



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

### Class II License Checklist

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.

1. Check with the Building Inspector to make sure zoning requirements are met.
2. Once zoning is approved and any necessary special permits received, submit the following paperwork 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.
  - \$25,000 bond listing the Town of Spencer as the obligee.
  - Proof of contractual agreement with a local repair facility or notice of 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 the legal advertisement. This ad will run in the *Spencer New Leader* at least ten days before the public hearing.
  - Certified list of abutters from Board of Assessors to notify all persons owning property within a 300-foot radius of the property line. Notification must be by certified mail, at applicant's expense. The Selectmen's office will mail the notices to the abutters at least ten days before the hearing. There is a \$25 fee for the certified list, plus the cost of mailing each abutter.
3. Attend public hearing held by Board of Selectmen.
4. If license is approved, submit a check for \$100 for license fee.
5. Remember to keep a record book of your activities, which you may need to present at the renewal hearing each year.