UXBRIDGE
Business Guide

Town of Uxbridge, MA

2019 - 2020

UXBRIDGE
Business Guide
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INTRODUCTION/PURPOSE

The Town of Uxbridge is pleased to offer this Guide to help business owners navigate the municipal process – including permitting, licensing and zoning. This is a basic overview; there may be other permits, licenses and approvals that have not been included in this Guide. The target audience for this Guide is Uxbridge's **small business community**. Because small businesses do not typically have the resources to retain legal counsel this Guide can serve as a "road map" to navigate the sometimes confusing process of permitting and licensing.

The basic rule of thumb is that all **construction, renovation or development projects** require an interaction with the Town of Uxbridge and most will require permit(s). Licenses and permits are required in Uxbridge because the Town must complete technical and regulatory reviews to ensure the health and safety of its citizens.

Generally, the **greater the scale** of the proposed project the **more involvement the Town** will have and in most cases requires the greater number of permits. The most effective way to avoid surprises and problems is for the applicant, whether business owner, developer, builder and/or property owner (including homeowners) or tenant, to be **familiar with the process** and the requirements of the Town of Uxbridge.

A variety of permits, licenses and or registrations may be required. This Guide is intended to **answer the questions** a prospective new or expanding business may have. For further clarification about the requirements please contact the appropriate Department. As you move forward, always remember that the **Town of Uxbridge Economic Development/Community Planning** staff are available and more than happy to assist you. This **user-friendly guide** is intended to give business applicants a better understanding of the existing process in Uxbridge and to **do it right** from the start, saving time and money. This Business Guide is also available **on-line** at: www.uxbridge-ma.gov.

KEY CONTACT

ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

508 278 8600 X2018

FREQUENTLY ASKED QUESTIONS

A **business certificate** is the public record of the name and address of the owner(s) of a business, and is commonly referred to by the name "DBA" ("doing business as") or "Sole Proprietorship". The purpose of the business certificate is primarily for consumer protection and public information. Lenders will typically request a copy of your business certificate.

Who must file a Business Certificate?

Massachusetts General Laws Chapter 110, §5 states that any person conducting business in the Commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, shall file (a certificate) in the office of the clerk of every city or town where an office of any such person or partnership may be situated.

Under Chapter 110, §6 a business certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title which includes the true surname of any partner. Certain other associations and partnerships may also be exempt.

Businesses that file with the Secretary of State's Office do not need to file with the Town.

How do I file or renew a Business Certificate?

Business certificates can be obtained at the Town Clerk's Office. The fee for a business certificate is $20.00 and is valid for four years. Renewal fee is also $20.00.

What should I do if I discontinue or withdraw from the business or move to another location?

If you are no longer in business or you move out of the Town, you should file a withdrawal from business form obtained at the office of the Town Clerk.

This should be done as soon as possible as personal property taxes on your business cannot be adjusted until the Assessor's receive your withdrawal form. It is effective from the date that you file this form not the date you ended your business. You should file before the date of expiration.

What is the penalty for failing to file a business certificate?

The requirement to file a business certificate is a State Law (MGL Chapter 110, §5). Failure to do so is punishable by a fine of up to $300 for each month during which such violation continues.

KEY CONTACT

TOWN CLERK

508 278 8600 X2011

FREQUENTLY ASKED QUESTIONS

Does the filing of a Business Certificate protect me from others using the same name?

No. The protection of a trademark (word, name, symbol or device) in Massachusetts is accomplished through the Secretary of State's Office. Other information about starting a business in Massachusetts can be found on the State's website: www.mass.gov.

A **Building Permit** is issued to licensed contractors and property owners to allow construction work.

Who needs to get a building permit?

Building permits are required to construct, reconstruct, alter, repair, remove or demolish a building or structure (including interior work). All final inspections must be performed in order for a certificate of occupancy to be issued. Final electrical, gas, plumbing, *DPW, *Conservation, Fire, Assessor & Building inspections must be set up, performed and signed off. Your certificate of occupancy will be issued, contingent upon passing all final inspections. Note: Not all Town Departments require inspections.

Where do I get a Building Permit?

The Building Department issues building permits. Other required approvals for the work, such as special permit approval and Fire Department approval, must be obtained before a building permit will be issued. Plumbing permits must be applied for by a licensed plumber; electrical permits must be applied for by a licensed electrician.

How do I get a Building Permit?

Application: You will need to submit a Building Permit application to the Building Department (Town Hall). The fee is calculated at that time based on the value of construction.

After submittal of the Application and Plans, a Building Permit must be issued to begin construction. Permits are usually issued within five to seven (5-7) business days. Elements of construction such as foundation, plumbing and electrical will be permitted separately under certain conditions. Periodic inspections must be scheduled as elements of the project are completed. A final inspection and review is necessary for a Certificate of Occupancy.

Certificate of Occupancy: After your building permit work is completed (Building Permit Card must be signed), the project will receive a Certificate of Occupancy from the Building Department, which is required in order to occupy the building.

Note: Permits become invalid if work does not start within one hundred – eighty (180) days of the permit being issued or if work is suspended for one hundred – eighty (180) days after starting. The Building Inspector may grant extensions.

FREQUENTLY ASKED QUESTIONS

How do I know if my business is an allowed use?

