



Instructions: Ensure that the "Applicant" section below has been completed and the information in the "Business Information" section is correct. Then present to the town clerk of the municipality where the business is [to be] located. Have the town clerk acknowledge receipt of this notification. Once completed, return to the myconneCT portal and complete the acknowledgement return.

NOTICE OF APPLICATION FOR A CIGARETTE DEALER/RETAILER LICENSE

Department of Revenue Services, 450 Columbus Blvd, Suite 1, Hartford, CT 06103-1837
License Case Number:

Applicant	Name of Applicant
	Residential Address
	Residential City, State Zip
Business	Business Information

Certification of Receipt by Town Clerk
This application has been received by the clerk of the municipality for the above listed business.

Signature of Town Clerk

Date Received

Print Name

The above noted applicant has applied for a **Cigarette Dealer/Retailer License** by submitting a registration application to the Connecticut Department of Revenue Services (DRS).

A copy of this notice must be provided to the clerk of the municipality where the business is to be located.

The clerk must post and maintain this notice on the website of the municipality for at least a two-week period.

Not later than the day following the date an applicant provides notice to the clerk of the municipality, the applicant shall affix a copy of this notice, which shall be maintained in a legible condition, upon the outer door of the building where such place of business is to be located.

If an application is filed for a license for a building that has not yet been constructed, the applicant shall, not later than the day following the date an applicant provides notice to the clerk of the municipality, erect and maintain in a legible condition on the site where the business is to be located, a sign that:

- (A) is not less than six feet by four feet,
- (B) contains the license applied for and the name of the proposed licensee, and
- (C) is clearly visible from the public highway.

Instructions For Applicant

Pursuant to Connecticut General Statute 12-287, you, the applicant, must now complete the following:

- The **Applicant** section of the NOTICE OF APPLICATION FOR A CIGARETTE DEALER/RETAILER LICENSE.
- Give a copy of the notice to the clerk of the municipality where the business is to be located so they can post the notice on the municipality's website for a period of no less than 2 weeks time.
- Not later than the day following the date an applicant provides notice to the clerk of the municipality where the business is to be located, the applicant shall affix a copy of this notice, which shall be maintained in a legible condition, upon the outer door of the building.
- If an application is filed for a license for a building that has not yet been constructed, the applicant shall, not later than the day following the date an applicant provides notice to the clerk of the municipality, erect and maintain in a legible condition on the site where the business is to be located, a sign that:
 - (A) is not less than six feet by four feet,
 - (B) contains the license applied for and the name of the proposed licensee, and
 - (C) is clearly visible from the public highway.
- Return and log into your **myconneCT** account with DRS and complete the Acknowledgement return. You can access this return from within the **Action Center** of your account. You will need to declare under oath that the specified requirements have been met. When filing the return, you will need to authorize the payment of the associated fee.

After filing the return with DRS, provide an additional 3 weeks, after the notice has been posted on the municipality website for 2 weeks, for any 10 persons who are residents of the municipality where the business is located to file a remonstrance containing objection to the suitability of such place of business provided any such issue is not controlled by local zoning.

DRS may hold a hearing as to the suitability of the proposed location.