

Wendy L. Reed, Clerk  
Saugus Board of Selectmen  
Saugus Town Hall  
298 Central Street  
Saugus, MA 01906  
wreed@saugus-ma.gov  
Office (781) 231-4124  
Fax (781) 231-4109

Saugus Board of Selectmen  
APPLICATION FOR LICENSE / PERMIT

The following is required to be submitted as application for:

License / Permit: \_\_\_\_\_

- \_\_\_\_\_ Town of Saugus application form(s);
- \_\_\_\_\_ \*Billing authorization form for local newspaper legal advertisement of public hearing;
- \_\_\_\_\_ \*\*8 ½" X 11" floor plan of proposed business showing exits/entrances & restrooms etc;
- \_\_\_\_\_ \*\*\*8 ½" X 11" parking plan;
- \_\_\_\_\_ Letter explaining the proposed business to include hours of operation, number of employees, background / experience and any other information;
- \_\_\_\_\_ \$100 application fee made payable to the Town of Saugus.
  
- \_\_\_\_\_ Coin operated devices: applicant must submit MA State approval numbers for each device. Floor plan must indicate location of each device & power source.
- \_\_\_\_\_ Extended Hours of Operation Permit: applicant is required to notify abutters within 100' of the location by regular mail. List of abutters must be obtained from the Town of Saugus Assessor's Office and affidavit of notification must be submitted to the Board.
- \_\_\_\_\_ CORI: certain applications require a criminal background check of the owner(s)/ operator(s). A CORI form MUST be completed in person in this office.
- \_\_\_\_\_ Common Victualer's License: applicant must provide proof of external grease trap.
- \_\_\_\_\_ - If applying for outside seating, applicant must comply with Board's guidelines.

\*Billing authorization form: This office will place the legal advertisement for public hearing in the local newspaper and they will bill you directly.

\*\*Floor Plan: applicant must check with the Building Inspector if certified plans are required.

\*\*\*Parking plan: applicant must check with the Zoning Officer for off street parking requirements AND if a certified parking plan is required.

Applicant must meet with the Zoning Officer to determine the proposed business location is zoned properly.

Once application with all required information / documentation is submitted, this office will schedule your request for public hearing.



*Town of Saugus  
Saugus Town Hall  
298 Central Street, Saugus MA 01906*

BOARD OF SELECTMEN

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E-mail: [wreed@saugus-ma.gov](mailto:wreed@saugus-ma.gov)

LICENSE AND SCHEDULE OF FEES

Unless otherwise specified, fees are for the calendar year.

_____ All Alcoholic Common Restaurant	\$5,000.
_____ All Alcoholic Package Store	\$2,500.
_____ Beer & Wine Restaurant	\$2,000.
_____ Beer & Wine Package Store	\$2,000.
_____ Seasonal Beer & Wine Restaurant	\$1,500.
_____ Permit to serve Cordials & Liqueurs	\$2,000.
_____ Clubs / Veterans Club	\$ 500.
_____ Special Beer & Wine (per day)	\$ 50.

GENERAL LICENSES

_____ Common Victualer's	\$100.	_____ Class I Auto Dealer	\$200
_____ Entertainment	\$100.	_____ Class II Auto Dealer	\$200.
_____ Juke Box (each)	\$50.	_____ Class III Auto Dealer	\$200.
_____ Coin Operated Device (each)	\$100.		
_____ Ice/Roller Rink	\$100.	_____ Taxi (per cab)	\$100.
_____ Transient Vendor	\$1,000.	_____ Golf Driving Range	\$100.
_____ Valuable Goods	\$100.	_____ Fortune Telling	\$50.
_____ Used Goods	\$100.	_____ Theater	\$300.
_____ Non-Resident Auctioneer	\$25. per day	_____ Function Room	\$250.
_____ Extended Hours of Operation Permit	\$50.	_____ TOTAL: \$	

(A \$100. application Fee must be submitted with all applications.)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

d/b/a: \_\_\_\_\_  
(doing business as)

Business Phone: \_\_\_\_\_

FID Number: \_\_\_\_\_

Business  
Map / Block / Lot: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Manager: \_\_\_\_\_  
(please print)

Date: \_\_\_\_\_

All applications will be submitted to Inspectional Services, Police, Fire and the Financial Officer for recommendations. All Licenses expire December 31 of each year.

