



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue

Shrewsbury, Massachusetts 01545-5398

Class 1 & 2 License Application Requirements

- 1) General Town of Shrewsbury application for license.
- 2) Form 53 (Commonwealth of MA form)
- 3) Letter from owner of the land granting permission to use the land (if applicant is not the owner).
- 4) Site plan (scaled 1"=40ft.) showing all available parking and allocations thereof, driveways, lighting, and location of trash containers shall be submitted with the license application. (2) Copies of the site plan and building floor plan reduced to either 8 ½ x 11, or if applicable, 11x17 must be submitted with the application. Site plan must be constructed in accordance with Article 3 of the [ZBA Rules & Regulations](#).
- 5) Commonwealth of Massachusetts Dept. of Industrial Accidents Workers' Compensation Insurance Affidavit.
- 6) Application fee (noted on the application), made payable to the Town of Shrewsbury. This fee covers the cost of the legal advertisement and notification to abutters by mail.
- 7) All Garage, Class 1 & 2 License Holders must also apply for a [special permit](#) from the ZBA. Applicants must appear before the Board of Selectmen for their license before appearing before the ZBA for a special permit, however, applicants may apply for a license and a special permit at the same time.

You must be present at the public hearing for your application to be approved. That date will be scheduled when the application, fee and appropriate paperwork are completed and returned. All Class I, Class II, and Garage License Holders must receive a Special Permit (after the appeal period) from the ZBA before a license will be issued.

The Board of Selectmen's office will request a letter from the Tax Collector stating that there are no outstanding taxes, fees, bills, municipal charges, or betterments that the

applicant(s) has neglected or refused to pay for a period of not less than one year. This is subject to the conditions of Article 11-A of the Town of Shrewsbury General By-laws. The Selectmen will also request reports from the Police Chief, Fire Chief, Zoning opinion from the Building Inspector, and any other department having an interest in the said site and/or use related to the application.

CLASS 2 BOND REQUIREMENT

Successful applicants for Class 2 Licenses should be informed that they will not be able to pick up their license until they provide a copy of a bond or equivalent proof of financial responsibility in the amount of \$25,000 as required by Chapter 422 of the Acts of 2002 by the Senate and House of Representatives of the Commonwealth of Massachusetts.



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338

USED CAR DEALER AND GARAGE LICENSE REGULATIONS

1. All Motor Vehicles on a dealer's lot shall be properly entered in a Used Motor Vehicle Dealers Book in a manner approved by the Registry of Motor Vehicles. (Refers to MGL Ch140, s62)
2. A current Used Motor Vehicle Dealers Book shall be available on the licensed premises for inspection during all normal business hours. (Refers to MGL Ch140, s62)
3. A police officer or selectman may at any time enter upon a licensed car dealers premises and examine all second hand motor vehicle, or parts and all books, papers and inventories relating thereto. (Refers to MGL Ch140, s66)
4. All titles shall be completely filled in and available for inspection during normal business hours. If licensee stores titles offsite, licensee must provide the title within 24 hours, excluding Saturdays, Sundays & holidays and shall be produced on the next business day, if requested by a police officer or selectman.
5. Any dealer conducting repairs on a licensed premises shall have a Garage License. (Refers to Article 11-G of the Town of Shrewsbury's General By-laws)
6. Licensed premises shall not have junked, disabled, inoperative vehicles, or major parts thereof stored on the licensed premises unless otherwise permitted by law.
7. Any change in ownership or manager must be approved by the Board of Selectmen. The current manager must be listed on the license.
8. A temporary license holder must apply for a permanent license. The issuance of a permanent license will only be considered after a public hearing has been held.
9. Permits for a change of situation of the licensed premises or for additions thereto may only be granted by the licensing board after a public hearing has been held.
10. The Board of Selectmen may impose restrictions on a car dealer license or garage license as the Board may deem appropriate and in the public interest.

By authority of and in compliance with the provisions of Chapter 140 Section 59, of the Mass General Laws, and amended thereto, the above rules and conditions are hereby prescribed and approved.

These regulations shall be posted on the premises in a conspicuous place.

Approved 12/18/95



Town of Shrewsbury
MASSACHUSETTS 01545-5398

\$150 Application Fee for NEW License includes Legal Advertisement and Abutter Notification (if alcohol related)
\$125 Application Fee for NEW License includes Legal Advertisement and Abutter Notification (if NOT alcohol related)
Renewal Fees vary by license type.

