



SELECT BOARD
TOWN OF TEWKSBURY
TOWN HALL
1009 MAIN STREET
TEWKSBURY, MASSACHUSETTS 01876

(978) 640-4300
FAX (978) 640-4302

LEGAL ADVERTISEMENT REQUIREMENTS

Once the completed packet is submitted to the Select Board's Office, you will receive a legal notice to be placed in the newspaper. The legal notice must be published prior to your scheduled Public Hearing with the Select Board. The date and time of the Public Hearing is on the legal notice.

Class License Application: 7 days prior to your scheduled public hearing

Entertainment License: 7 days prior to your scheduled public hearing

New Liquor License: 14 days prior to your scheduled public hearing

Transfer of Liquor License: 14 days prior to your scheduled public hearing

Liquor License - Alteration of Premise: 14 days prior to your scheduled public hearing

Marijuana License: 14 days prior to your scheduled public hearing

Legal Notice in local newspaper: We use either of these local papers and the least expensive is listed first:

Tewksbury Town Crier – 978-658-2346 or legals@dailytimesinc.com

Deadline: Friday by 9:00 a.m. for Wednesday distribution in compliance with above information.

The Lowell Sun - 978-970-4632 or legals@mediaonene.com or Place your public notice using the self-serve site

Deadline: Due one business day before posting by 4:00 p.m. in compliance with above information.

Please submit the legal notice proof from the newspaper to this office for your file.

LIQUOR LICENSE ONLY: Please address the **green certified return receipt** (requirement from the ABCC for all LIQUOR licenses) with the following address for Sender:

Select Board
Name of Applicant/Store Name
1009 Main Street, 2nd Floor
Tewksbury, MA 01876

These receipts will be mailed to this office and put in your file for future reference.

You must also submit a Certificate of Mailing