

Town of Auburn, Massachusetts

Julie A. Jacobson
Town Manager



Board of Selectmen

Scott C. Wrenn, Chairman
Sara Ruffi, Vice Chairman
Daniel S. Carpenter
Steven Chambers

Section 300

BOARD OF SELECTMEN POLICY

GENERAL RULES AND REGULATIONS FOR LICENSES

1. Applicants are strongly encouraged to submit applications for licenses only after necessary approvals are obtained from the Planning Board, Board of Appeals, and Conservation Commission. Applications are submitted to the Development Coordinating Group (DCG) for review and comments on the application. The DCG shall make applicants aware of the conditions that they are recommending to the Board of Selectmen.
2. Approved licenses shall not be issued until all other necessary approvals have been obtained.
3. Licenses not exercised within 180 days shall be, after seven days prior notice, considered void. Applicants may, within seven (7) days of such notice, request, in writing, a hearing before the licensing authority.
4. The license shall be issued to the owners, or lessor, of a piece of property, except that the Board may grant a license to any person with the prior written approval of the owner.
5. A public hearing shall be required for the initial approval of the following licenses:
 - a. Sale of Motor Vehicle Class I, II and III
 - b. Storage of Flammable Fluids
 - c. Motor Vehicle Repair
 - d. Common Victualer
 - e. Alcoholic Beverage (all except one day)
 - f. Junk Collector/Dealer
 - g. Juice Bar Applications

6. The Board of Selectmen or their designee shall have, during regular business hours, access to the premises of any licensed facility to ensure compliance with the conditions on their license.
7. Failure to comply with any regulation or license restriction may result in license revocation.
8. Licenses shall be renewed annually. Unless subject to a new policy adopted by the Board of Selectmen, applicants for license renewals do not need to appear before the Board of Selectmen.
9. All licenses are site specific and are not transferable. All Alcoholic Beverage Licenses may be transferred in accordance with the Liquor License Policy.
10. Unless otherwise voted by the Board of Selectmen, a public hearing shall not be required for the approval of the following licenses:
 - a. Common Victualer as an accessory use
 - b. Storage of Inflammable Fluids, if no change in the use of the premises is being proposed.
11. Drainlayers – An applicant for a Drainlayer License shall not be required to appear before the Board of Selectmen, provided that references and insurance bonds have been verified by the Sewer Superintendent and he indicates that there are no issues with the license.
12. Unless otherwise specified, applicants for new licenses require that the applicant or their designee (designated in writing) appear before the Board of Selectmen before any action is taken by the Board to issue the license.

Accepted as printed –

February 27, 2012