



City of Cambridge

Legacy Business Program – Business Certification Form

Section One:

Business Information.

It may be helpful to have the information and items below as you complete this form.

- Name, mailing address, and other contact information of the business
- Name of the business owner. For businesses with multiple owners, identify the person(s) with the largest ownership stake in the business
- A copy of the most recent City of Cambridge Business Certificate
- Copies of historical pictures, news clippings, menus of the business (if available)

NAME OF BUSINESS:	
BUSINESS OWNER(S) (Identify the person(s) with the largest ownership stake in the business):	
OWNERSHIP Identify if the person(s) with the largest ownership stake identifies as one of the following:	
Disability Owned (DBE) LGBTQ+ Owned Veteran Owned (VBE)	Minority Owned (MBE) Women Owned (WBE)
CURRENT BUSINESS ADDRESS:	TELEPHONE NUMBER:
	EMAIL ADDRESS:
MAILING ADDRESS – STREET ADDRESS:	MAILING ADDRESS – CITY AND STATE:
<input type="checkbox"/> Same as Business Address	
	MAILING ADDRESS – ZIP CODE:
WEBSITE ADDRESS:	
FACEBOOK PAGE:	
TWITTER USERNAME/HANDLE and/or INSTAGRAM USERNAME/HANDLE:	

Section Two:

Business Location(s).

List the business address of the original Cambridge location, the start date of business and the dates of operation at the original location. Check the box indicating whether the original location of the business in Cambridge is the founding location of the business. If the business moved from its original location and has had additional addresses in Cambridge, identify all other addresses and the dates of operation at each address. For businesses with more than one location, list the additional locations in section three of the narrative.

ORIGINAL CAMBRIDGE ADDRESS	ZIP CODE	START DATE OF BUSINESS
IS THIS LOCATION THE FOUNDING LOCATION OF THE BUSINESS?	DATES OF OPERATION AT THIS LOCATION	
Yes <input type="checkbox"/> No <input type="checkbox"/>		

OTHER ADDRESSES (If applicable)	ZIP CODE	DATES OF OPERATION
		Start:
		End:

OTHER ADDRESSES (If applicable)	ZIP CODE	DATES OF OPERATION
		Start:
		End:

OTHER ADDRESSES (If applicable)	ZIP CODE	DATES OF OPERATION
		Start:
		End:

OTHER ADDRESSES (If applicable)	ZIP CODE	DATES OF OPERATION
		Start:
		End:

OTHER ADDRESSES (If applicable)	ZIP CODE	DATES OF OPERATION
		Start:
		End:

OTHER ADDRESSES (If applicable)	ZIP CODE	DATES OF OPERATION
		Start:
		End:

Section Three:

Disclosure Statement.

City of Cambridge Taxes, Business Certificate, Licenses and Permits

This section is to indicate that all Cambridge taxes, business certificate, licenses and permits are current and complete. A business deemed not current with all City of Cambridge taxes, business certificate, permits and licenses, will not be eligible for the Legacy Business Registry.

Please read the following statements and check each to indicate that you agree with the statement. Then sign below in the space provided.

- I am authorized to submit this application on behalf of the business.
- I attest that the business is current on all of its City of Cambridge tax obligations.
- I attest that the business's business certificate and any applicable regulatory license(s) and permits(s) are current.
- I hereby acknowledge and authorize that all photographs and images submitted as part of the application may be used by the City without compensation, but I will receive credit when used.
- I understand that the City of Cambridge will initially verify the statements above and may revoke the placement of the business on the Registry if it finds that the business no longer complies with these statements, and that placement on the Legacy Business Registry does not entitle the business to any of the City's small business programs or services.

Name (Print):

Date

Signature

Section Four:

Business History

Please provide answers to the questions below that help tell the history of the business.

Where applicable, please provide documentation to support the historical narrative. If/When making claims such as “the first,” “the only” or “the original,” please provide information that substantiates the claim.

If you need assistance in researching historical images or documents for your business, please contact the Historical Commission at histcomm@cambridgema.gov or call (617) 349-4683.

Respond to the questions below in a question-and-answer format:

1. Provide a short history of the business from the date the business opened in Cambridge to the present day. For businesses with multiple locations, include the history of the original location in Cambridge (including whether it was the business’s founding and or headquartered location).
2. If the business closed operations for more than one year, please describe the circumstances as to why. If not, please skip to the next question.
3. Is the business a family owned business? If so, how many generations has the business been family owned? If not, please skip to the next question.
4. If the business ownership is not the original owner or a family owned business, describe the ownership history.
5. How does the business demonstrate a commitment to maintaining the traditions of the business? Does the business provide the same or similar goods and services, crafts, culinary or art forms as it did when it first opened?
6. How does the business demonstrate its commitment to the community?

Note: After the Legacy Business Certificate Form is submitted, the City may request additional information to help establish the business’ history in the city.

Section Five:

Supplemental Historical Documents.

Please include as many supplemental historical documents as are available. This information will provide the City visuals for your listing in the Legacy Business Registry. Materials could include information on all physical features, traditions and practices noted in the answers above and that identify the business for the Legacy Business Program.

Historic Legal Documents, such as:

- Cambridge Business Registration Certificate (original or any historical dating back 20 years)

Photographs:

- Photos of any unique exterior and interior features of the location that are closely and strongly associated with the significance of the business or commercial district.
- Historical photos of the business location, business exterior, business interior and/or business signage.
- Photos of historical events involving the business.
- Photos of the unique craft, art, cuisine or tradition that define the business.
- Visual support to what is written in the historical narrative.

News Clippings and Memorabilia:

- Newspaper, magazine and/or newsletter articles from past and present publications that support the historical narrative.
- Copies of awards and/or commendations.
- Miscellaneous memorabilia, including advertisements, bookmarks, catalogs, greeting cards, letters, matchbooks, menus, pamphlets, postcards, posters, tickets, etc.