



Licensing Board for the City of Boston

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Commissioners:

Nicole Murati Ferrer, Chair
Suzanne Iannella
Milton Wright

Executive Secretary:

Jean Lorizio

MEMORANDUM

TO: All Alcohol Licensees/Applicants
FROM: Nicole Murati Ferrer, Esq., Chair
DATE: May 17, 2013
RE: **Documents Relating to Alcohol Licenses**

When submitting any type of application relating to an alcoholic beverage license for a Wednesday hearing, please be advised you **must** submit 2 complete packets: 1 original packet (this means all signatures are to be obvious originals, blue ink encouraged) **and** 1 copy of the entire packet (this includes copies of all exhibits to the application). Do not ask the staff to make copies of the application for you, this is a requirement of your application and as such it is your responsibility to have the copy with you when you drop it off. In that same vein, all applications submitted (meaning the original packet with a copy) should be complete at the time they are handed to our staff; the staff will not accept piecemeal applications. Incomplete applications will not be placed on the agenda for a hearing. If an incomplete application is inadvertently heard, it will not be voted on by the Board until it is completed and the Board is able to place it on a future voting agenda (this could delay the process at a minimum for 1 week).

These are directives from the Board, and as such, our staff must comply with them. Please do not ask them to make exceptions. Thank you for your anticipated cooperation.