Saugus Board of Selectmen  
Billing Authorization Form  
Legal Advertisement for Public Hearing

I hereby authorize to bill me directly for legal notice submitted by the Saugus Board of Selectmen's Office advertising public hearing on my application for:

\_\_\_\_\_

Print Name:\_\_\_\_\_

Signature:\_\_\_\_\_

Billing Address:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Billing Phone Number:\_\_\_\_\_

Contact phone number:\_\_\_\_\_

The Selectmen's Office will complete below

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Notice to be published in the local newspaper on: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Time of Hearing: \_\_\_\_\_

## APPLICATION FOR ENTERTAINMENT LICENSES

Business name: \_\_\_\_\_ DATE: \_\_\_\_\_  
d/b/a: \_\_\_\_\_ Manager: \_\_\_\_\_  
Address: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

The specific categories of licensed entertainment:

☐ Dancing by patrons      ☐ Televisions      ☐ Juke Box  
☐ Karaoke      ☐ D.J. with pre recorded music  
☐ Solo instrument      ☐ Singer with one instrument  
☐ Live Band      ☐ Comedy show, Magic show, other type show  
☐ Other live entertainment as follows: \_\_\_\_\_

Description of Entertainment including days of the week and times the entertainment is offered:

\* Days of the week and hours in which entertainment is / will be offered: \_\_\_\_\_

\* Total capacity of Licensed establishment: \_\_\_\_\_ Seating capacity: \_\_\_\_\_

\* You must submit copy 8 1/2" X 11" of floor plan including seating; stages; dance floors; and /  
or any other areas designated for entertainment.

\* You must submit copy 8 1/2" X 11" of parking plan including footprint of building.

### QUESTIONNAIRE TO BE ANSWERED UNDER THE PENALTIES OF PERJURY

1. Has the undersigned person, on behalf of the corporate applicant personally completed the application?  
YES ☐ NO ☐

2. Has the corporate applicant paid all due and owing Mass. State Taxes? YES ☐ NO ☐

3. Has the corporate applicant filed with this application a copy of its Articles of Organization? YES ☐ NO ☐

4. Has the corporate applicant filed with this application a floor plan or floor plans showing the exact location  
requested for each type of licensed entertainment and each licensed entertainment device; each sound amplifier; each  
speaker; each area where performers are located; each area where patrons may stand and each area where patrons  
may dance? YES ☐ NO ☐

5. Will the entertainment sought to be licensed be accessible or perceptible by patrons of all ages and by all classes  
of the public generally? YES ☐ NO ☐

6. Will access or perception of the entertainment sought to be licensed be restricted to patrons, or to any class of  
patrons, by reason of age? YES ☐ NO ☐

7. As part of any entertainment sought to be licensed, will any person be permitted to appear, in any manner or attire  
as to expose to public view any portion of the pubic area, anus, or genitals, or any simulation thereof?  
YES ☐ NO ☐

8. As part of any entertainment sought to be licensed, will any female person be permitted to appear, in person or in a  
video production, in any manner or attire as to expose to public view any portion of the breast below the top of the  
areola, or any simulation thereof? YES ☐ NO ☐

Answers are provided and signature is made under  
the Penalties of Perjury

DATE: \_\_\_\_\_ Corporate Name: \_\_\_\_\_

Corporate FID # \_\_\_\_\_ Name of Manager (PRINT): \_\_\_\_\_

Manager's signature on behalf of corporation: \_\_\_\_\_

TOWN OF SAUGUS  
By-Laws

810.00 Business Establishments Hours of Operation

Section 1. For the purpose of controlling noise and promoting the public peace and to protect public safety and nighttime tranquility, no person, corporation, or business entity who has been issued an alcoholic beverage license, common victualer license, entertainment license, food service permit, or any retail business shall be open for business between the hours of 2 a.m. and 6 a.m. without the prior approval of the Board of Selectmen.

Section 2 Said approval may be granted by the Board of Selectmen by majority vote at a public hearing, notice of which shall be published 14 days prior to said hearing. The fee for such permit shall be \$50.00 per year and shall be renewed annually.

Section 3. In granting said approval, the Selectmen shall consider the effect the business may have on abutting residences and impact on the community, as it relates to public safety, noise and traffic.

Section 4. This By-Law shall not prohibit the Board of Selectmen from imposing more restrictive hours of operation on licenses issued by them under Section 1.

Section 5. Any person found in violation of this article shall be subject to a fine of \$200.00 per day for each day said business is found in violation.

Section 6. This By-law shall take effect upon the renewal of the licenses listed in Section 1 or, if licenses are not renewed annually, on January 1, 2004.

