LEXINGTON
FOR BUSINESS

BUSINESS TOOLKIT

A Guide to Starting a Business

2022 RESOURCE GUIDE

TABLE OF CONTENTS

3 MESSAGE FROM THE TOWN MANAGER

4 ECONOMIC DEVELOPMENT OFFICE

6 WHY LEXINGTON

6 LAND USE / EDUCATION

7 LIFE SCIENCE CLUSTER

9 BUSINESS SECTORS & HISTORY

10 LEXINGTON BY THE NUMBERS

12 BUSINESS TIPS
- Small Business
- Commercial Development

14 DEPARTMENTS & BOARDS

16 SMALL BUSINESS CASE STUDY
- Battle Road Bikes
- Michelson's Shoes

18 COMMERCIAL CASE STUDY
- Frequency Therapeutics

20 LIFE SCIENCE

21 RESOURCES & INCENTIVES

2022

MESSAGE FROM THE TOWN MANAGER

JAMES MALLOY

TOWN MANAGER

Town Manager's Office
1625 Massachusetts Ave,
Lexington, MA 02420

---

p. 781-698-4540
e. townmanager@lexingtonma.gov

PLANTUM RATED
Bio-Ready Community

RANKED #2
On WalletHub's national list of "Best Small Cities in America"

Land Use, Health, and Development Department

- Economic Development Office
- Building and Zoning Office
- Planning Office
- Public Health Office
- Conservation Office

Congratulations on your decision to start or expand your business in the Town of Lexington!

As you begin to open your business, you may be required to obtain certain licenses and/or permits. This toolkit will help you navigate the process and provide the information you need to get your business started. Knowing the demands of the market, our Land Use, Health and Development team will work in a coordinated manner to move projects forward expeditiously.

As a Platinum-rated BioReady Community, Lexington has been a leader in driving the growth of the life sciences cluster along Route 128 through its affordable rents and proximity to world-class hospitals, universities, and businesses.

Lexington is ranked second on WalletHub's national list of 'Best Small Cities in America' for the last two years in a row. An important factor as to why our community is a desirable place to live, work, and visit, is the diversity of our residents. They play a critical role in why Lexington is such a great community; having the involvement of residents with diverse backgrounds, experiences, and traits provides a broad perspective for community-based decision-making.

I hope this toolkit provides the help you need to successfully grow your business in Lexington. If you have any questions, or would like to discuss the benefits of locating your business in Lexington, please contact our Economic Development Office.

Again, congratulations, and welcome to Lexington!

James Malloy

JAMES MALLOY
TOWN MANAGER
TOWN OF LEXINGTON

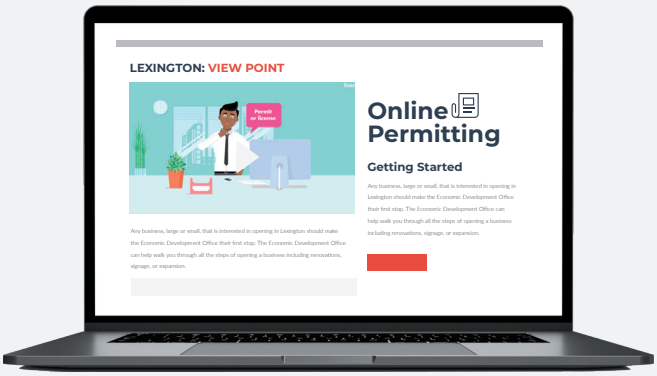
ECONOMIC DEVELOPMENT OFFICE

Lexington is open for business!

The businesses that call Lexington home are what make this community so special. From local, artisanal shops to worldwide corporations, businesses contribute to Lexington's vitality, sense of place, and community.

Any business, large or small, that is interested in opening in Lexington should make the Economic Development Office their first stop. The Economic Development Office can help walk you through all the steps of opening a business including renovations, signage, or expansion.

The purpose of this Business Toolkit is to provide you with a user-friendly roadmap for opening your business. We have tried to simplify this process, show you which way to turn, and hopefully answer many of your questions before you have to ask. As you develop your business plan, we are happy to set up a pre-permitting consultation meeting with you at any time during your process. The Town intends to provide you with the appropriate steps to follow, necessary contact information and a pathway forward. This is meant to be a guide and we hope you find this Toolkit a helpful first step. The Economic Development Office is here for you so you can bring your business to Lexington and add to the vibrancy of the community.



We've made permitting easy.

Lexington has more than 130 permits available online. If you are interested in opening a business in Town, a good first step is to meet with the Economic Development Office. Staff in the Economic Development Office can help you identify areas in Town in which your business use will be allowed and walk you through the permitting process in the initial steps of your project.

