



# TOWN OF OXFORD

## BOARD OF SELECTMEN

325 Main Street  
Oxford, MA 01540  
Phone (508) 987-6027 ext. 6  
Fax (508) 987-6248  
[bos@oxfordma.us](mailto:bos@oxfordma.us)

### Outdoor Business Permit Application Directions

1. The applicant must write a "letter of intent" to the Zoning Enforcement Officer requesting approval. The letter must state the location of the intended business and the planned use of the permit. The letter of intent may be mailed to Building Inspector, 325 Main Street, Oxford, MA 01540 or emailed to [building@oxfordma.us](mailto:building@oxfordma.us).
2. The applicant must schedule a time with the Building Department to meet with the Technical Review Committee.
3. The applicant must submit a completed application packet to the Board of Selectmen. A completed application packet will include:
  - a) The completed application form
  - b) A "No Taxes Due Form"
  - c) A written plan for the property
  - d) A diagram depicting the area the outdoor business permit will cover including parking (may be hand drawn)
  - e) The letter from the Building Inspector
4. Once the Selectmen's Office has received the completed application packet and approval from the Technical Review Committee, the application will be scheduled as part of an upcoming Board of Selectmen's Meeting for final deliberation.
5. If approved, the applicant must pay for the permit based on the fee schedule below. Once payment has been received, the Selectmen's Office will provide the Outdoor Business Permit.

Outdoor Business Permit -	\$35.00* Seasonal or Annually \$20.00 for individuals 65 years of age or older Non-profits are FREE
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\*Outdoor Business Permits are renewed each year at the licensee's request. The applicant is responsible for contacting the Selectmen's Administrative Assistant with their request and will be required to pay the renewal fee if applicable. If a permit is allowed to lapse, the licensee will be required to re-apply.



TOWN OF OXFORD  
THE COMMONWEALTH OF MASSACHUSETTS

APPLICATION FOR LICENSE  
(General)

# \_\_\_\_\_

Date: \_\_\_\_\_

**To the Licensing Authorities:**

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto.

Full name of person, firm or corporation making application:

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Address: \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

What type of license is being requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date(s) and Time(s): \_\_\_\_\_

Give location by street and number: \_\_\_\_\_

in the **Town of Oxford/North Oxford, MA**, in accordance with the rules and regulations made under authority of said Statutes.

I certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under the law.

\_\_\_\_\_  
\*Signature of Individual or Corporate Name (Mandatory)

\_\_\_\_\_  
By: Corporate Officer (Mandatory if applicable)

\_\_\_\_\_  
\*\*Federal I.D. # or Social Security Number

\*This license will not be issued unless this certification clause is signed by the applicant.

\*\* Your Social Security will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to **license suspension or revocation**. This request is made under the authority of Mass. G.L. c. 62C s.49A.

Date Received: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Hour: \_\_\_\_\_ a.m. / p.m.

\_\_\_\_\_  
Address

APPROVED: \_\_\_\_\_

Date License was Granted: \_\_\_\_\_



**TO THE APPLICANT:**

Please furnish the following information and return to the appropriate board, office, department, commission or division of the Town of Oxford (pursuant to Chapter 53, Section 1 through 5, General By-Laws, Town of Oxford):

**APPLICANT or  
PRINCIPLE OF ORGANIZATION:** \_\_\_\_\_

Address: \_\_\_\_\_

**PROPERTY  
OWNER:** \_\_\_\_\_

Address: \_\_\_\_\_

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**Board of Assessors:**

Property Location: \_\_\_\_\_

Please list parcel owned by above applicant:

Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Date Purchased: \_\_\_\_\_

Assessor's Office \_\_\_\_\_ Date \_\_\_\_\_

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**Tax Collector:**

Tax Status: \_\_\_\_\_

Real Estate: \_\_\_\_\_

Personal Property Tax: \_\_\_\_\_

\_\_\_\_\_

Treasurer/Collector's Office \_\_\_\_\_ Date \_\_\_\_\_

## Oxford General Bylaws Regarding Outdoor Business Permits

by-law as a whole.