## TOWN OF SAUGUS

### By-Laws

601.02 No person, without lawful authority to do so, shall dump, deposit, place or drop nor otherwise allow to be deposited and allow to remain on any public or private land, public or private way, within the Town, any rubbish, refuse, garbage, dirt, ashes, stones, gravel, tacks, bottles, glass, hoops, wood, boards, shavings, sawdust, excrement, or filth of any kind, nor any noxious or refuse liquid, or any solid substance or matter. Any person found in the act of violating this section may be arrested without a warrant by any officer authorized to serve criminal process.

a. No person without lawful authority to do so, shall dump, deposit, place throw or drop, nor cause nor allow to so do, snow and/or ice in any or on any public or private way within the Town.

b. No person shall maintain or allow to be maintained upon his premises or property, or upon property or premises under his control, any excessive amount of litter, paper, cans, bottles, discarded materials or other waste and refuse. An excessive amount of said materials shall be considered in existence when the same is carried by wind or otherwise migrates from its source to the property of another or to a public way or way upon which the public has a right of access or lies dormant on the property more than twenty-four (24) hours without being stored in a proper receptacle. It shall be the responsibility of private property owners and/or persons under the control of such property to regularly maintain such property to prevent an excessive amount of litter build up; in instances where such litter is directly attributable to commercial and/or business and/or industrial uses. Persons failing to comply with this section shall be determined as maintaining a public nuisance and shall be liable for fine not more than three hundred dollars (\$300.00) and not less than two hundred dollars (\$200.00) per conviction. The court may require in addition, that such person remove at his own expense, such trash, refuse, rubbish or materials.

C. **For controlling and abating noise** from whatever source including, but not limited to Street Sweeping of Parking Lots, Pick-up/delivery of Dumpsters, Trash Collection, Outside Operation of Machinery/Power Equipment, Pick-up/delivery by Trucks/Tractor Trailers. As authorized by Massachusetts General Laws Chapter 40 Section 21, Subsection (22). This by-law shall not limit the Board of Selectmen's authority to restrict hours of operations under its license authority. Such operations/activities shall be prohibited between the hours after 10:00 P.M. or prior to 7:00 A.M. Exceptions to this regulation may be granted by a vote of the Saugus Board of Selectmen, or in case of Emergency Repairs/Weather related emergencies/snow removal, flooding, power failures.

Those persons found in violation of this by-law shall forfeit and pay for each offense a fine of Two Hundred (\$200.00) dollars.

# SAUGUS BOARD OF ASSESSORS

## ABUTTERS LIST REQUEST

DATE: \_\_\_\_\_

ABUTTERS FOR: \_\_\_\_\_  
No. Street

OWNER NAME: \_\_\_\_\_  
Last Name First Name

OLD PLAN NO.: \_\_\_\_\_ OLD LOT NO.: \_\_\_\_\_

MAP: \_\_\_\_\_

BLOCK: \_\_\_\_\_

LOT: \_\_\_\_\_

REASON FOR ABUTTERS LIST: \_\_\_\_\_

SIGNATURE OF PERSON REQUESTING ABUTTERS LIST: \_\_\_\_\_

CHECK ONE:

☐ ABUTTER TO ABUTTER

☐ LIQUOR LICENSE (DIRECT ABUTTERS & ANY  
SCHOOL, CHURCH, OR HOSPITAL WITHIN 500 FT)

☐ ABUTTERS TO 300 FT

☐ EXTENDED HOURS (ABUTTERS TO 100 FT)

BOARD OF APPEALS \_\_\_\_\_

BOARD OF SELECTMEN \_\_\_\_\_

PLANNING BOARD \_\_\_\_\_

THE COMMONWEALTH OF MASSACHUSETTS

OF

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE  
OR ASSEMBLE SECOND HAND MOTOR VEHICLES  
OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a .....  
class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with  
the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? .....

Business address of concern. No. ....St.,

.....City — Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? .....

3. If an individual, state full name and residential address.

4. If a co-partnership, state full names and residential addresses of the persons composing it.

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President .....

Secretary .....

Treasurer .....

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? .....

If so, is your principal business the sale of new motor vehicles? .....

Is your principal business the buying and selling of second hand motor vehicles? .....

Is your principal business that of a motor vehicle junk dealer? .....



7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

.....  
.....  
.....  
.....  
.....

8. Are you a recognized agent of a motor vehicle manufacturer? .....  
(Yes or No)

If so, state name of manufacturer .....

.....

9. Have you a signed contract as required by Section 58, Class 1? .....  
(Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? .....  
(Yes or No)

If so, in what city — town .....

Did you receive a license? ..... For what year? .....  
(Yes or No)

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? .....  
(Yes or No)

.....  
.....  
.....  
.....

Sign your name in full. ....  
(Duly authorized to represent the concern herein mentioned)

Residence .....

### IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH  
FULL INFORMATION, AND FALSE STATEMENTS  
HEREIN MAY RESULT IN THE REJECTION OF  
YOUR APPLICATION OR THE SUBSEQUENT  
REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)