



POLICY No.: D-1  
DATE ADOPTED: FEBRUARY 17, 2010

## **TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY**

### **Policy on Business License Applications**

**Purpose:** The Board of Selectmen agrees to establish procedures to follow for approving business licenses.

**Policy:** The following process will be followed for business license applications:

1. Upon delivery to the Office of the Board of Selectmen/Town Administrator, the application for the license shall be date stamped and reviewed to ensure it is completely appropriately.
2. Public hearings with abutter notification are required for applications for Class I, II, III and auto repair licenses in addition to any alcoholic beverage license transactions as outlined in the Matrix provided by the Alcoholic Beverages Control Commission.
3. Should a public hearing be required, the office shall prepare the public hearing notice and the applicant is responsible for notifying the abutters and paying the advertising fee.
4. The Offices of the Treasurer/Tax Collector, Chief of Police, Fire Chief, Building Inspector, Sewer Department, Board of Health and Municipal Lighting Plant will be contacted to ensure the establishment is in compliance. Other boards or departments may be asked their opinions of the establishment at the discretion of the Board of Selectmen or the Town Administrator.
4. The request for the license shall be included on the agenda of the Board of Selectmen for action.
5. Should the Board approve the license request, the applicant must provide proof of Workers' Compensation and pay the appropriate fee prior to the license being released.