If you need assistance in starting your business in Lexington schedule a call with Economic Development Staff.

CONTACT US:

ECONOMIC DEVELOPMENT OFFICE

SCAN ME

Office Phone Number:
781 - 698 - 4568

Email:
economicdevelopment@lexingtonma.gov

ONLINE PERMITTING PORTAL

SCAN ME

Website:
lexingtonma.viewpointcloud

START YOUR NEXT CHAPTER LEXINGTON

MAXIMA BOOK CENTER

PARTNER IN BUSINESS SINCE 2021

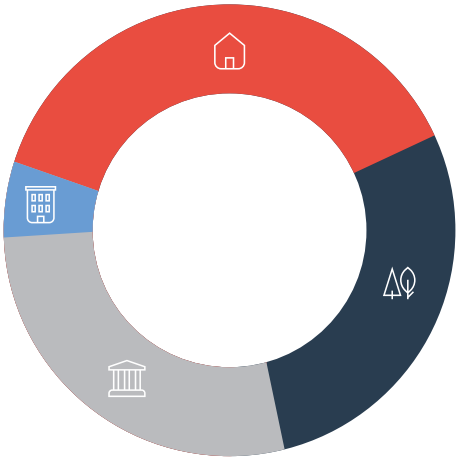
WHY LEXINGTON

Lexington is home to **1,431** businesses with **33,394** employees.
That's an increase of nearly 20 percent in businesses since 2007.

LAND USE

BY PERCENTAGE

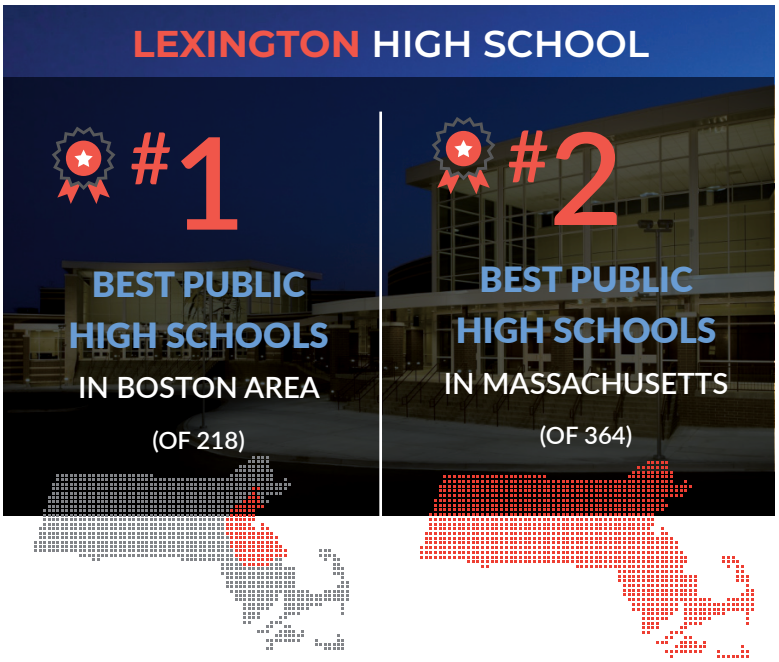
Lexington is approximately 16.5 square miles. Today, 6% of the Town's land is zoned for commercial use. The largest land designation is 44% for residential use, followed by open space's 26% and government and civic use's 24%. Among our neighbors, Concord has the least commercial zoning relative to town area, with 2.4%. Burlington has the most, 44%.



44% RESIDENTIAL
26% OPEN SPACE
6% COMMERCIAL
24% GOVERNMENT & CIVIC

EDUCATION SYSTEM

HONORABLE AWARDS & PROGRAMS



10 to 1 STUDENT/TEACHER RATIO

11 **Public Schools** including a preschool and a regional vocational high school

20 **Programs** Cary Library Public Free Library in the Minuteman Library Network.

LIFE SCIENCES CLUSTER

Lexington is located in one of the most innovative districts in the World and has a rich talent pool, which has been attracting life sciences, as well as technology companies, in this region. Home to over 30 biotech and pharmaceutical companies and 3,300 jobs in those fields, Lexington has become a hub for many of the East Coast's best innovators. Lexington has become a destination for life sciences and other industries, yet has maintained relatively affordable office and lab real estate compared to surrounding communities, like Cambridge.

