



# Haverhill

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License Commission, Room 118  
Phone: 978-420-3623 Fax: 978-373-8490  
License\_comm@cityofhaverhill.com

## OUTDOOR DINING PERMIT INSTRUCTIONS

### GENERAL INSTRUCTIONS

1. Please direct all applications, materials, and questions to:  
City Clerks Office, RM 118  
Attn: **License Commission Clerk**  
4 Summer Street  
Haverhill, MA 01830
2. Complete **“Outdoor Dining Permit Application”**
3. Submit items on **“Outdoor Dining Permit Checklist”**
4. **FEES MUST BE SUBMITTED** at the time the application is submitted for processing.
  - **\$100 Fee** made payable for the **“City of Haverhill”**
  - **\$60.00 application fee** made payable to the **“City of Haverhill”** &
  - **IF Alcohol License Applicant** wishing to serve alcohol in permitted area:
    - **\$200 Application Fee** made payable to **“ABCC”**

### GUIDELINES FOR ALL LICENSEES

*Please see Checklist of Required Attachments for further information*

1. A Business may serve food outside with an Outdoor Dining Permit that has been approved by the License Commission. Simultaneously, a licensed establishment may apply to serve alcohol on the permitted premises, the licensee has the opportunity to submit and request approval of an “Alteration of Premises Application” by both the License Commission and ABCC prior to serving alcohol in the area permitted.
2. A Business may serve food on sidewalks which are four (4) feet wide and restricted to Pedestrian Traffic.
3. In accordance with the local ordinance, Outdoor Dining is permitted between March 1<sup>st</sup> and October 31<sup>st</sup>.
4. An Outdoor Dining Permit must be renewed annually, prior to the next season beginning March 1<sup>st</sup>.
5. In order to qualify for an Outdoor Dining Permit, a licensee must be in a Commercial Central (CC) Zoning District.
6. In order for an applicant to be approved, the following departments must approve: Board of Health, Building Inspector, Superintendent of Highways (DPW), Police Department, and the Mayor.

### LICENSE COMMISSION MEETINGS

1. Applications and four (4) copies **MUST** be received **7 CALENDAR DAYS PRIOR** to the **LICENSE COMMISSION’S NEXT MONTHLY MEETING TO BE ON THE AGENDA.**
2. In order for an **APPLICATION TO RECEIVE APPROVAL**, an Applicant or Authorized Representative of the Applicant **MUST BE PRESENT** at the scheduled meeting.
3. If the License Commission approves an application, the City Clerk’s Office will issue the Outdoor Dining Permit *within 5 days of approval.*

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**THE NEXT LICENSE COMMISSION MEETING WILL BE HELD ON:** Thursday, \_\_\_\_\_20\_\_.