The Town of Uxbridge Zoning By-law is available on the Town's web site www.uxbridge-ma.gov. The by-law offers complete information about what types of uses are allowed in different zones or districts in the community. To make a quick determination go to Appendix B of the Zoning By-law, uses are listed according to areas that they are allowed.

What are some of the typical uses that are allowed and where?

Use	Allowed District or Zones
Adult entertainment establishment	Industrial A & B with Planning Board approval
Animal clinic, hospital or kennel	Agricultural
Bank, financial agency	Business, Industrial A and B
Bed & Breakfast establishment	Residential A and B with ZBA approval
Business or professional office, including medical	Residential A with ZBA approval Business, Industrial A and B
Hotel or motel	Agricultural, Business, Industrial A and B
Home occupation	Residential A, B and C, Agricultural
Marijuana establishment	Industrial B
Restaurant or diner	Residential A with ZBA approval Agricultural, Business, Industrial A and B
Retail store	Agricultural, Business, Industrial A and B Residential A with ZBA approval
Lumber, fuel or ice establishment	Business, Industrial A and B with ZBA approval
Manufacturing	Industrial A and B with Planning Board approval
Warehouse and/or distribution	Industrial A and B
For a more comprehensive List of business types please refer to Appendix A of the Uxbridge Zoning By-law that is available at www.uxbridge-ma.gov.	

Who can I speak with if I have questions?

The Building Department, and the Planning and Land Use staff are available during normal Town Hall business hours. They can answer your questions about land use, allowed uses, and the Special Permit process.

Note: The Town of Uxbridge is comprised of many different zones i.e. Residential, Agricultural, Business, and Industrial. Contact the Building Department @ (508)-278 8600 X 2014 or visit the office at Town Hall weekdays M, Tu & Th between 7:30AM – 5:00PM and Wed 8:00AM to 7:00PM for information about allowed or special permit in any zone. (Town Hall is not open on Fridays).

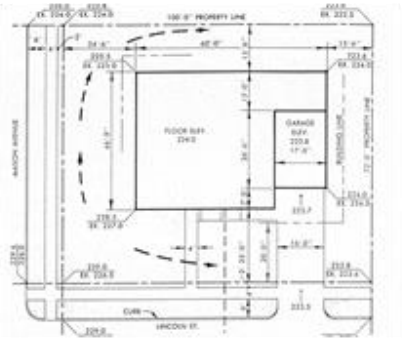
KEY CONTACT
BUILDING DEPARTMENT
508 278 8600 X 2014

FREQUENTLY ASKED QUESTIONS

A **Variance** is a waiver of certain zoning requirements, typically dimensional standards. According to MGL Chapter 40, §10 "Except where local ordinances or by-laws shall expressly permit variances for use, no variance may authorize a use or activity not otherwise permitted in the district in which the land or structure is located."

Who needs to get a Variance?

Typically, variances are sought when a property owner or developer wants to construct, expand or change a building, but their property or building does not meet all the dimensional requirements in the Zoning Bylaw. Variances are specifically required if you want to reconstruct, extend or structurally change a nonconforming building – one that does not conform to the Zoning Bylaw – if the change either increases an existing nonconformity or creates a new one.



Example of a Site Plan

Massachusetts General Law Chapter 40A, §10 requires that one of the following three circumstances be unique to the property before granting a variance:

- Soil conditions: Example - The applicant states "the unique characteristics of the grade of the soil make the property economically undevelopable as a residential site."
- Shape: Example – Example- The applicant states "the subject property is bifurcated by a Residential and Commercial zone that travels down Coolidge Avenue, an un-built private way."
- Topography: The applicant states "there is a significant grade slope to the rear of the property that impacts its development."

Who approves Variances?

The Zoning Board of Appeals reviews and approves petitions for variances.

How do I get a Variance?

There are several steps to getting a variance from the Zoning Board of Appeals (ZBA). Typically, the process includes the following steps.

1. Consultation: You are encouraged to consult with the Building and Land Use Departments and ZBA staff, for help you completing your application.

2. ***Application***: You will need to submit seven (7) copies of your application packet to the Building Department, along with the fee. The packet includes a petition statement, certified plot plan, pictures of existing conditions, and renderings of your proposed conditions and a letter of authority from the landlord or property owner. You must also submit one copy of an application for the abutters list and an Uxbridge Times advertising form. If your application packet is not complete or contains errors, it will be returned to you. Visit the Building Department (at Town Hall) for information about applications to the Zoning Board of Appeals.
3. ***Public Hearing:*** The ZBA will hold a public hearing within **sixty-five (65) days o**f your application being submitted. You should **attend this hearing** and expect to explain your application. Within 100 days of filing, the ZBA will either **approve or deny** your request. The decision must be approved by the ZBA attorney, and then a copy will be sent to you.
4. ***Appeal:*** You and others have **twenty (20) days to appeal** the ZBA's decision after filing. If the twenty-day time passes without an appeal, you will receive a **copy of the minutes** from the Building Department. If no appeal has been made the Building Department will mail to the petitioner a **Notice of Variance** that needs to be recorded at the **Worcester District Registry of Deeds**. A copy of the recorded decision and the receipt from the Registry recording must be provided to the Building Department prior to permits being issued.

How do I get an abutters list?

