

Checklist for Sidewalk Seating or City Owned/Public Property

- If you DO NOT hold an alcohol license:** Submit the application in our online system: <https://newtonma.viewpointcloud.com>, go to Board of License Commissioners and select “Change to an Existing License Application (If you do NOT hold an alcohol license)”.

List of required documents for Sidewalk Seating or City Owned/Public Property:

- Vote of Entity Board
 - Outdoor Floor Plan
 - Proof of Insurance, must have the City of Newton additionally insured
 - Release and Indemnification Form
 - Notify abutters within 300ft of proposed premises
 - Notify ward councilor for the proposed premises about the sidewalk seating application
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- If you hold an alcohol license:** Go to the Alcoholic Beverage Control Commission’s (ABCC) Website: <https://www.mass.gov/alcoholic-beverages-retail-licenses> 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 617-727-3040.
 - Pay the filing fee to the Alcoholic Beverages Control Commission. 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: <https://newtonma.viewpointcloud.com>, go to Board of License Commissioners and select “Change to an Existing License Application (current alcohol license holders)”.
 - 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**

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- **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
- Monetary Transmittal Form
- Supporting Financial Records for transactions costing \$50,000 or more
- Legal Right to Occupy, a lease or deed
- Floor Plans
- Release and Indemnification
- Proof of Insurance, must have the City of Newton additionally insured
- Copy of Certificate of Occupancy, Inspectional Services 617-796-1060