TOP PRIVATE EMPLOYERS

MIT LINCOLN LABORATORY

244 Wood Street, Lexington MA

TAKEDA

300 Shire Way, Lexington MA

BAE SYSTEMS

2 Forbes Road Lexington, MA

BETH ISRAEL DEACONESS LAHEY MEDICAL CENTER/ CHILDREN'S HOSPITAL

24 Hartwell Ave, Lexington MA

16 Hayden Ave, Lexington MA

BROOKHAVEN

1010 Waltham Street, Lexington MA

DICERNA PHARMACEUTICALS

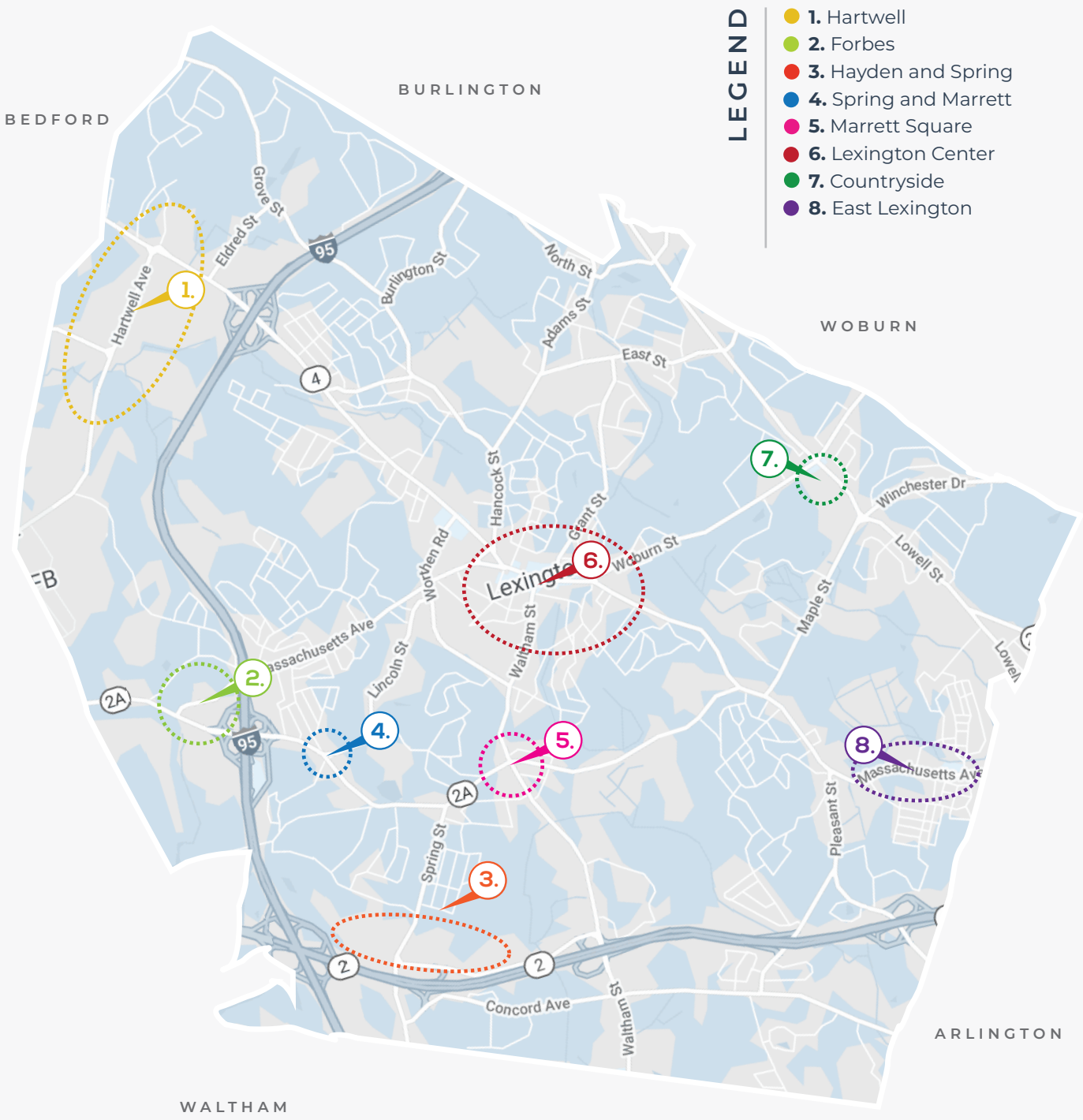
75 Hayden Ave, Lexington MA

WHY LEXINGTON

A bright and vibrant Lexington

VIBRANT BUSINESS SECTORS

Lexington is home to many different business districts and nodes. From a charming Center, and a bustling East Lexington Village, to large commercial office parks, there is a location that can fit any business. Small business clusters can be found intermixed with residential neighborhoods all over Town.



HISTORY
IS OUR MAIN ATTRACTION

Make history in LEXINGTON

IN THEIR WORDS

We love tourists and the new Visitor Center! It is great for our business and for Lexington Center businesses. The Battle Green is the third most visited attraction in the state, and the businesses do their best to welcome these visitors!.

