



Town of Westwood
Community and Economic Development

50 Carby Street, Westwood, Massachusetts, 02090
Janice Barba, License Administrator
Telephone: (781) 320-1366; Email: jbarba@townhall.westwood.ma.us

INSTRUCTIONS
APPLYING FOR OR RENEWING A
COMMON VICTUALLER LICENSE

1. Complete the application form, making sure all sections are answered and attach copies of the menu, floor plan and Affidavit of Workers' Compensation.
2. Obtain preliminary plan reviews and/or approvals from the Building Department, Fire Department, Board of Health, Town Planner (New Businesses only) and the Tax Department before submitting the application to the Selectmen's Office.
3. Deliver the completed and signed application form with required attachments along with the license fee of \$50.00 to the Community and Economic Development Office, 50 Carby Street. Business hours are Monday, Wednesday and Thursday from 8:30am – 4:30pm, Tuesday from 8:30am to 7:00pm and Friday from 8:30am to 1:00pm.
4. (New Business Only) An interview will be scheduled with the Town Administrator and Community and Economic Development Director to discuss the applicant's plans. The applicant will then be required to appear before the Board of Selectmen during one of its regular public meetings.
5. The applicant will need to obtain all required Building, Fire, Health and Planning **final** approvals (i.e. permits, reviews and inspections) before the CVL will be issued.
6. Application submission shall include a non-refundable \$50 fee made payable to the Town of Westwood.

NOTE: The Board of Selectmen reserves the right to **postpone** CVL approval until all issues and concerns raised by the Board are addressed by the applicant to the Board's satisfaction; and also reserves the right to **deny** CVL approval if the applicant fails to meet the application requirement, or does not/cannot resolve the issues and concerns raised by the Board.

If the applicant fails to obtain the required approval at any point in the process, the issuance of the CVL will be withheld until the issue or problem is resolved to the satisfaction of the appropriate approving authority.

Specific questions should be addressed to:

Community and Economic Development, 50 Carby Street (781-320-1366)
Selectmen's Office, Town Hall, 580 High Street (781) 326-4172
Building Department, Carby Street Municipal Office Building, 50 Carby Street (781) 320-1091
Fire Department, Fire Station, 637 High Street (781) 320-1060
Health Department, Carby Street Municipal Office Building, 50 Carby Street (781) 320-1026
Planning Board, Carby Street Municipal Office Building, 50 Carby Street (781) 251-2581
