



Haverhill

License Commission, Room 118
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OUTDOOR DINING PERMIT CHECKLIST

CHECKLIST OF REQUIRED ATTACHMENTS FOR ALL APPLICANTS

All applicants MUST submit the following attachments along with their application

1. **DIAGRAM & DESCRIPTION FOR PROPOSED LOCATION OF OUTDOOR DINING, INCLUDING:**
 - DIMENSIONS OF SIDEWALK AREA
 - LOCATIONS, NUMBER AND TYPES OF PROPOSED:
 - Tables with chairs;
 - Umbrellas;
 - Heat lamps; and/or
 - Any and all barriers (railings, temporary dividers, etc.)
 - LOCATION OF PHYSICAL FEATURES OF AREAS
 - hydrants
 - crosswalks
 - handicap ramps
 - bus stops
 - driveways
 - intersections
 - other
2. **CERTIFICATE OF INSURANCE**
 - Policy **MUST** name the **City of Haverhill** as the additional insured
3. **SIDEWALK BOND**
 - Policy **MUST** name the **City of Haverhill** as the additional insured
4. **ORIGINAL APPLICATION AND FOUR (4) COPIES**

CHECKLIST OF REQUIRED ATTACHMENTS FOR ALCOHOL APPLICANTS

Any alcohol licensees wishing to serve alcohol must submit the above attachments in addition to submitting a completed application, as described below, which MUST first be approved by the Haverhill Licensing Commission and then approved by the ABCC.

___ **COMPLETE THE "ALTERATION OF PREMISES APPLICATION."** All ABCC license applications are now exclusively online and available by doing the following:

- Go to www.mass.gov/abcc
- Click on "Any other municipality"
- Click on the "Amending existing license"
- Scroll down the page and click on "Alterations of Premises/Change of Location"
- Complete all the required information on the forms and print
- Signed Original Application and Four(4) copies to be submitted to the License Commission Clerk

NOTE: *Any and All other information shall be provided as required by the License Commission to carry out the purpose of Article XII of the City of Haverhill Ordinances.*