



TOWN OF SPENCER, MASSACHUSETTS
CHECKLIST FOR APPLICATION FOR
CLASS I LICENSE

Class I License Checklist

Class 1. Any person 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.

1. Contact Building Inspector to ensure location is zoned for type of use.
2. Submit the following to the Board of Selectmen's office:
 - Zoning compliance verification signed by Building Inspector.
 - Copy of the completed application.
 - Proof of control of premises (deed or lease).
 - Tax and insurance attestation.
 - Workers' compensation affidavit.
 - Workers' compensation insurance certificate.
 - Proof of contractual agreement with a local repair facility or notice that you warranty repairs on site.
 - Map/drawing of site to be licensed, including layout of where cars will be located.
 - Check, made out to Town of Spencer, in the amount of \$75 for legal ad fee. This ad will run in the *Spencer New Leader* at least ten days before the public hearing.
 - Current list of abutters from Board of Assessors, \$25 administrative fee, and total cost of the mailing. All persons owning property within a 300-foot radius of the property line of the premises subject to application shall be notified by certified mail. The Board of Selectmen's office will mail the notices to the abutters at least ten days before the hearing.
3. Attend public hearing held by Board of Selectmen.
4. If license is approved, submit a check for \$100 for the license fee.