—

JASON DENONCOURT
Abbott's Frozen Custard

120,000
TOURISTS ANNUALLY

OVER **150**
BUS TOURS WITH DEDICATED STOPS IN LEXINGTON

1 MILL.
VISITORS TO MINUTEMAN NATIONAL PARK ANNUALLY

8K
TICKETS SOLD TO THE LIBERTY TROLLEY TOUR

SCAN ME

To find out more about our Tourism programming and events, visit our website:
TourLexington.US

LEXINGTON BY THE NUMBERS

Median Disposable Income

$124,399

Bachelor's Grad/Prof Degree

84%

LIVE

Population

34,454

Distance to Boston

15 MILES

WORK

Employees

33,394

Number of Businesses

1,431

A true Live, Work, Play Community.

PLAY

90
Restaurants & Cafes

26
Conservation Areas

Independant Movie Theater
& Performance Venue

15
Gyms, Yoga, Fitness
Studios & Bike Shops

Dedicated Commuter
Shuttle to Alewife Station
and MBTA Bus Routes

11
Mile Bike Path Connecting
Cambridge, Somerville,
Arlington & Bedford

BUSINESS TOOLS

Depending on the size, type and location of your business, you may require different tools and information that can help you along the way.

SMALL BUSINESS

Boards and permits you need to know

- ZONING
- PUBLIC HEALTH
- SELECT BOARD
- SIGNS
- HISTORIC DISTRICT COMMISSION
- BUILDING & FIRE

Your Small Business.

There are at least 10 commercial clusters with a mix of retail and restaurants such as East Lexington and Bedford Street Plaza. East Lexington, located along Mass Ave near the Arlington town line, comprises a diverse mix of over 50 businesses including restaurants, retail, farming, and other commercial enterprises.

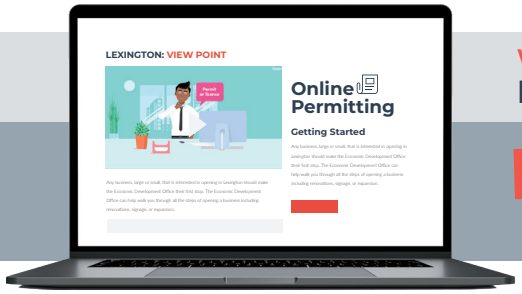
Opening up a small business in Lexington is an easy process. With streamlined, online permitting, your doors will be open in no time in any one of Lexington's business districts.

Do you need help finding an appropriate location for your business? Are you unsure of what permits you may or may not need? Do you have a unique idea that you want to discuss further? Lexington's dedicated Economic Development Staff is happy to discuss your business ideas no matter what stage you are in.

Set up a meeting with them today and make your idea come to life!

IN THEIR WORDS

> The Economic Development Office works to assist in attracting new business to Lexington and to be advocates throughout the permitting process.
>
> —
> SHARON SPAULDING
> Spaulding Management, LLC



We took the hassle out of the permitting process with our
REVOLUTIONARY VIEW POINT CLOUD

> A streamlined and transparent permitting process ensures that your business will be open in no time

SCAN ME

COMMERCIAL DEVELOPMENT

Boards and permits you need to know

- ZONING
- PUBLIC HEALTH
- SELECT BOARD
- SIGNS
- PLANNING
- BUILDING & FIRE
- CONSERVATION

Your Commercial Development.

Lexington has recently updated its zoning bylaw to allow increased dimensional opportunity for an increase in dimensional opportunity and allowed uses in the Hartwell Avenue/Bedford Street corridor. With the increase in height, reduction of setbacks, and removal of floor area requirements, the zoning change has already spurred development. A leading defense and life science clusters in the Greater Boston Area, this commercial area is home to 36 parcels housing over 107 businesses. Proximity to Route 95, Hanscom Air Force Base, and Lincoln Labs makes this an attractive location for companies. The rezoning meets the ever-changing demands of the market while ensuring a predictable and transparent permitting process. Lexington has streamlined the Site Plan Review process to grant permits in 60 days or less. The rezoning of Hartwell Avenue and Bedford Street is envisioned to attract light manufacturing, research & development, life sciences companies, along with amenities that support the workforce. With an exponential demand for lab space in the Greater Boston area and a supply shortage, this area is Lexington's most extensive and inclusive commercial district for research & development and light manufacturing to meet the demand.