The Assessors Office can provide you with an abutters list. There is a fee based on the geographic area required. The Abutters Request form is available from the Assessors Office and online at www.uxbridge-ma.gov.

*Note: Variances **lapse** if they are not exercised within **one year**. Extensions can be granted.*

Note: The Town of is comprised of many different zones (i.e. Residential, Agricultural, Business, and Industrial).

Contact the Building Department at 508 278 8600 X 5 or visit the office weekdays (M- Tu & Th) between 7:30AM – 5:00PM, Wed between 8AM and 7PM for information about Special Permitted Uses in any zone. (Town Hall is not open on Fridays).

KEY CONTACTS

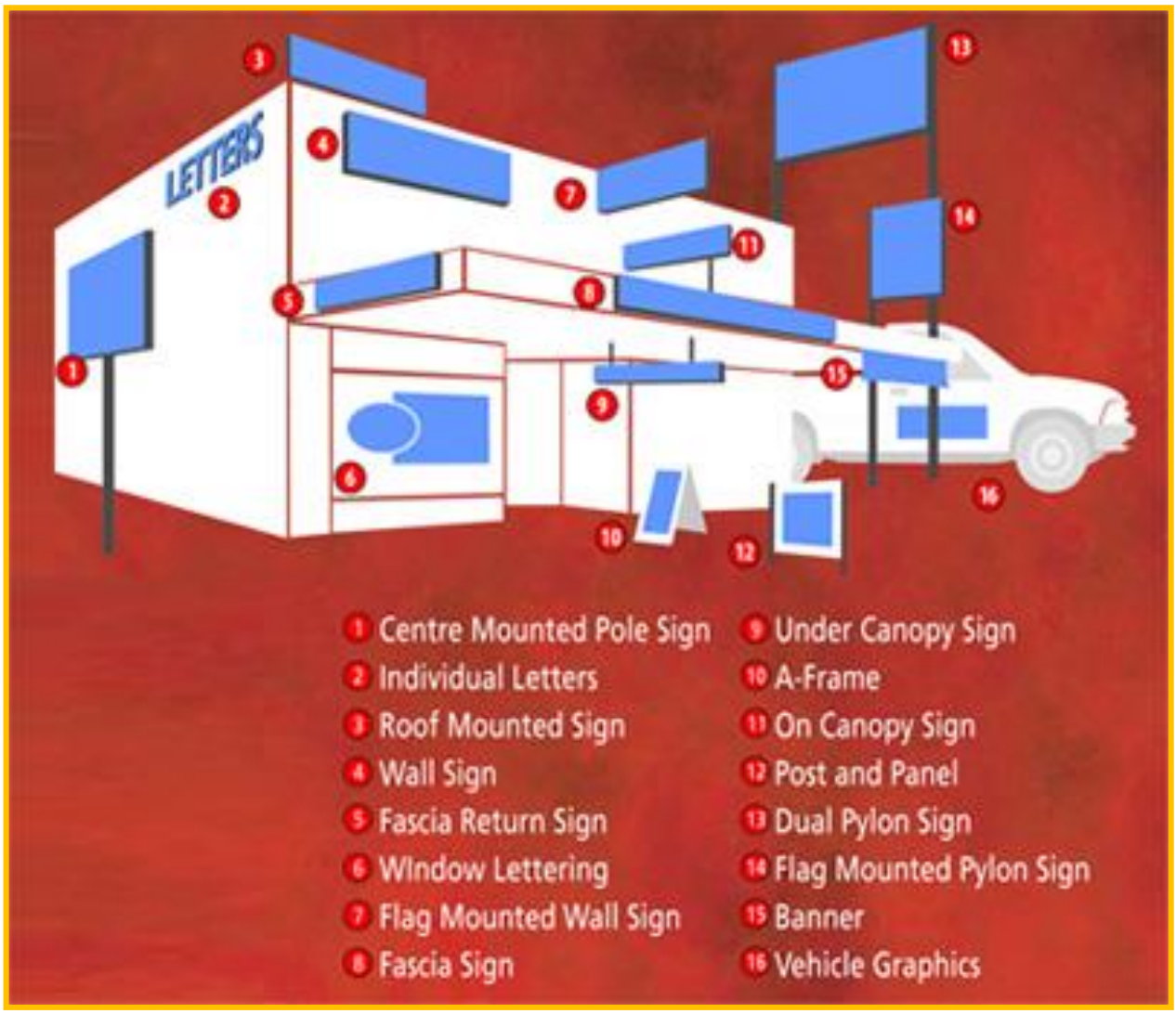
BUILDING DEPARTMENT	ASSESSORS
508 278 8600 X2014	508 278 8600 X2005

FREQUENTLY ASKED QUESTIONS

Signage is defined as the **design or use of signs and symbols** (see below graphic) to communicate a message to a specific group, usually for the purpose of marketing or a kind of advocacy.

Do I need a permit for my sign?

Any business planning to put up new wall, blade, monument, pole, stanchion, banner or other sign and/or awning needs a **Sign Permit** from the Building Department. In addition, the applicant may require approval from the **Project Review Team.**



FREQUENTLY ASKED QUESTIONS

How do I find Records about my property?

The **Assessor's Data Base** is a collection of all the **Property Record Cards** in the Town of Uxbridge. The records include the property's address, assessor's map/route/plot number, owner of record, State Property use classification, site area, building information, sales information, and assessment.

