



Town of Lee
Select Board
32 Main Street
Lee, Massachusetts 01238

Tel. (313) 409-5975
Fax (413) 243-5523
Website: <http://www.lee.ma.us>

Instructions for completing application:

TYPE OF LICENSE: Class I & Class II Auto Dealer

Applications submitted without all required documentation and fees will not be accepted.

1. Obtain a Federal Identification (FID) Number
2. If this is a new business or there is new ownership, file with Assessor's Office for personal property taxes and file a business certificate (d/b/a 'doing business as') in the Town Clerk's Office for \$25.00 with Rachael Armstrong, ramstrong@town.lee.ma.us
3. Submit completed application which must include a copy of the floor plans and plot plans signed by the Building Commissioner/Inspector and the Fire Chief. The plot plan should include where vehicles for sale, employee parking, customer parking, and ADA accessible parking will be.
4. If the applicant does not own the premises, submit a letter from the owner granting permission to operate an auto lot
5. **A public hearing is required and a legal notice must be published.** The applicant must submit a fee of \$150.00 by check made payable to the Town of Lee. The fee will cover the legal notice and abutter notification, all handled by the Select Board's Executive Assistant, Sabrina Touhey, stouhey@town.lee.ma.us
6. The applicant will be invoiced for any remaining balance that exceeds the \$150.00 fee, which will be due before the public hearing date.
7. After approval of the license(s), the applicant must submit proof of Worker's Compensation Insurance, proof of a \$25,000 surety bond, and fees for the license made payable to the Town of Lee

A completed application must be submitted no later than two weeks prior to the next Select Board meeting in order to be placed on the agenda.

IMPORTANT

Every question must be answered with full information, and false statements herein may result in the rejection of your application or the subsequent revocation of your license if issued.

FEES:	
Class I	\$100.00 annually
Class II	\$50.00 annually

License period runs January 1st – December 31st



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THE COMMONWEALTH OF MASSACHUSETTS TOWN OF LEE

APPLICATION FOR CLASS I & CLASS II AUTO DEALER LICENSE

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a Class I and/or Class II license, to buy, sell, exchange, or assemble first-hand and/or second-hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the Massachusetts General Laws.

Business Information:		
Business Name:	d/b/a	
Physical Address:		
City:	State:	Zip:
Mailing Address (if different):		
City:	State:	Zip:
Business Phone Number: () -		
Email:		
Are you recognized agent of a motor vehicle manufacturer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If so, please state name of manufacturer:		

*If a corporation or LLC, please submit a copy of the **Articles of Organization** from the Secretary of the Commonwealth.*

Class of License: Class I <input type="checkbox"/> Class II <input type="checkbox"/>
Name of Property Owner:
Mailing Address of Property Owner:

***If the applicant does not own the premises, submit a letter from the owner granting permission to operate an auto lot.**

Description of Premise (please include all buildings on property and what they are used for):
Proposed Business Hours:
Maximum number of vehicles to be parked:
Automobiles based on area of 9'x20':
Motorcycles based on area of 4'x6':
Trucks over an axle based on area of 12'x25':
Have you ever applied for license to deal motor vehicles or parts thereof before? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, in what city/town: Did you receive a license? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what year(s) was your license valid? Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicant Information:		
Name:		
Physical Address:		
City:	State:	Zip:
Mailing Address (if different):		
City:	State:	Zip:
Phone Number: () -		
Email:		
Social Security Number:		
Are you a US citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Father's Name:		
Mother's Current Name:		
Mother's Maiden Name:		
Have you ever been convicted of a violation of the law? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If so, please give details:		

Prior Auto Dealer Business Experience:
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Employment for the Last Five Years:		
Business Name:		
Address:	City:	State/Zip: /
Telephone: () -	Dates of Employment:	
Position Held:		

Business Name:		
Address:	City:	State/Zip: /
Telephone: () -	Dates of Employment:	
Position Held:		

Business Name:		
Address:	City:	State/Zip: /
Telephone: () -	Dates of Employment:	
Position Held:		

Hours per week to be spent on the licensed premise:

Signature: _____ Date: _____

I hereby swear under the penalties of perjury that the information I have given is true to the best of my knowledge and belief.

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 of 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 shall 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 fifty 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 the 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 or 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 licensee's 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 licensees within class 3 as defined in section fifty-eight and all licenses and permits issued hereunder 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 hereunder 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 license 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 thereunder; 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 officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal therefrom to any justice of 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.