1/16/75      Section 2. No person shall conduct a so-called yard, garage or barn sale without first obtaining a permit therefor from the Board of Selectmen.

Section 3. No person shall hawk or peddle any of the articles enumerated in Chapter 101 of the General Laws, and amendments thereto, until he shall have recorded his name and residence with the Chief of Police and have been assigned a number by him, nor unless any vehicles or receptacles in which he shall carry or convey such articles shall have placed on it in letters and figures at least two inches in height, the name of the person selling and the number given him by said Chief.

Section 4. No person hawking, peddling, or selling or exposing for sale any articles enumerated in Chapter 101 of the General Laws shall cry his wares to the disturbance of the peace and comfort of the inhabitants.

Section 5. No hawker or peddler shall carry or convey any article described in Chapter 101 of the General Laws in any manner that will tend to injure or disturb the public health or comfort nor otherwise than in vehicles or receptacles which shall be neat and clean and shall not leak.

Section 6. No person, except as provided by Chapter 101 of the General Laws shall hawk or peddle any fruit or vegetables unless he shall have been licensed thereto by the Selectmen, licenses so granted shall expire one year from date of issue and may be revoked at the pleasure of the Selectmen.

Section 7. Every keeper of a shop for the purchase, sale or barter of junk, old metals or second-hand articles within the limits of the Town shall keep a book in which shall be written at the time of every purchase of any article, a description thereof, the name, age, and residence of the person from whom purchased, and the day and the hour when such purchase was made; such book, such shop and all articles or merchandise therein shall at all times be open to the inspection of the Selectmen and of any person authorized by them to make such inspection; every keeper of such shop shall put in a suitable and conspicuous place in his shop a sign having the name and occupation legibly inscribed thereon in large letters; and no keeper of such shop and no junk collector shall, directly or indirectly, either purchase or receive by way of barter or exchange any of the articles aforesaid of a minor or apprentice, knowing or having reason to believe him to be such.

1/16/75      Section 8. No person shall conduct an outdoor business without first having obtained a permit therefor from the Board of Selectmen. Each such permit shall state the location where such business is to be conducted and shall be for a period not exceeding one year. The fee shall be determined by the Board of Selectmen. For the purpose of this section the term "outdoor business" shall mean (a) any sale or exhibition for sale of flowers, fruits, vegetables or other goods, wares or merchandise which is conducted

outdoors and not in any tent, booth, building or other structure; and shall not (b) include a "temporary or transient" business as that term is defined in General Laws Chapter 101, Section 1: the business of a "hawker" or "pedlar" as these words are defined in said Chapter 101, Section 13: or any sale within the scope of Section 2 of this Chapter.

## **CHAPTER THIRTY-FOUR ANNUAL TOWN REPORTS**

3/15/78        Section 1. The Annual Town Reports containing reports of all financial matters, funds, and business conducted by the Town shall be made available to the voters of the Town by the Selectmen at their office at least seven days prior to the May annual town meeting.

Section 2. The Selectmen shall cause publication of a notice of availability of reports to appear in a newspaper of local circulation.

Section 3. The Annual Town Reports shall contain:

(a) The reports of all Town Boards, officers and committees having control of expenditures of the Town's money.

3/15/78        (b) A statement of the amounts appropriated for the current fiscal year and those recommended for the next ensuing fiscal year.

(c) A report of all town meetings held during the year, including the articles of the warrants and the action of the meetings thereon.

(d) Reports of all special committees made at any town meetings held during the year together with any other action taken at said meetings, including committee appointments and resolutions passed at any meeting held during the year.

(e) A list of jurors with the occupation of each juror in accordance with Section 9 of Chapter 234 of the General Laws.

Section 4. The reports of all Board, Committees and Officers which are to be printed in the Town's Annual Report shall be delivered to the Board of Selectmen not later than fifteen days after the completion of the year for which such report shall have been made.

3/15/78        Section 5. The Selectmen may, subject to an appropriation therefor, cause to be printed such fiscal year reports as they deem suitable within ninety days of the close of the fiscal year.