The information in the data base is based on the **Assessor's field observations** and **historical data** from various sources.

It should be noted that the **information** in the data base regarding zoning, number of units and legal use are for property valuation purposes only. When a property is inspected the Assessor does not determine the legal use of the property being assessed and values what exist on the site. The Property Record Card cannot be used to determine the zoning district, status or legal use.

Note: Questions about a property's zoning, legal use, or conforming status, should be directed to the Building Department and a determination letter should be requested.

KEY CONTACT

ASSESSORS
508 278 8600 X2005

FREQUENTLY ASKED QUESTIONS

An **Establishment License** provides an opportunity to determine compliance with health codes and allows one to operate a business where food and beverages are prepared, distributed, stored and/or sold.

Who needs to get an Establishment License?

Any business handling, preparing, or distributing food or beverage, such as a restaurant, bakery, coffee shop, market, deli, day camp, and warehouse.

Other licenses associated with establishment licenses may be required, such as a milk permit, a dumpster permit, a license to sell tobacco products and e-cigarette products, canteen trucks, ice cream trucks, fish trucks and hot dog carts.

Where do I get an Establishment License?

The **Board of Health** issues the licenses for establishments.

How do I get an Establishment License?

An Establishment License may be obtained through the following steps:

Application: The application form is called a License to Operate an Establishment. It may be obtained from the Health Department.

Review: The Health Director and Board of Health will schedule the review of the application, which may include a public meeting.

Decision: A decision on the application will be made within thirty (30) days.

Inspection: The Health Inspectors must inspect an establishment prior to opening and will periodically inspect the establishment to check for compliance to all State Codes.

KEY CONTACT

BOARD OF HEALTH
508 278 8600 X2025

FREQUENTLY ASKED QUESTIONS

A **Liquor License**, or alcoholic beverage license, is required for establishments handling alcoholic beverages including retail pouring or package sales. Zoning Board of Appeals approval is required.

Who needs a liquor license?

Any **business that sells, stores, distributes, serves or delivers alcohol** must have a liquor license.

Where do I get a liquor license?

Liquor licenses must be **approved** by the License Commission as well as the **Massachusetts Alcoholic Beverages Control Commission** (ABCC).

How do I get a liquor license?

The application process and forms vary depending on the type of liquor license sought. Potential applicants should contact the License Commission to determine which forms and process must be completed. The application forms can be found on the ABCC's website at: www.mass.gov/abcc/forms

Are their fees for a liquor license?

Fees are payable to the **ABCC** with the application. Once the license is approved, a license fee must be paid to the **Town of Uxbridge.**

To provide an example of what you may need to do, the process for getting a new retail liquor license is outlined below.

1. ***Application:*** Applicants must complete the appropriate online application on ABCC's website and then print and sign it. Submit the application to the Board of Selectmen in their role of License Commission.
2. ***Local and State Review:*** The Board of Selectmen (License Commission) will review the application and determine whether to approve it at the local level. If the Board of Selectmen (License Commission) does approve the application, the application will forward the application to the ABCC for its approval. Once approved by the ABCC,

KEY CONTACT

BOARD OF SELECTMEN
508 278 8600 X2001

the Commission will issue you the alcoholic beverages license.

For additional **rules and regulations** for businesses located in the town of Uxbridge that serve liquor please go to: www.uxbridge-ma.gov

Note: There are a limited number of licenses that can be issued in the Town – check for availability. If you stop operating a licensed business, you must give up your license and deliver it to the Board of Selectmen (License Commission). If you plan to temporarily suspend your business operations, you must provide notice to the Board of Selectmen (License Commission) at least ten (10) days in advance.

Restaurants are allowed in the Agricultural, Business, and Industrial Zones and with the approval of the ZBA in the Residential A Zone. In addition, restaurants require a **Common Victualler License** from the License Commission, and a **Food Handling Permit** from the Board of Health.

Are there any additional Permits & Licenses required?

Restaurants located in a the Residential A Zone require a Zoning Board of Appeals approval.

Restaurants require a Common Victualler License from the Board of Selectmen (License Commission). A Common Victualler License is issued under Massachusetts General Laws Chapter 140 Section 2.

Restaurants serving alcohol require a Liquor License approved and granted by the Board of Selectmen (License Commission), and Zoning Board of Appeals, and Massachusetts Alcoholic Beverages Control Commission (ABCC).

Any restaurant planning to put up new wall, blade, monument, pole, stanchion, banner or other sign and/or awning needs a Sign Permit from the Building Department.

Any restaurant remodeling the inside of the retail space requires a Building Permit from the Building Department.

KEY CONTACTS

BOARD OF HEALTH	BOARD OF SELECTMEN	BUILDING DEPARTMENT
508 278 8600 X 2025	508 278 8600 X 2001	508 278 8600 X 2014

PERMITS, LICENSES, CERTIFICATES

BUSINESS CERTIFICATE

Filed with the Town Clerk / Fee required
Town Hall
Office Hours M, Tu and Th 7:30AM to 5:00PM, Wed 8:00AM to 7:00PM
(Town Hall is closed on Fridays)
Phone: 508 278 8600 X2011
townclerk@uxbridge-ma.gov

Any person, partnership or corporation conducting business in Uxbridge under a name other than their own or corporate name must register with the Town Clerk by filing a DBA (doing business as) certificate. A DBA filing allows consumers to identify and locate the proprietor of a business that goes by a name other than that of the proprietor. Once filed, a certificate is valid for four years.

