



MILFORD SELECT BOARD

Room 11, Town Hall, 52 Main St. (Route 16), Milford, Massachusetts 01757-2679

Phone 508-634-2303 Fax 508-634-2324

PROCEDURES FOR CLASS I, CLASS II, AND CLASS III LICENSE APPLICATIONS NEW/TRANSFERS

☐1. The Select Board will not review applications until requirements from the following departments have been met.

- Planning and Engineering ☐
- Department of Inspections ☐

☐2. Class I, II, III application

☐3. Workers Comp Affidavit

☐4. Revenue Enforcement and Protection Attestation (REAP)

☐5. Copy of Business Certificate (if applying as a DBA or Individual)

☐6. If Business is a Corporation or LLC, please provide:

☐1. Certificate of Good Standing from the Secretary of State's Office

☐2. Articles of Organization (Secretary of State)

☐7. Plot/Site Plan of Property

☐8. Signed Lease (if applicable)

☐9. Abutter List (from Assessors office 508-634-2306)-This list should include all abutters within three hundred (300) feet. Please submit Abutter list to Select Board's Office. You will be billed the cost of postage after abutter notification. (ABUTTER LIST IS REQUIRED ONLY FOR **NEW CLASS III LICENSE APPLICATIONS**)

☐10. Newspaper Advertisement. The Select Board will submit a legal Advertisement to the Newspaper. You will be billed the cost of the Advertisement. (NEWSPAPER ADVERTISEMENT IS ONLY REQUIRED FOR **NEW CLASS III LICENSE APPLICATIONS**)

☐11. Proof of Bond (\$25,000), (**CLASS II ONLY**)

Return checklist and all paperwork to the Select Board's Office.

Please Note: Please allow 3 weeks for processing. All applications must be reviewed by other departments. Once reviewed the application will be placed on the Select Board's Agenda.