



CAMBRIDGE LICENSE COMMISSION

831 Massachusetts Avenue, First Floor, Cambridge, Massachusetts 02139

LETTING OF MOTOR VEHICLE LICENSE PROCEDURE

Please submit the following information to be scheduled for a hearing:

1. Letting of Motor Vehicle application.
2. Zoning sign-off, from the Zoning Department (617-349-6100), on the Licensed Premises Inspection Approvals form.
3. Floor plan (may be hand drawn) on 8 ½" X 11" size paper only, showing the address and layout of the premises including exits.
4. Stamped Articles of Organization, if a Corporation. LLC Agreement if a Limited Liability Company. Partnership Agreement if a Partnership.
5. A Business Certificate or D/B/A certificate from the City Clerk's Office, first floor of City Hall (617-349-4260).
6. A check for \$175.00, made payable to the City of Cambridge, for the hearing and advertising fee.

Once **ALL** of the above is submitted, you will be scheduled for the next available hearing. The hearing schedule is located on cambridgema.gov/license under upcoming events. We will send you written notification of the hearing date. We publish an advertisement in the Cambridge Chronicle.

7. Once the ad is published, you must notify abutters. We will send you a list of your abutters and an affidavit. You will copy the ad from the paper and mail it within three days of the publication to the abutters by certified mail, return receipt requested. You will then sign the affidavit, attach the white receipts from the Post Office and submit to us.

The following must be submitted after you apply but **BEFORE** the hearing:

8. A signed lease or letter of intent from the landlord.

*Please note that the Fire Department will automatically do a premise inspection before the hearing.

If you are approved for a Letting of Motor Vehicles license, the following must be completed **BEFORE** you are allowed to operate:

9. Approval from the building department on the Licensed Premises Inspection Approvals form.
10. A check for \$121.00, made payable to the City of Cambridge, for the license fee.

License Commission approvals are only valid for **six months** from the decision date and you **MAY NOT** operate until we issue the license to you.



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831 Massachusetts Avenue, Cambridge, MA 02139
Tel: 617.349.6140 | Fax: 617.349.6148 | TTY/TTD: 617.349.6112
License@cambridgema.gov

FEE: \$121.00

LETTING OF MOTOR VEHICLE LICENSE APPLICATION

Corporate/Applicant Name: _____ Tax ID No.: _____
Doing Business As (d.b.a): _____
Business Address: _____
Mailing Address: _____
Phone Number: _____ Email Address: _____

Primary Contact Information:

Name: _____ Relation to Business: _____
Phone Number: _____ Email Address: _____

Premises Information:

Proposed Days/Hours of Operation:

Sunday: _____ Thursday: _____
Monday: _____ Friday: _____
Tuesday: _____ Saturday: _____
Wednesday: _____

Proposed Number of Spaces: _____ Proposed Number of Vehicles: _____

Description of Premise (include a 8 ½ x 11 floorplan with application):

The undersigned, being the owner/holder/manager of the license, hereby certifies under the pains and penalties of perjury, that: the information above is true accurate to the best of my understanding and belief.

Print Name: _____ Relation to Business: _____

Sign: _____ Date: _____

Telephone/Cellphone: _____ Email: _____

For Official Use Only

Granted: _____ Denied: _____

Conditions/Notes: _____



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LICENSED PREMISES INSPECTION APPROVALS FORM

To all Applicants: Approval of the departments listed below must be received by the Licensing Commission before a license will be issued.

PLEASE NOTE: Written approval from the Zoning Division of Inspectional Services Department **must** be obtained **before** an application can be accepted by this office. Fully dimensional floor plans, with egresses, fixtures and furniture marked, must be submitted to Inspectional Services Department prior to or along with this document.