If a business that has filed a DBA is closed, the owner(s) must file discontinuance. If it is a complete change of ownership, a new business certificate must be filed along with the discontinuance of the first business. If it is a partial change of ownership, one of the parties remains the same; the former owner must file a withdrawal form. In addition, the new owner must file with the Town Clerk's office. This assures that all the files are up to date. The forms for a DBA are available on line at www.uxbridge-ma.gov.

BUILDING PERMIT

Filed with the Building Department/ Fee required
Town Hall
Office Hours M, Tu and Th 7:30AM to 5:00PM, Wed 8:00AM to 7:00PM
(Town Hall is closed on Fridays)
Phone: 508 278 8600 X2014
building@uxbridge-ma.gov

A Town of Uxbridge Building Permit is required prior to any construction and is obtained from the Building Department. Permits will not be issued if the plans and application fail to comply with the State Building Code. As the Zoning Enforcement Officer, the Building Inspector will also verify that the application meets the requirements of the Uxbridge Zoning Bylaw as well as other applicable Town of Uxbridge By-laws.

FIRE DOCUMENTS

Filed with the Fire / Fire Prevention Office / Fee required
31 South Main Street
Uxbridge, MA 01569
Office Hours: M-F 8:30 AM to 4:30PM
Phone: 508 278 2787

All commercial property renovations require a review and permits that are issued by the Uxbridge Fire Department, including site plans and a SupraSafe box.

PERMITS, LICENSES, CERTIFICATES

HEALTH PERMITS

Filed with the Board of Health / Fee required
Town Hall
Office Hours M, Tu and Th 7:30AM to 5:00PM, Wed 8:00AM to 7:00PM
(Town Hall is closed on Fridays)
Phone: 508 278 8600 X2025
boh@uxbridge-ma.gov

The Town of Uxbridge Board of Health has the enforcement and regulatory power to issue a number of permits that relate to State and local environmental and health codes. The permits and licenses include, but is not limited to, those issued for septic systems, wells, tobacco, food services, restaurants and caterers, body art establishments, reflexology practices, curbside hauler (trash) permits, soil importation, and tanning establishments. The Uxbridge Health Agent can assist in determining whether a project will require Board of Health permits or approvals, explain the procedures for obtaining the permits and arrange an appointment with the Board of Health (if necessary).

VARIOUS LICENSES

Filed with the License Commission / Fee required
Town Hall
Office Hours M, Tu and Th 7:30AM to 5:00PM, Wed 8:00AM to 7:00PM
(Town Hall is closed on Fridays)
Phone: 508 278 8600 X2001

The Town of Uxbridge License Commission issues licenses to businesses that serve the public. Such licenses include but are not limited to common victualler, liquor licenses, club licenses (for establishments that serve alcoholic beverages), one-day permits for special events where alcohol is to be sold, licenses for automatic amusement devices, auctioneer licenses, and licenses to buy, sell, exchange or assemble second hand motor vehicles, among others.

POLICE DOCUMENTS

Filed with the Police Department / No fee required
275 Douglas Street
Uxbridge, MA 01569
Office Hours:
Phone: 508 278 7755
Police@uxbridge-ma.gov

The Uxbridge Police Department requires all businesses to register their alarm notification and emergency notification contact person(s) list.

Businesses alarm and emergency notification information should be updated annually with the Police Department.

PERMITS, LICENSES, CERTIFICATES

SIGN PERMIT

Filed with Office of Building Department / Fee required
Town Hall
Office Hours M, Tu and Th 7:30AM to 5:00PM, Wed 8:00AM to 7:00PM
(Town Hall is closed on Fridays)
Phone: 508 278 8600 X2014
Building@uxbridge-ma.gov

The Town of Uxbridge Zoning Bylaw regulates the size, location, design and number of signs that are to be allowed as part of a project. The Building Inspector serves as the Town's Sign Officer and enforces the bylaw. Permits can only be issued after a proper application is filed and is found to have met the requirements of the Uxbridge Zoning Bylaw and State Building Code as well as the Uxbridge Planning Board and/or Zoning Board of Appeals (ZBA) approvals. The Town of Uxbridge Sign Ordinances can be viewed on the Town website under Zoning Ordinances/Signs.

WATER/SEWER CONNECTION

Filed with the Department of Public Works (Water Division) / Fee required
105 Blackstone Street
Uxbridge, MA 01569
Office Hours: M – F 7AM to 3PM
Phone: 508 278 8631
dpwwater@uxbridge-ma.gov

For all new construction, a connection application must be submitted to the Water Division, the applications are for water and sewer connections. For additions to commercial properties, when a change of use is being made, a letter must be submitted to the Water Division stating the type of addition to be added to the property.

In addition, The Department of Public Works requires many Permits/Approvals including those for road openings, driveways (curb cuts), and trench openings. To determine what permits and approvals your project needs please call the Department of Public Works at 508 278 8616.

