

AMUSEMENT DEVICE APPLICANT HANDOUT
Application Process

FEE (to be submitted WITH the application):

\$100.00 Per Device

**AT LEAST TWO WEEKS PRIOR TO THE SELECTMEN'S MEETING,
Applicant must submit to the Selectmen's Office:**

1. **Cover letter** explaining request (including specific information about the number and type of device(s), plus any significant details that are not provided for in the application form).
2. **GENERAL PERMIT APPLICATION**
3. **TAX CERTIFICATION STATEMENT and WORKERS' COMP. INSURANCE AFFIDAVIT**
4. a check for appropriate fee based on rate above made payable to:
Town of Westborough

Once the paperwork is complete, a hearing before the Board of Selectmen will be scheduled and the applicant will be notified. (Note: The Board customarily meets on the 2nd and 4th Tuesday of every month, beginning at 6:00 p.m., except during the months of July, August and December.)

If you have questions, please feel free to contact the Selectmen's Office at: (508) 366-3030.