Contacts: **Zoning, Building, Electrical & Health**
Inspectional Services Department
831 Massachusetts Ave, Cambridge, MA
617-349-6100

Fire Prevention Bureau
Cambridge Fire Department
489 Broadway, Cambridge, MA
617349-4918

Please list all Licenses/Uses for which you are applying: _____

To be Completed by Applicant:

Business Name: _____ Owner: _____
Business Location: _____
Mailing Address: _____
Phone Number: _____ E-mail: _____

List of Uses for each Floor:

| | |
|---------------------|--------------|
| Basement: _____ | First: _____ |
| Second: _____ | Third: _____ |
| Fourth: _____ | Fifth: _____ |
| Add'l Levels: _____ | Roof: _____ |

NOTE: Applicant is responsible for securing signatures of the following inspector(s) for their approval:

Zoning Specialist: _____
Uses Allowed by Zoning: _____

Restaurants: Total # of Occupants: _____ Total # on off-site/off-street parking spaces exclusively dedicated to restaurant use and available at all times when license is being exercised: _____

| | |
|---------------------------|-------------|
| Building Inspector: _____ | Date: _____ |
| Sanitary Inspector: _____ | Date: _____ |
| Wiring Inspector: _____ | Date: _____ |
| Fire Department: _____ | Date: _____ |

INSTRUCTIONS FOR NOTIFICATION TO ABUTTERS

*According to Black's Law Dictionary, an abutter is an "owner of adjoining land; one whose property abuts another's." As such, to satisfy the legal requirement of notice to an abutter, the applicant only needs to give notice to the owners of all the properties whose boundaries touch the boundaries (front, back, left and right) of the premises where the business is intending to open. The applicant may choose to notice additional persons (i.e. those across the street) but is **not** required to do so. Applications/petitions relating to alcoholic beverage and fortune teller licenses are further required to notice any schools, churches or hospitals within five hundred (500) feet of the proposed business location.*

1. Go to the City of Cambridge's Assessing Department, 795 Massachusetts Avenue, and obtain a list of abutters as defined above. If your application/petition relates to a liquor or fortune teller license, you also need to ask for a list of schools, churches and hospitals within five hundred (500) feet of the proposed business's location.
2. Complete the *Affidavit of Notice to Abutters and Others* by listing the names and mailing addresses of the abutters in the spaces provided and/or attaching the list to the *Affidavit*.
3. When the legal notice is published in the Cambridge Chronicle, you must send a copy of the advertisement to each abutter by Certified Mail, Return Receipt Requested. You must mail out these notices within three (3) days of the date the advertisement is published.
4. In addition to sending the copy of the advertisement to any church, school or hospital within five hundred (500) feet of the proposed business location, you must notify the church, school or hospital that if it objects to the application/petition, the church, school or hospital must submit a written objection to the Board by the date of the hearing. Receipt of an objection does not bar the Board from granting the application/petition if the Board deems the grant of the proposed application/petition serves the public need and will not be detrimental to the activities/functions of the church, school or hospital.
5. Bring the completed and notarized *Affidavit* to the hearing. You must attach to the *Affidavit* a copy of the advertisement, the original certified mail receipts, and the original return certified receipts (green cards) bearing signatures of persons receiving said notices and those which were returned as undeliverable mail. You must turn in the original receipts and green receipt cards to the Board during the hearing. The Board will not vote on, or may deny, your application/petition if these documents are not provided to it.

AFFIDAVIT OF NOTICE TO ABUTTERS AND OTHERS

To the License Commission for the City of Cambridge:

I, (print your name) _____, applicant/applicant's representative for a (print type of license requested) _____ license, to be operated at (print address of proposed location) _____ hereby certify that the following is a true list of the owners of the abutting property(ies) per the Assessor's most recent valuation list: _____

And that the following schools, churches or hospitals are located within a five hundred (500) feet radius from said proposed location (if none, please specify as such): _____

I also certify that notice of the application/petition was given to each of the above-listed by mailing via Certified Mail, Return Receipt Requested, within three days after publication of the advertisement of the application/petition, a copy of the attached advertisement of the application/petition. Proof of service is evidenced by the attached certified mail receipts and return certified receipts bearing signatures of persons receiving said notices, in addition to those which were returned as undeliverable mail.

Signed and subscribed to under the pains and penalties of perjury this ____ day of _____ (month), ____ (year).

Sign Name: _____

Print Name: _____

Relation to Applicant: _____

Signature of Notary Public: _____

(Notary Public Seal)

Name of Notary Public: _____

Commission Expires: _____