WEIGHTS & MEASURES SEAL

Obtained from the Sealer of Weights and Measures
Town Hall
Office Hours M, Tu and Th 7:30AM to 5:00PM, Wed 8:00AM to 7:00PM
(Town Hall is closed on Fridays)
Phone: 508 278 8600 X2014
Sealer@uxbridge-ma.gov

When a new business opens that will be commercial weighing or measuring devices (scales, gas pumps, etc.) MGL Chapter 98 requires that the commercial device be inspected, tested, and sealed prior to the initial use of the device by the business.

PERMITS, LICENSES, CERTIFICATES

ZONING REVIEW

Filed with the Office of Building Department / Fee required
Town Hall
Office Hours M, Tu and Th 7:30AM to 5:00PM, Wed 8:00AM to 7:00PM
(Town Hall is closed on Fridays)
Phone: 508 278 8600 X2014
Building@uxbridge-ma.gov

Applicant submits request for a Zoning Determination Statement from the Building Inspector/ Enforcement Officer. Once a statement of compliance is received the applicant may move forward.

PLANNING BOARD

The Planning Board is the lead agency responsible for land use in the Town of Uxbridge and assists the Town Manager and Board of Selectmen with public policy information and analysis. The Planning Board and professional staff perform demographic studies, analysis and preparation of plans, and implementing actions including, but not limited to: the comprehensive plan, zoning ordinance review, the five-year recreation/conservation/open space plan, small area and neighborhood plans, land use plan, and transportation.

Planning Board
Town Hall
Office Hours M, Tu and Th 7:30AM to 5:00PM, Wed 8:00AM to 7:00PM
(Town Hall is closed on Fridays)
Phone: 508 278 8600 X2013
Planning@uxbridge-ma.gov

If you plan to do any work in a wetland resource area, within the 100-foot buffer zone of a wetland, or within 200 feet of a river, including:

- Tree removal or other vegetation clearing
- Grading or excavation
- New landscaping
- Construction, additions, pools, etc.
- Any other activity that might alter wetlands or their buffer zones

Do not assume your contractor will automatically pull all necessary permits. If you do need approval, our professional staff is ready to answer your questions and help guide you through the application process.

The complexity of the approval process depends on the type and scale of the activity proposed. Minor projects such as removing a few trees may be handled by a simple approval letter, while a large construction project may require a detailed application and evaluation during one or more public hearings.

Conservation Agent
Phone: 508 278 8600 X2020
hjones@uxbridge-ma.gov

For additional information regarding Permits, Licenses and Certificates please refer to the **Uxbridge Permit Guide**. The Guide is available on line at www.uxbridge-ma.gov and at the Department of Economic Development and Community Planning.

RESOURCES & KEY CONTACTS

DEPARTMENT OF ECONOMIC DEVELOPMENT & COMMUNITY PLANNING

Economic development programs and initiatives are carried out by the Department of Economic Development and Community Planning. The professional economic development staff works with the community to foster economic vitality; preserve and enhance neighborhoods, the quality of life and the environment; and to promote equity and opportunity for financial investment, business development, job creation and retention.

Department of Economic Development and Community Planning
Town Hall
Office Hours M, Tu and Th 7:30AM to 5:00PM, Wed 8:00AM to 7:00PM
(Town Hall is closed on Fridays)
Phone: 508 278 8600 X2018
EconomicDevelopmentandPlanning@uxbridge-ma.gov

CENTRAL MASSACHUSETTS REGIONAL PLANNING COUNCIL

The Central Massachusetts Regional Planning Council (CMRPC) is a governmental entity that was established under State statute in 1967 as a comprehensive regional agency to "prepare plans for the physical, social and economic development of the District".

Central Massachusetts Regional Planning Council
1 Mercantile Street Suite 520
Worcester, MA 01608
Phone: 508 756 7717
www.cmrpc.org

BLACKSTONE VALLEY CHAMBER OF COMMERCE

The Blackstone Valley Chamber of Commerce is a private, non-profit business association based in the Whitinsville, Massachusetts. The Blackstone Valley Chamber of Commerce supports and promotes the local business community through leadership in public advocacy, education, networking, information and community development.

Blackstone Valley Chamber of Commerce
670 Linwood Avenue #5
Whitinsville, MA 01588
Phone: 508 234 9090
www.blackstonevalley.org

RESOURCES & KEY CONTACTS

MASSACHUSETTS OFFICE OF BUSINESS DEVELOPMENT

The Massachusetts Office of Business Development (MOBD) works to strengthen the economy and increase job growth by providing a highly responsive, central point of contact that facilitates access to resources, expertise, and incentive programs available in the Commonwealth.

MA Office of Business Development
156 Blackstone Street 5th Floor
Boston, MA 021094
Phone: 617 973 8600
www.mass.gov/mobd

SMALL BUSINESS DEVELOPMENT CENTER

The Central Regional Office advises businesses located in Central Massachusetts, including Worcester County. Typically, business advisors assist clients in developing business plans, marketing plans, financials, cash flows and other areas critical to ensure a successful venture. In addition to office hours in Worcester, staff also hold office hours at multiple outreach sites throughout Central Massachusetts.