Route 95, Hanscom Air Force Base, and Lincoln Lab makes this an attractive space for companies. The rezoning has been developed to meet the ever-changing demands of the market while ensuring a predictable and transparent permitting process. Lexington has established a streamlined permitting process to grant permits in 60 days or less, an increase in the number of allowed uses and uses by-right, and the implementation of design standards. The rezoning of Hartwell Avenue and Bedford Street is envisioned to attract light manufacturing, research & development, life sciences companies, along with amenities that support the workforce. With an exponential demand for lab space in the Greater Boston area and a supply shortage, this area is Lexington's most extensive and inclusive commercial district for research & development and light manufacturing to meet the demand.

In addition to Hartwell, Hayden Avenue is quickly becoming one of Lexington's most desirable areas for new companies. Home to biotech giant Takeda, Novo Nordisk, and other new developments, many life sciences companies are attracted to this area. Hayden Ave consists of 18 parcels and 56 businesses. With direct access to Route 2, this area provides convenient access to Cambridge and Boston as well as neighboring communities.

IN THEIR WORDS

> **...the vision of the Town of Lexington to engage on the future development opportunity is what truly lead to the project we are building today. The Town's leadership helped shape some of the sustainability initiatives we were able to achieve, including a full solar canopy over the top level of the parking garage.**
>
> —
>
> GREATLAND REALTY PARTNERS
>
> Revolution Labs

DEPARTMENTS AND BOARDS

Permits & Licenses you need and where to get them.

Depending on the nature of your business, its location, and the amount of work you plan to do to the property, you will need to contact one or more of Lexington's departments and boards.

CLICK LINK TO EACH DEPARTMENT

ZONING

Lexington has several commercial districts, with different uses allowed in each. To learn whether your proposed use and location conforms to zoning laws, contact the Building and Zoning Office. The Zoning Bylaws and Maps are online. Some uses are only allowed by Special Permit issued by the Planning Board or Zoning Board of Appeals.

SIGNS

All exterior signs must be reviewed by the Building Department. A sign permit can be applied for online! Proposed signage must comply with the Lexington Zoning Bylaw and the State Building Code. If you would like to put up a bigger sign than is allowed or a sign bigger than what is already on the building, you will need to apply for a Special Permit. The Building and Zoning Office can assist you with this permit.

BUILDING & FIRE

Any construction to your building, inside or outside, will require a permit from the Building Office. This includes signage, electrical work, and plumbing work. These permits can be applied for online! Most businesses also require an Annual Inspection completed by the Building Office and Fire Departments to ensure that basic safety standards are being met. This will be set up with the Building Office and Fire Departments.

Does your building require no construction? Great! But you will need to apply for Change of Occupancy permit. This simple permit can be applied for online and helps the Town track who operates where in case of an emergency.

HISTORIC DISTRICTS COMMISSION

If your business falls within one of the four Historic Districts in the Town, you will need to apply to the Historic Districts Commission to get approval for any exterior alterations. This includes signage and painting. The Clerk for the Historic Districts Commission can help you apply for this online.

Our Staff and Boards work closely with one another to ensure a seamless process.

PUBLIC HEALTH

The Public Health Office is responsible for issuing a variety of licenses and permits governing food, hazardous materials, drainage, swimming pools, rDNA, recreation camps, tobacco, and bodyworks. If you are interested in opening up a business involving food, be sure to involve the Public Health Office early on in your process.

SELECT BOARD OFFICE

The Lexington Select Board Office is responsible for issuing liquor licenses and entertainment license as well as liquor licenses, entertainment licenses, Common Victualler Licenses, and more that a business may need.

PLANNING OFFICE

If your project will involve significant construction, you may need to receive approval from the Planning Board. The Planning Office is responsible for making decisions on site plans, site plan waivers, subdivisions, special permits, and long range planning.

CONSERVATION OFFICE

The Conservation Commission is responsible for issuing permits if the project requires exterior construction near a wetland, stream, or floodplain or if a project requires a drain connection. Check with the Conservation Office early in the process to determine if a project is within its jurisdiction.

CLICK LINK TO EACH DEPARTMENT

SMALL BUSINESS

Get to know some of Lexington's small businesses

REAL BUSINESS TESTIMONIALS

Lexington's charming center is home to numerous restaurants and retail establishments. Many of Lexington's historic attractions are located in the center including the Battle Green, Visitors Center, and historic houses. The Minuteman Commuter Path also runs parallel to the Center which brings visitors from across the region to Lexington. Lexington Center comprises 58 parcels and over 250 businesses. In addition to the Center, there are at least 10 other commercial areas home to many businesses.

IN THEIR WORDS

"I would recommend that new businesses introduce themselves to the town departments in person. The town staff has been very helpful.

—

OWNER: JIM CADENHEAD
Battle Road Bikes

IN THEIR WORDS

"Lexington's businesses also benefit from programs offered by our two business organizations, the Lexington Chamber of Commerce and the Lexington Retailers Association.

