



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

Class III License Checklist

A person whose principal business is the buying of secondhand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of secondhand motor vehicles or tires, or the assembling of secondhand motor vehicle parts may be granted a motor vehicle junk 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 completed application.
 - Proof of control of premises (deed or lease).
 - Tax and insurance attestation.
 - Workers' compensation affidavit.
 - Workers' compensation insurance certificate.
 - 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.
5. Remember to keep a record book of your activities, which you may need to present at the renewal hearing each year.