (3) days of the legal notice being published in the newspaper. It MUST be sent by CERTIFIED MAIL and Certified Mail Return Receipt must be requested (green cards).**
 - **Certified Mail Return Receipts (green cards) must be submitted to Health & Human Services one week prior to the hearing.**

List of required documents for an Alteration of Premises / Change of Location Application:

- Vote of Entity Board
- Supporting Financial Records for transactions costing \$50,000 or more
- Legal Right to Occupy, a lease or deed
- Floor Plans – a sketch or drawing of the layout of the tables and chairs, describing any barrier you will use to enclose the space
- Copy of current Certificate of Occupancy
- Certificate of liability, showing general liability, liquor liability AND the City of Newton as additionally insured
- Release and indemnification
- Inspectional services may ask you to adjust your outdoor seating arrangement to comply with the ADA or state guidelines

Serve food and alcohol on private property that you own or lease. You will need to:

- Go to the Alcoholic Beverage Control Commission's (ABCC) [Website](#) and select "Amend a Retail License".
- Select the appropriate amendment to the license and complete the required documents. The application must be typed and saved as a PDF file. If you have any application questions call the ABCC at 617-727-3040.

- Pay the filing fee to the ABCC. This must be done online in their website. Proof of payment will be required.
- Submit the completed ABCC application and required documents in our online system [NewGov](#). *If you do not currently have a sidewalk license a new license will be applied for in the same application.
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 - Legal Right to Occupy, a lease or deed
 - Floor Plans – a sketch or drawing of the layout of the tables and chairs, describing any barrier you will use to enclose the space
 - Copy of Certificate of Occupancy
 - Certificate of liability, showing general liability and liquor liability
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- Inspectional services may ask you to adjust your outdoor seating arrangement to comply with the ADA or state guidelines

Serve food and alcohol in on street parking spots/parklets. You will need to:

- Go to the Alcoholic Beverage Control Commission's (ABCC) [Website](#) and select "Amend a Retail License".
- Select the appropriate amendment to the license and complete the required documents. The application must be typed and saved as a PDF file. If you have any application questions call the ABCC at 617-727-3040.
- Pay the filing fee to the ABCC. This must be done online in their website. Proof of payment will be required.
- Submit the completed ABCC application and required documents in our online system [NewGov](#). *If you do not currently have a sidewalk license a new license will be applied for in the same application.
- This application requires a Legal Ad notice and Abutters Notification
 - **Newspaper Notice MUST be made at least 10 days prior to the scheduled hearing**
 - **Abutters MUST be notified within three (3) days of the legal notice being published in the newspaper. It MUST be sent by CERTIFIED MAIL and Certified Mail Return Receipt must be requested (green cards).**
 - **Certified Mail Return Receipts (green cards) must be submitted to Health & Human Services one week prior to the hearing.**

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- Vote of Entity Board
- Supporting Financial Records for transactions costing \$50,000 or more
- Legal Right to Occupy, a lease or deed
- Floor Plans – a sketch or drawing of the layout of the tables and chairs, describing any barrier you will use to enclose the space
- Copy of Certificate of Occupancy
- Certificate of liability, showing general liability, liquor liability AND the City of Newton as additionally insured
- Release and indemnification
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Serve only food (no alcohol) outside. You will need to:

Follow the instructions for CV license holders.

*Applications may have multiple transactions in one. Only one FILING FEE will be charged. New Sidewalk and parking spaces application will be charged New License Fee. *