—

OWNER: ERIC MICHELSON
Michelson's Shoes

BATTLE ROAD BIKES

145 Massachusetts Ave,
Lexington, MA 02420

Q & A WITH OWNER:
Jim Cadenhead

How long have you been located in East Lexington?
Battle Road Bikes opened in July of 2021. (We celebrated our grand opening on July 4th!)

What helped you decide to open the store in Lexington?
As Lexington residents, we recognized the lack of family, enthusiast, and e-bike service and sales shops in the area. Battle Road Bikes opened with the goals of serving our local community while creating a destination shop for everyone, from passionate riders to tourists looking for an active way to explore all that the area has to offer on rented bikes or guided rides.

What are the benefits of locating in Lexington?
As bike riders, we enjoy the access and amount of open space in Lexington, and the Minuteman Bikeway is one of the most heavily traveled rail trail paths in the US. We are excited to share the gems of our area with newcomers. I would advise new business owners to consider working with local companies that have experience in the town to help expedite or avert any permitting issues. We opened during the pandemic, and the town offices were closed.

What other advice do you have for other entrepreneurs, small business owners?
I would recommend that new businesses introduce themselves to the town departments in person. The town staff has been very helpful. I would suggest that you ask for their cooperation in spotting and identifying any hurdles that you may not even be aware exist.

MICHELSONS SHOES

1780 Massachusetts Ave,
Lexington, MA 02420

Q & A WITH OWNER:
Eric Michelson

How long have you been located in Lexington?
Michelson's Shoes was started by my great-grandfather, I J Michelson, in 1919. Over the years we've occupied 4 different Lexington Center storefronts, and we've been in our current location since 1965.

What are the benefits of locating in Lexington?
Lexington Center is an attractive downtown business district that draws shoppers from both Lexington, surrounding towns, and towns two or three rings out. We find that our non-Lexington resident customers see a certain cache in shopping our stores. Once here, they tend to do other shopping in the district. We also attract shoppers from our surrounding industrial areas. Lexington's businesses also benefit from programs offered by our two business organizations, the Lexington Chamber of Commerce and the Lexington Retailers Association.

What other advice do you have for other entrepreneurs, small business owners?
We base our success on providing great customer service, having a quality product, and being an active part of the community. Meeting our customers' need for a superior shopping experience has translated into long term loyalty, yet we understand that to be successful we have to continue to work harder at keeping that experience fresh and current.

COMMERCIAL DEVELOPMENT

75 HAYDEN ST.

FROM CONCEPT TO COMPLETION

For proposed projects that do not meet the existing zoning, Lexington offers a unique opportunity to create a special zoning district, a Planned Development District, that will fit the needs of a proposed development.

This process involves a developer or business owner presenting their ideal zoning to Town Meeting for approval.

King Street Properties underwent this process in 2017. A vacant lot they owned was re-envisioned into a four-story life science building now home to four international pharmaceutical companies.

TIMELINE

OF DEVELOPMENT

SEPT. 2017 - SEPT. 2020

PLANNED DEVELOPMENT ZONING AMENDMENT

- **SEPT. 13 :** Initial Planning Board Hearing
- **SEPT. 27 :** Hearing Closed
- **OCT. 4 :** Board Voted to Recon

TOWN MEETING

- **OCT. 17 :** Adopted by

SEPT 2017 | OCT 2017 | DEC 2017

UTICS

IN THEIR WORDS

> The Town of Lexington staff are champions of biotech and life science companies in that they will sit down with company staff—both lab staff and C-suite members to understand that company's specific needs and partner efficiently to address them. They are consummate professionals and highly collaborative in driving projects forward.

- FREQUENCY THEREPUTICS

nmend

Town Meeting

MAJOR SITE PLAN REVIEW PLANNING BOARD

- **DEC. 13 :** Hearing Date
- **JAN. 10 :** Decision Date

CONSERVATION

- **JAN. 08 :** Public Hearing Opened
- **FEB. 20 :** Public Hearing Closed
- **MAR. 05 :** Order of Conditions Issued

BUILDING PERMIT

- **NOV. 1 :** Building Permit Application
- **JAN. 29 :** Building Permit Approved
- CONSTRUCTION
- **SEPT. 10 :** Certificate of Occupancy

JAN 2018 — FEB 2018 — MAR 2018 — NOV 2018 — JAN 2019 — SEPT 2020

LIFE SCIENCE

BioReady Platinum Status

Lexington's BioReady Platinum status makes it an attractive community to many pharmaceutical and manufacturing companies looking to grow their businesses on Route 128. Lexington has around 30 Life Sciences Companies.