MA Small Business Development Center
Central Regional Office
Clark University
The Carriage House, 125 Woodland Street
Worcester, MA 01610
Phone: 508 793 7615
www.clarku.edu/offices/sbdc

SMALL BUSINESS ADMINISTRATION (SBA)

Resource Guide for Small Businesses

SBA Region I
10 Causeway Street Suite 265A
Boston, MA 02222
Phone: 617 565 8416

GOVERNMENT SALES ADVISORY PROGRAM

Created in 2014, the Government Sales Advisory Program provides technical assistance in bid matching for Federal, State and municipal procurement opportunities for Central and Southeastern Massachusetts. Much of the business services are performed at the client's firm location, making the technical support delivery available in a timely and cost-effective manner.

Government Sales Advisory Program
Central Massachusetts
Phone: 508 870 3193
www.msbdc.org/gs

PROCUREMENT TECHNICAL ASSISTANCE CENTER

The Massachusetts Small Business Development Center Network received Federal and State funding to establish a statewide Procurement Technical Assistance Center (PTAC). Resources are concentrated on assistance to small, minority- and women-owned firms statewide with an emphasis on high areas of unemployment including HubZones. Procurement specialists provide services statewide. PTAC provides technical assistance in bid matching for Federal, State and municipal procurement opportunities. Much of the business services are performed at the client's firm location, making the technical support delivery available in a timely and cost effective manner. E-commerce, including registering, bidding and performing on-line, in a paperless environment is a vital part of federal contracting. The PTAC staff supports vendors in those efforts. Technical data, such as military specifications, standards, pricing histories and technical information by part number will be supplied.

Procurement Technical Assistance Center
Scibelli Enterprise Center
1 Federal Street, Building 1
Springfield, MA 01105
Phone: 413 545 6303
www.massptac.org

MA OFFICE OF INTERNATIONAL TRADE AND INVESTMENT

The Massachusetts Office of International Trade and Investment (MOITI) is the Commonwealth's primary international business development agency charged with promoting trade and investment with global partners in Massachusetts and around the world.

Massachusetts Office of International Trade and Investment (MOITI)
10 Park Plaza
Suite 4510
Boston, MA 02116
Phone - 617 973 8650
www.mass.gov/hed/economic/eohed/moiti/about-moiti/

MASSACHUSETTS EXPORT CENTER

The Massachusetts Export Center was established to serve as the state's one-stop resource for export assistance. The Massachusetts Export Center offers a full range of targeted, customized services to Massachusetts businesses at any stage in the export process, whether it is a small business just thinking about exporting or an experienced exporter, the Massachusetts Export Center stands ready to help with services suited to their needs. The Massachusetts Export Center, hosted by the University of Massachusetts Amherst, has three offices which are strategically located throughout the state to assist companies on a local level.

Massachusetts Export Center
2 Center Plaza, Suite 200
Boston, MA 02108
Phone: 617 973 8664
www.mass.gov/export

SCORE

SCORE is a network of volunteer, expert business mentors. that provide free confidential counseling to small business owners and entrepreneurs. SCORE experts have experience in every aspect of business management, from the macro issues a business faces to the little details that allow everything to run smoothly and offer the business experience that new business owners need to bring the best possible business plan to the table.

SCORE
670 Linwood Avenue, Suite 5
Whitinsville, MA 01586
Phone: 508 234 9090
www.worcesterscore.org

MA EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT

Self-employment information
www.mass.gov/lwd/

CENTRAL MASSACHUSETTS WORKFORCE INVESTMENT BOARD (CMWIB)

The Central Massachusetts Workforce Investment Board (CMWIB) is one of the sixteen Workforce Investment Boards throughout Massachusetts charged with overseeing and implementing local workforce development initiatives. The CMWIB serves Uxbridge and the surrounding communities in Central Massachusetts. The purpose of the CMWIB is to develop a system that ensures individuals have the skills necessary to help employers grow and thrive.

Central Massachusetts Workforce Investment Board
340 Main Street, Suite 400
Worcester, MA 01608
Phone: 508 799 1509
www.cmwib.org

WOMEN OWNED SMALL BUSINESS (WOSB)

A Women-Owned Small Business (WOSB) is a small business concern that is at least 51 percent directly and unconditionally owned and controlled by one or more women who are citizens (born or naturalized) of the United States.
www.sba.gov/WOSB

SBA OFFICE OF VETERANS BUSINESS DEVELOPMENT

The Office of Veterans Business Development's mission is to maximize the availability, applicability and usability of all administration small business programs for Veterans, Service-Disabled Veterans, Reserve Component Members, and their Dependents or Survivors.
www.sba.gov/aboutoffices-content/1/2985

MA SECRETARY OF STATE

Business registration and information
Phone - 1 800 392 6090
Phone - 617 727 7030
www.state.ma.us/sec

NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS)

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
www.census.gov/EOS/www/NAICS/

UXBRIDGE FREE PUBLIC LIBRARY

The Uxbridge Free Public Library serves the town of Uxbridge as a center for education, culture, recreation, networking and information. The Library provides an opportunity for the community to inform and educate themselves by providing a balanced collection of library materials including business books, research materials, and periodicals, in a variety of formats, programs of interest to the community and access to local history and genealogical information.

Uxbridge Free Public Library
15 North Main Street
Uxbridge, MA 01569
Phone: 508 278 8624
www.uxbridgelibrary.org

MASSACHUSETTS STATE COLLEGES AND UNIVERSITIES

www.mass.edu

MA HEALTH CONNECTOR

The Health Connector is a State-based health insurance Marketplace that makes shopping for affordable health and dental coverage easier for Massachusetts individuals, families, and small businesses.

