



TOWN OF NORTHBOROUGH

Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
508-393-6996 Fax
www.town.northborough.ma.us

NECESSARY DOCUMENTS TO PROCESS CLASS I, II & III LICENSE APPLICATIONS

The Town of Northborough does not allow Class II and III Licenses unless the property for which you are seeking a Class II or III License is pre-existing.

- Zoning Interpretation Request Form – First and Foremost
 - The form can be found at the bottom of the Licenses & Permits Page or on the Building Department’s Homepage. This form must be signed by the Building Inspector and returned to this office along with the application.
- License Application.
 - Every question must be answered.
 - Description of premises should include buildings, total area, number of parking spaces and entrance and exits.
- Hand-drawn Sketch or Plan of Premises.
 - Plan should indicate the total number of vehicles for display, customer and employee parking.
 - Plan should show the number of available parking spaces used to park vehicles for sale, as well as vehicles for employees and customers.
 - Plan should show all entrance and exits.
- Proof of \$25,000 Bond.
 - Every Class II Dealer must present to the Local Licensing Authority in which he is licensed proof of a \$25,000 bond or acceptable alternative at the time of application for a new license. See MGL, C140, S58 (1-6)
- Documentation of agreement with Repair Facility for Warranty Obligations.
 - Every Class II Dealer must present to the Local Licensing Authority in which he is licensed proof of an agreement with a repair facility for Warranty Obligations. See MGL, C140, S58(8) and C90, S7n.25
- \$100 License Fee – check made payable to the “Town of Northborough”.

Once the above documents are completed and returned to the Selectmen’s Office, copies will be distributed to the Fire and Police Departments for their approval. A hearing will then be scheduled before the Board of Selectmen.

If you have any questions, please contact Executive Assistant Diane Wackell in the Selectmen’s Office at 508-393-5040.



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

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION.

Note: If the applicant has not held a license in the year prior to this application, he must file a duplicate of this application with the registrar (See MGL 140 § 59).

*Pursuant to MGL Ch. 140 § 58(c), any person registering a **Class II** new or renewal license shall obtain a **bond**, or equivalent proof of financial responsibility, and continue in effect to the Town of Northborough in the amount of in **\$25,000**. This bond must be executed by a surety company authorized by the Insurance Department to conduct business Massachusetts and be accompanied by a corresponding Power of Attorney. In lieu of a bond, the dealer may deposit collateral in the form of a certificate of deposit or irrevocable letter of credit with a face value equal to the \$25,000, in any authorized state depository designated by the commissioner.*

Apply for (check one): CLASS I CLASS II CLASS III

Name _____ Business Name _____
Business Address _____
Residential Address _____
Telephone _____ Email _____
SS# or EIN# _____

Business Type (i.e. Individual/Partnership/Association/Corporation - select and complete one):

INDIVIDUAL (check)
Owner name and residential address _____

PARTNERSHIP (check)
Partner names and residential addresses _____

ASSOCIATION (check) -OR- CORPORATION (check)
Please provide names and residential addresses of the principal officers.

Business Description and History:

Please give a complete description of all the premises to be used for the purpose of carrying on the business. (Note: This application is to be accompanied by copies of a detailed site plan to include designated fire lanes, egress, etc. as well as all painted lines accurately reflecting all individual parking spaces and labeled "new", "used", "display" & "storage" vehicles, as well as "employee" and "customer" parking.)

OUTSIDE LOT CONFIGURATION: Total number of Vehicles _____

Customer Parking Spaces _____ # Employee Parking Spaces _____

Display Vehicles _____ # Storage Vehicles _____

____ **CLASS I LICENSE:**

If the principal business is the sale of **new** motor vehicles, please complete the following:

Is this dealership a recognized agent of a motor vehicle manufacturer? YES or NO

Does this dealership have a signed contract pursuant to MGL 140 §58(b)? YES or NO

If yes, state name/address of manufacturer: _____

____ **CLASS II LICENSE:**

If the principal business is the buying and selling of **second hand** motor vehicles, please complete the following:

Do you have other licenses to deal in **second hand** motor vehicles? YES or NO

If yes, name of business and complete address _____

____ **CLASS III LICENSE:**

If the principal business is that of a **motor vehicle junk dealer**, please complete the following:

Do you have other licenses as a **motor vehicle junk dealer**? YES or NO

If yes, name of business and complete address _____

Has any license to deal in motor vehicles or parts thereof issued to you by the Commonwealth of Massachusetts or any other state ever been suspended or revoked? YES or NO

If yes, Please provide name and complete address of business:

I submit this application in accordance with all provisions of Mass General Laws, Chapter 140

Applicant Signature Date: _____



TOWN OF NORTHBOROUGH Building Department
 Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5010 • Fax 508-393-3130

ZONING INTERPRETATION REQUEST FORM

Property Address: _____ Northborough, MA 01532

Does the Property Have: Public Water: Yes___ No___ Public Sewer: Yes___ No___

Current Use: _____

Proposed Use: _____

Applicant Name: _____ Phone Number: _____

Email Address: _____

For Official Use Only

Map & Parcel Number: _____ Property Zoning District: _____ Flood, wetlands _____
 Groundwater Protection Overlay District: Area 1___ Area 2___ Area 3___ N/A___
 Lot Area Required _____ Have _____ Street Frontage Required _____ Have _____
 Setbacks Required _____ Have _____ Bylaw Citation for Proposed Use: _____

Comments: _____

Is the proposed use allowed in the Zoning District: Yes___ By PB___ By ZBA___ No___
 Does the use require a GPOD Special Permit: Yes___ No___ N/A___ Conservation required: Yes___ No___
 Special permit required: Yes___ No___ N/A___ Special Permit w/ Site Plan Approval: Yes___ No___
 Earthwork permit required: Yes___ No___ Design Review required(7-03-060): Yes___ No___

Signature: _____

Date: _____

Robert J. Frederico
Inspector of Buildings/Zoning Enforcement Officer

This Zoning Interpretation is for informational purposes only. This Zoning Interpretation does not give permission to construct, alter, demolish or change the use of a property. This Interpretation may require a variance and/or special permit which is granted by either the Zoning Board of Appeals (ZBA)/Planning Board (PB) or both.