IN THEIR WORDS

With Greater Boston leading the nation in life sciences, and a tight real estate market with low vacancy rates in Boston and Cambridge, Lexington is well-positioned to meet the demands for lab and office space for this rapidly growing industry. Our Planning and Economic Development Teams will work in a coordinated manner to move projects forward quickly as demanded by the demands on the industry.

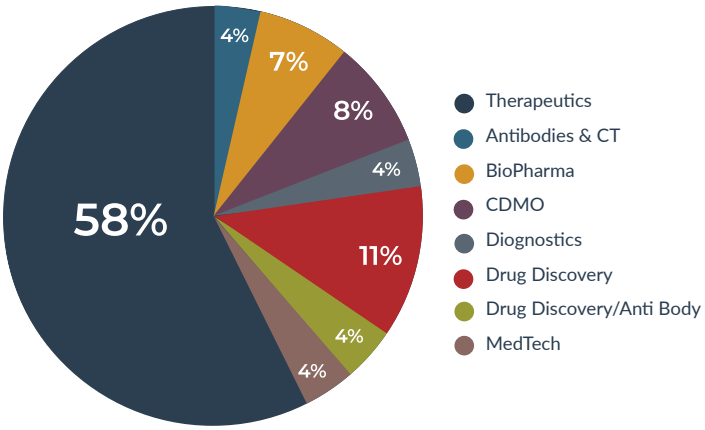
—
JAMES MALLOY
Town Manager, Town of Lexington

IN THEIR WORDS

Massachusetts is the best place in the world for the life sciences. As more and more companies look to build and increase their presence here, we are thrilled to see the expansion of the cluster into Lexington and beyond the Cambridge/ Boston core. As a Platinum-rated BioReady Community, Lexington has been a leader in driving the growth of the life sciences cluster along Route 128 through its affordable rents and close proximity to world-class talent. We look forward to working with the Town of Lexington to support this growth for years to come.

—
BEN BRADFORD
Vice President of Economic Development and Workforce
Massachusetts Biotechnology Council (MassBio)

TYPES OF LIFE SCIENCE COMPANIES



H.I.P. with Innovation

Lexington's Hartwell Innovation Park has 1.09M square feet of commercial space; and the rezoning will increase the density to approximately 5.4M square feet in 10-15 years. The majority of commercial development proposed in this commercial zone will be lab/life sciences development.

RESOURCES & INCENTIVES

Lexington offers a variety of programs and incentives to companies doing business here. We'd love to help you take advantage of any of the opportunities listed below.

Mass Bio:
www.massbio.org

Mass Growth Capital Corporation:
https://www.empoweringsmallbusiness.org/

Massachusetts Life Sciences Center:
www.masslifesciences.com

Middlesex 3:
www.middlesex3.com

Executive Office of Housing & Economic Development:
www.mass.gov/hed

Lexington Chamber of Commerce:
www.lexingtonchamber.org

MassDevelopment
https://www.massdevelopment.com/

128 Business Council:
www.128bc.org

Mass. Office of Business Development:
www.mass.gov/hed/economic/eohed/bd/

Lexington Retailer's Association:
www.shoplexingtonfirst.com

Mass Office of International Trade and Investment:
www.mass.gov/hed/economic/eohed/moiti/

WHO, WHAT & WHERE TO GO

If your business is planning to....	You'll need...	Please contact...
Open a Brick and Morter store in Lexington	Certificate of Inspection or Occupancy	Building Office
Operate a business establishment with liquor licenses or businesses involved in child care	Annual Inspection	Building Office
Acquire an existing business without making any changes to existing business	Change of Occupancy Permit	Building Office
Open a business that is not generally allowed or want a larger sign than allowed	Special Permit	Zoning Office
Televisions, live music, live performances, and other forms of public exhibition	Entertainment License	Select Board
Open a business that cook, prepare and serve food at tables	Common Victualler License	Select Board
Opening a business that serves or sells liquor, including beer and wine	Liquor License	Select Board
Prepare or sell Food or Drinks	Food Plan Review	Public Health Office
Locate in one of Lexington's three Historic Districts	Certificate of Appropriateness	Historic Districts Commission
Need parking for employees	Parking Permit	Traffic Bureau of the Police Department
A major building expansion of more than 2000 sq ft or Site expansion of more than 1000 sq ft	Site Plan Review	Planning Board

GLOSSERY OF TERMS

AND THE BOARDS YOU NEED FOR EACH

Certificate of Occupancy- Once all of your inspections are complete (building, electrical, plumbing, etc.) you can apply for your Certificate of Occupancy. Your "CO" will allow you to open to the public for business.

Annual Inspection- Certain businesses require an annual inspection by the Building Office and Fire Department such as establishments with liquor licenses and businesses involved in child care. This yearly inspection is done to ensure that all life safety requirements, such as emergency lights and fire extinguishers, are in working condition.