MA Health Connector
133 Portland Street, 1st Floor
Boston, MA 02114-1707
Phone: 1 877 623 6765
www.mahealthconnector.org

WORCESTER DISTRICT REGISTRY OF DEEDS

The Worcester District Registry of Deeds is the principal office for real property records in the fifty-five cities and towns of Worcester County. The Registry provides a permanent public record of the title to property and is a basic resource for attorneys, title examiners, mortgage lenders, municipalities, homeowners, and others with a need for secure, accurate, and accessible land record information. The Registry is also a resource for historical and genealogical research.

Research hours: 8:15 a.m. until 4:30 p.m. Monday through Friday
Recording hours: 9:00 a.m. to 4:00 p.m. Monday through Friday

Worcester District Registry of Deeds
90 Front Street
Worcester, MA 01608
Phone: 508 798 7717
www.masslandrecords.com

DISCOVER CENTRAL MASSACHUSETTS

Discover Central Massachusetts is a designated Massachusetts Regional Tourism Council (RTC).

Discover Central Massachusetts
446 Main Street, Suite 200
Worcester, MA 01608
Phone: 508 753 1550
www.discovercentralma.org

STATE DELEGATION			
State Senator	**Ryan Fattman**	State House 24 Beacon St. Room 213-A Boston, MA, 02133	Phone: 617 722 1420 Ryan.Fattman@masenate.gov
State Representative	**Michael Soter**	State House 24 Beacon St. Room B2 Boston, MA, 02133	Phone: 617 722 2425 michael.soter@mahouse.gov
FEDERAL DELEGATION			
Representative to Congress	**James. P. McGovern**	438 Cannon House Office Building Washington, DC 20515 Worcester Office 12 East Worcester St. Suite 1 Worcester, MA 01604	Phone: 508 831 7356 www.mcgovern.house.gov
Senator	**Elizabeth Warren**	317 Hart Senate Office Building Washington, DC 20510 Boston Office 2400 JFK Federal Bldg. 15 New Sudbury Street Boston, MA 02203	Phone: 202 224 4543 www.warren.senate.gov Phone: 617 565 3170
Senator	**Edward J. Markey**	225 Dirksen Senate Office Building Washington, DC 20510 Boston Office 975 JFK Federal Bldg. 15 New Sudbury Street Boston, MA 02203	Phone: 202 224 2742 www.markey.senate.gov Phone: 617 565 8519

RESOURCES & KEY CONTACTS

Town Directory	
Town Manager	**508 278 8600 X2002**
Economic Development & Community Planning	**508 278 8600 X2018**
Assessor	**508 278 8600 X2005**
Building Department	**508 278 8600 X2014**
Board of Health	**508 278 8600 X2025**
Conservation Agent	**508 278 8600 X2020**
Fire Department	**508 278 2787 X 3000**
Land Use	**508 278 8600 X2013**
Police Department	**508 278 7755 X1026**
Public Library	**508 278 8624**
Public Works	**508 278 8616**
School Department	**508 278 8648 X102**
Sealer of Weights & Measures	**508 580 8600 X2014**
Town Clerk	**508 278 8600 X2011**
Town Treasurer/Tax Collector	**508 278 8600 X2003**
Veteran's Services	**508 278 8600 X2037**

ECONOMIC DEVELOPMENT PROGRAMS

Staff provides guidance, advice, and assistance through the process of taking someone's idea to the reality of starting a business. The professional staff works to provide everything from helping find the right financing to technical assistance, crafting of the business plan, and finding the right location.

UxED-ST…The Uxbridge Economic Development Support Team is a variety of State agencies and regional organizations that come together to meet with business owners and developers prior to their moving forward with growth and/or construction. At the table typically is representatives from financing, regulatory, workforce, and planning organizations. UxED-ST meets on an as-needed basis.

***Partners for* UXBRIDGE…** The Economic Development and Community Planning Department partners with a variety of organizations and initiatives that work to provide economic development programming for businesses organizations, and the people of the community.

UXBRIDGE MAIN STREETS INITIATIVE…The Uxbridge Main Streets Initiative serves as an umbrella program to provide tools and support to emerging Main Streets programs. The Uxbridge Main Streets Programs is based on the National Main Streets model.

***UxTA* …**The program brings together and promotes a variety of technical assistance programs that target the needs of local businesses and organizations. In addition, the Department of Economic Development and Community Planning has developed a series of self-help technical assistance programs including Customer Service, Writing Your Business Plan, and The DOs and DON'Ts of Window Display.

UXBRIDGE VISITOR & CONVENTION…Through a partnership with local attractions and facilities and the Regional Tourism Agency (Discover Central Mass) the Department of Economic Development and Community Planning works to grow the important visitor industry so as to enhance the perception of Uxbridge, provide for new investment, and the creation of job opportunities.

UXBRIDGE COMMUNITY PARTNERSHIP PROGRAM…The Uxbridge Community Partnership Program provides technical assistance for events, programs, and initiatives that are consistent with the goals of and that complement the economic development activities in the town.

The Program seeks to build partnerships with community non-profits and not-for-profit organizations that are working to provide programs and events that make Uxbridge a better place.

NOTES