

## **Applying to Amend a Licensing Commission License (Without Alcohol)**

Use the online form to submit an application to amend your existing Licensing Commission license (without alcohol).

This form is valid for the following amendments:

- Change of DBA Name
- Alteration of Premises
- Change of Location
- Change of Hours
- Adding or removing Indoor or Outdoor Entertainment by Devices, Performers, or Patrons (requires a public hearing with legal notice)
- Addition or Alteration of Outdoor Seating, including seating on public property, private property, or both (requires a public hearing with legal notice and abutter notification)
  - For detailed instructions on amending your license for outdoor dining, visit:  
<https://s3.amazonaws.com/somervillema-live/s3fs-public/amending-your-outdoor-dining-license.pdf>

### **TIMELINE:**

- Submit a complete application, including answering all questions and uploading all required documents to Citizenserve. For applications requiring an advertisement, submit a complete application at least 6 weeks before an upcoming Licensing Commission meeting.
- Your application will appear on the Licensing Commission agenda following completion of all departmental approvals. Refer to the Commission schedule posted online at:  
<https://www.somervillema.gov/departments/licensing-commission>
- Once approved, your amendment attaches to your annual license, which is valid for one year, and expires annually on December 31st and must be renewed. License and amendment fees are not pro-rated.

### **APPLICATION CONDITIONS:**

- You must apply online on the city's website: <https://www.somervillema.gov/citizenserve>.
- You may apply for multiple amendments to your license in one application. All required documents for each amendment type must be included to complete your application.
- You must have paid all taxes, fees, or fines owed to the city and the state.
- Depending on the amendment(s) you are seeking, your application may be subject to the same conditions your application was originally subject to, including but not limited to:
  - The premises may need to be found suitable pursuant to the zoning code.
  - The premises may need to be satisfactorily inspected by building, health, and fire inspectors.
  - It is recommended that you discuss your application with the Ward City Councilor who represents the proposed business location.
  - You may need to appear at a public hearing before the Licensing Commission.
  - If you are applying for an amendment that requires a public hearing, you must pay for a legal notice of the public hearing, and send that notice by certified mail, return receipt

requested, within 3 days of its publication, to all immediate abutters and all churches, hospitals, and schools within 500 feet (300 feet for outdoor dining).

**FEES:**

- You must pay a \$50 non-refundable fee when you submit the Somerville application.
- You may need to pay the cost of publishing a Legal Notice prepared by the Licensing Commission, which must be paid directly to the newspaper upon receipt of the bill.
- Fees may be paid electronically online using your Citizenserve account with a credit card (Visa, Mastercard, or Discover only), debit card, or electronic funds, or in-person by bringing a check to the City Clerk's Office in City Hall.

**ADDITIONAL DOCUMENTS REQUIRED:**

Your application is not complete and will not be processed until all of the required documents are uploaded to Citizenserve.

- **Change of DBA Name**
  - \$50 amendment application fee paid to the city
  - DBA Certificate
  - Food menu
  - Application submitted via Citizenserve, following the directions below
- **Alteration of Premises**
  - \$50 amendment application fee paid to the city
  - Application submitted via Citizenserve, following the directions below
  - Floor plan
  - Application submitted via Citizenserve, following the directions below
- **Change of Hours**
  - \$50 amendment application fee paid to the city
  - Application submitted via Citizenserve, following the directions below
- **Change of Location**
  - \$50 amendment application fee paid to the city
  - A Workers' Compensation (WC) Insurance Affidavit (downloadable when you apply), or other proof of WC Insurance
  - Certificate of Insurance listing the City of Somerville as an additional insurer
  - Legal right to occupy, such as a lease or a deed
  - A floor plan drawn to scale that clearly depicts all dining rooms, tables, chairs, cooking facilities, and storage space
    - Once approved by the Licensing Commission, your floor plan is final and cannot be changed without submitting an amendment application (discussed above)
  - Application submitted via Citizenserve, following the directions below
- **Adding or removing Indoor or Outdoor Entertainment by Devices, Performers, or Patrons**
  - *Requires a public hearing with legal notice and abutter notification*
  - \$50 amendment application fee paid to the city
  - A Workers' Compensation (WC) Insurance Affidavit (downloadable when you apply), or other proof of WC Insurance
  - A floor plan drawn to scale, showing all areas of entertainment, seating, and storage

- When the required documents have been received, and your application is complete and has been reviewed and approved by city staff, a public hearing with legal notice is required before it can be placed on the Licensing Commission agenda
- Application submitted via Citizenserve, following the directions below
- **Addition or Alteration of Outdoor Seating, including seating on public property, private property, or both**
  - For detailed instructions on amending your license for outdoor dining, visit: <https://s3.amazonaws.com/somervillema-live/s3fs-public/amending-your-outdoor-dining-license.pdf>

## HOW TO APPLY:

Before you begin:

- Make sure you have entered all your information properly before you click “SUBMIT.”
- If you start your application and are not ready to submit it, click “SAVE FOR LATER” and come back to it later. Note that once you submit your application, you cannot re-open it to edit it.

When you are ready:

- Go to <http://www.somervillema.gov/citizenserve>.
- Click the  logo
- Click “MY ACCOUNT.”
- Log in, or, if this is your first online application, click “REGISTER NOW” to create an account.
- Scroll down and click “APPLY FOR A LICENSE.”
- At “Application Type” select “LICENSING COMMISSION LICENSE AMENDMENT.”
- At “Business Name” enter your business name.
- At “Is this application for a new or existing business location?” select “AN ADDITIONAL LICENSE FOR AN EXISTING BUSINESS.”
- At “License #” select the license you are seeking to amend. The license number begins with the letters AL.
- Answer the remaining questions.
- Upload the required documents listed above.
- Review the terms and conditions. Do not proceed until you are ready to accept all terms and conditions.

When you finish:

- Before you click “submit,” note that once you submit the form, you cannot re-open it to edit it. If you are not ready to submit the form, click “save for later,” so you can come back to finish it. If you click “save for later,” your application will be in your cart the next time you log in.
- When you are ready, click “submit” and pay the required application fee.
- To make changes to your application after you submit it, contact the Licensing Commission at [licensing@somervillema.gov](mailto:licensing@somervillema.gov).

## QUESTIONS?

- Contact the Licensing Commission at [licensing@somervillema.gov](mailto:licensing@somervillema.gov).