APPLICATION FOR LICENSE

Name of person filling out application: _____

Address: _____ Owner of Land: _____

Telephone: _____ Cell Phone: _____

Email Address: _____

Name of corporation or establishment: _____

d/b/a Name (if applicable): _____

Location: _____

<u>Type of License</u>	Number & Street	<u>CHECK ALL THAT APPLY</u>			Tax Plate	Plot Number
		<u>Other</u>	Amendment		<u>Hours of Operation:</u>	
Alcohol (All Alcoholic Beverages)	Garage				Sun	_____
Alcohol (Wine & Malt)	Dealer in Precious Metals	Automatic Amusement (Each Device)			Mon	_____
Club License	Entertainment	Billiards (Each Table)			Tue	_____
Common Victualer	Sunday Entertainment	Theater Screen (Each Screen)			Wed	_____
Class 1 , 2 (specify)_____	Livery	Bowling Alley (Each Lane)			Thu	_____
					Fri	_____
					Sat	_____

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

* Signature of Individual or Corporate Name
(Mandatory)

By: Corporate Officer
(Mandatory, if applicable)

** Federal Identification Number

Date: (mm/dd/year)

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

** Your Federal Identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligation. 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.

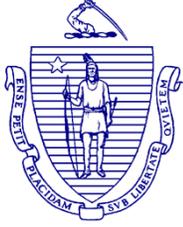
.....
** FOR OFFICIAL USE ONLY **

This application has been

APPROVED DENIED

Date: _____

SHREWSBURY LICENSING AUTHORITY



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am a employer with _____ employees (full and/ or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
- 6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "**every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required.**"

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street
Boston, MA 02114-2017
Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE
Fax # 617-727-7749
www.mass.gov/dia

FORM 53

THE COMMONWEALTH OF MASSACHUSETTS

Town of Shrewsbury

**APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE
OR ASSEMBLE SECOND HAND MOTOR VEHICLES
OR PARTS THEREOF**

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a _____
class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with
the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? _____

Business address of concern. No. _____ St.,
_____ City—Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? _____

3. If an individual, state full name and residential address.

4. If a co-partnership, state full names and residential addresses of the persons composing it.

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President _____

Secretary _____

Treasurer _____

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? _____

If so, is your principal business the sale of new motor vehicles? _____

Is your principal business the buying and selling of second hand motor vehicles? _____

Is your principal business that of a motor vehicle junk dealer? _____

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

8. Are you a recognized agent of a motor vehicle manufacturer? _____
(Yes or No)

If so, state name of manufacturer _____

9. Have you a signed contract as required by Section 58, Class 1? _____
(Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? _____
(Yes or No)

If so, in what city—town _____

Did you receive a license? _____ For what year? _____
(Yes or No)

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or part thereof ever been suspended or revoked? _____
(Yes or No)

Sign your name in full _____
(Duly authorized to represent the concern herein mentioned)

Residence _____

IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH
FULL INFORMATION, AND FALSE STATEMENTS
HEREIN MAY RESULT IN THE REJECTION OF
YOUR APPLICATION OR THE SUBSEQUENT
REVOCAION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, they must file a duplicate of the application with the registrar. (See Sec. 59)

APPLICANT WILL NOT FILL THE FOLLOWING BLANKS

Application after investigation _____
Approved or Disapproved

License No. _____ granted _____ Fee \$ _____

Signed _____

CHAPTER 140 OF THE GENERAL LAWS, TER. ED., WITH AMENDMENTS THERETO (EXTRACT)

Section 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles, or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof without securing a license as provided in section fifty-nine. This section shall apply to any person engaged in the business of conducting auctions for the sale of motor vehicles.

Section 58. Licenses granted under the following section shall be classified as follows:

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions or this chapter and of rules and regulations made in accordance therewith applicable to holders of licenses of class 2.

Class 2. Any person whose principal business is the buying or selling of second hand motor vehicles may be granted a used car dealer's license.

Class 3. Any person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts, may be granted a motor vehicle junk license.

SECTION 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which will expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no case shall exceed \$100. dollars. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called title registrar, and if the applicant has not held a license in the year prior to such application. such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for addition thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license., Cities and towns by ordinance or by-law may regulate the situation of the premises of licenses within class 3 as defined in section fifty-eight, and all licenses and permits issued here under to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No license or permit shall be issued here under to a person within said class 3 until after a hearing, of which seven days notice shall have been given to the owners of property abutting on the premises where such license or permit is proposed to be exercised. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive or the rules and regulations made there under; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. Any person aggrieved by any action of the licensing board or of officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal there from to any justice at the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appeal, and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The decision of the justice shall be final.

APPLICATION FOR A LICENSE TO BUY, SELL,
EXCHANGE OR ASSEMBLE SECOND HAND
MOTOR VEHICLE PARTS THEREOF

Applicant Will Not Fill The Following Blanks

Application No. _____

Class _____ License No. _____

Name _____

St. and No. _____

City - Town _____

Date Issued _____

Remarks _____

Acts (2002)

Chapter 422

AN ACT RELATIVE TO CERTAIN MOTOR VEHICLE DEALERS.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 140 of the General Laws is hereby amended by striking out section 58 and inserting in place thereof the following section:-

Section 58. (a) Licenses granted under sections 59 and 59A shall be classified in accordance with subsections (b) to (d), inclusive.

