

## Applying for a Grant of Location

Pursuant to MA General Law Chapter 166 Section 22, you must obtain a Grant of Location to install infrastructure on, over, or below any public way and obtain ongoing access to that infrastructure.

### TERM:

- Once issued, the Grant is valid until amended or revoked by the City.

### APPLICATION CONDITIONS:

- You must apply online.
- The application must be approved by the City Engineer.
- The application must be approved by the Superintendent of Highways or Commissioner of Public Works if the project includes lines or conduit on, over, or below any public street or sidewalk.
- A public hearing before the Board of Aldermen is required before the grant can be issued.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- A Grant of Location is transferrable.

### FEE:

- \$605.00 license fee, paid after the application is approved.
- \$2.00 fee for each abutter, but only if the number of abutters exceeds 30. For 1 to 30 abutters, there is no abutter fee; for 31 or more abutters, there is a fee of \$2.00 per abutter. (Example: the fee for 31 abutters is \$62.00.) All abutter fees are paid after the application is approved.

### ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Grant of Location Order (download the form when you apply).
- A set of plans describing the work in detail.
- A mailing label for each abutter, using Avery Template #5160.
- A list of abutters, indicating the map-block-lot for each abutter.

### HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click on "APPLY FOR A LICENSE."
- Log in, or, if this is your first online application, click on "REGISTER NOW" to create an account.
- At License Type, select "Business License."
- At Sub Type, select "Grant of Location."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
  - Select "A new business location" if this is your first application.
    - Then enter your business address, and click on "FIND ADDRESS."
    - If your address is not in Somerville, select "USE THIS ADDRESS."
    - If your address is in Somerville, make sure you enter a valid address.
  - OR
  - Select "An additional license for an existing business" if you've already been licensed before.
    - At "License #" select a license you've received before.
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the Required Documents, Accept all terms and conditions, Submit the form, and pay the required Fee.

### QUESTIONS?

- If you have questions, contact the City Clerk at 617-625-6600 x4110 or [cityclerk@somervillema.gov](mailto:cityclerk@somervillema.gov).