Change of Occupancy Permit- If your new business did not require any construction, you will still need to apply for a Change of Occupancy Permit. This simple permit allows the Town to make sure that basic safety standards are met and so that we have a contact at the business in case of an emergency.

Zoning Board of Appeals- The "ZBA" is a volunteer committee comprised of residents who have experience in the real estate, construction, and planning fields. If your proposed business is not allowed by the zoning bylaw in the area you would like to operate in or you would like a sign larger than what is allowed, you will have to apply for a hearing with the ZBA. The ZBA has staff that can assist you with the online application and walk you through the process.

Special Permit- According to the zoning bylaw, certain business uses are not allowed in all zoning districts. A special permit is a way to allow a certain use in a commercial district that otherwise would not be allowed. It also is a way to get approved for a larger sign than what is typically allowed. The Economic Development Office Staff can help you early in your process by helping you understand what businesses uses are allowed where.

Parking Requirements- According to the Zoning Bylaw, each type of business is required to provide a certain amount of parking spaces to their employees and customers. This can be difficult in certain business districts. A waiver to the parking requirements is often granted in situations where there is limited dedicated parking. For more information on parking requirements, reach out to the Zoning Office.

Liquor License- If you are interested in opening a business that serves or sells liquor, including beer and wine, you will need a Liquor License.

Common Victualler Licenses- Businesses that cook, prepare and serve food at tables require a Common Victualler License from the Select Board. This permit is required for all businesses that are interested in obtaining a liquor license.

Entertainment License- Televisions, live music, live performances, and other forms of public exhibition will require an Entertainment License from the Select Board. This simple application can be found online on View Point Cloud.

Certificate of Appropriateness- If your business is located in one of Lexington's four Historic Districts and you are planning on making changes to the exterior of the building, you will need to receive a permit from the Historic Districts Commission. This includes signage, painting, and window replacement. Once your application is approved by the "HDC" you will receive a Certificate of Appropriateness.

Business Parking Permit Program- Businesses located in Lexington Center are eligible to buy parking permits to park in the Center. This allows an employee to park all day without having to feed the meter. There are a few different options available for parking permits. More information can be found through the Traffic Bureau.

Food Plan Review- All businesses that are selling food or drinks, must apply for a Food Plan Review with the Health Office. In this application, the Health Office staff will review proposed menus, staffing schedules, and more. If you are interested in opening a food business, it is a good idea to meet with Health Office staff very early in your process.

Site Plan Review- If you are proposing to do any major construction to your business such as a large addition, a new parking lot, or a new building, you may need to get approval from the Planning Board through the Site Plan Review Process.

Home Occupation- A resident of Lexington may run a business out of their home with some stipulations. No signage or storage of materials is allowed outside, only one other person may work in the home for the business, and hours for business visits and deliveries may be limited.

Residential Kitchen Permit- If you are opening a business to sell shelf stable food, you will need a Residential Kitchen Permit from the Board of Health. If you are planning on preparing non-shelf stable food, you cannot do this from your home and will have to work out of a commercial kitchen.

Projecting Sign- A projecting sign is one that protrudes from the exterior wall of a building and hangs perpendicular, above the sidewalk. This type of sign is popular in pedestrian heavy districts since it "pops out" to a person walking. These signs are allowed by right in the Center Business District (although they still require a Building Permit and Certificate of Appropriateness) and by Special Permit in other zoning districts.

Secondary Sign- Businesses are allowed one additional sign on the rear or side of their building, but the size of the sign in limited to 50% of the Wall sign. To get a bigger secondary sign, you will have to apply for a Special Permit from the Zoning Board of Appeals.

Wall Signs- Wall signs are the traditional signs mounted to the exterior sides of the Building. Businesses are allowed one wall sign that does not exceed three feet or the size of the existing sign from a previous tenant. If you are interested in a bigger sign that what is allowed or than what currently exists, you will need to get a Special Permit from the Zoning Board of Appeals. All wall signs require a Building Permit and may require a Certificate of Appropriateness from the Historic Districts Commission depending on the location. In many circumstances, your sign company will do all of the permitting for you.

BUILDING & FIRE
SELECT BOARD
HISTORIC DISTRICT COMMISSION
ZONING
PUBLIC HEALTH
PLANNING BOARD

LAND USE, HEALTH, AND DEVELOPMENT DEPARTMENT

ECONOMIC DEVELOPMENT OFFICE

BUSINESS TOOLKIT

1875 Massachusetts Ave | Lexington, MA

781.698.4568

lexingtonma.gov/economicdevelopment

economicdevelopment@lexingtonma.gov

LEXINGTON
FOR BUSINESS