(b) *Class 1.* Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter applicable to holders of licenses of Class 2, except subsection (c), and to rules and regulations made under those provisions; and provided further, that such dealer maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N! of chapter 90, and shall remain liable for all warranty repairs made and other obligations imposed by said section 7N! of said chapter 90.

(c) *Class 2.* A person whose principal business is the buying or selling of second hand motor vehicles, a person who purchases and displays second hand motor vehicles for resale in retail transactions, and any other person who displays second hand motor vehicles not owned by him pursuant to an agreement in which he receives compensation, whether solely for displaying the vehicles, upon the sale of each vehicle, or otherwise, may be granted a used car dealer's license and shall be subject to the following conditions:

(1) The person shall obtain a bond, or equivalent proof of financial responsibility as described in paragraph (5), and continue in effect a surety bond or other equivalent proof of financial responsibility satisfactory to the municipal licensing authority in the amount of \$25,000 executed by a surety company authorized by the insurance department to transact business in the commonwealth. The bond or its equivalent shall be for the benefit of a person who purchases a vehicle from a Class 2 licensee, and who suffers loss on account of:-

(i) the dealer's default or nonpayment of valid bank drafts, including checks drawn by the dealer for the purchase of motor vehicles;

- (ii) the dealer's failure to deliver, in conjunction with the sale of a motor vehicle, a valid motor vehicle title certificate free and clear of any prior owner's interests and all liens except a lien created by or expressly assumed in writing by the buyer of the vehicle;
 - (iii) the fact that the motor vehicle purchased from the dealer was a stolen vehicle;
 - (iv) the dealer's failure to disclose the vehicle's actual mileage at the time of sale;
 - (v) the dealer's unfair and deceptive acts or practices, misrepresentations, failure to disclose material facts or failure to honor a warranty claim or arbitration order in a retail transaction; or
 - (vi) the dealer's failure to pay off a lien on a vehicle traded in as part of a transaction to purchase a vehicle when the dealer had assumed the obligation to pay off the lien.
- (2) Recovery against the bond or its equivalent may be made by any person who obtains a final judgment in a court of competent jurisdiction against the dealer for an act or omission on which the bond is conditioned if the act or omission occurred during the term of the bond. Every bond shall also provide that no suit may be maintained to enforce any liability on the bond unless brought within 1 year after the event giving rise to the cause of action.
- (3) The bond or its equivalent shall cover only those acts and omissions described in clauses (i) to (vi), inclusive, of paragraph (1). The surety on a bond shall not be liable for total claims in excess of the bond amount, regardless of the number of claims made against the bond or the number of years the bond remained in force.
- (4) A separate bond shall be required for each different name under which the dealer conducts his business and for each city or town in which the dealer has a place of business.
- (5) In lieu of the bond required by this section, the municipal licensing authority may allow the dealer to deposit collateral in the form of a certificate of deposit or irrevocable letter of credit, as authorized by the banking laws of the commonwealth, which has a face value equal to the amount of the bond otherwise required. The collateral may be deposited with or executed through any authorized state depository designated by the commissioner. Interest on the certificate of deposit shall be payable to the dealer who has deposited it as collateral, or to a person as the dealer or the certificate may direct.
- (6) A surety shall provide to the municipal licensing authority notice of cancellation of the bond within 30 days of the cancellation.
- (7) Upon receipt of notification from a surety that a bond has been cancelled, the municipal licensing authority shall notify the licensee that he has 10 days to comply with the bonding requirement. If the licensee does not comply within the 10 day period, the municipal licensing authority shall revoke the Class 2 license and shall notify the registrar who shall suspend or revoke any dealer plate issued to the licensee pursuant to section 5 of chapter 90.
- (8) A municipal licensing authority shall not issue or renew a Class 2 license unless it is satisfied that a bond or equivalent proof of financial responsibility meeting the requirements of this section is in effect during the term under which the license shall be issued or renewed, and that the licensee maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N! of chapter 90. A used car dealer shall remain liable for all warranty repairs made and other obligations imposed by said section 7N¼ of said chapter 90.

(d) *Class 3.* A person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts may be granted a motor vehicle junk license.

(e) The registrar of motor vehicles, after consulting the office of consumer affairs and business regulation, shall adopt rules and regulations defining sufficient repair facilities for the purposes of subsection (b) and paragraph (8) of subsection (c).

SECTION 2. The regulations adopted by the registrar of motor vehicles under section 58 of chapter 140 of the General Laws, as they were in force on the effective date of this act, shall continue in force until amended as provided in subsection (e) of said section 58 of said chapter 140.

Approved December 24, 2002.