



# TOWN OF FREETOWN

## OFFICE OF THE *BOARD OF SELECTMEN*

3 North Main Street - P.O. Box 438

Assonet, Massachusetts 02702

Tel: (508) 644-2201

Fax: (508) 644-3342

### **Necessary Steps to Obtaining a NEW Class I, Class II or Class III Motor Vehicle Dealer's License**

1. Zoning Determination – check with the Zoning Enforcement Officer to see if the proposed site is in an area zoned to allow for this type of use. This zoning determination should also include a recommendation on the number of vehicles allowed to be sold at the property. This step is subject to processes, schedule and fees of the Building Department; additional fees may be incurred from that office. Once the applicant receives this letter from the Building Department, the following steps can continue.
2. Obtain a Motor Vehicle Dealer's License application from the Board of Selectmen's office, or from the Town's website. Once completed, this application should be returned to the Board of Selectmen's office for further verification, along with a check for \$100.00, payable to the Town of Freetown. It is recommended the applicant keep a copy of their application for their records.
  - a. If applying for a Class II Motor Vehicle Dealer's License, the state regulations require that you possess a surety bond in the amount of \$25,000.00. A copy of said bond must be returned with your application **prior** to a hearing being scheduled.
  - b. A signed Workers' Compensation Insurance Affidavit **must** be attached to the Dealer's License application. If you have no employees, you must still fill out this document, selecting the proper option, and sign the document. This form is included in the application packet.
  - c. A signed affidavit to the Town of Freetown, pursuant to Chapter 62C, Section 49A and Chapter 40, Section 57 of the Massachusetts General Laws relative to payment of taxes **must** be attached to the Dealer's License application. This form is included in the application packet.
  - d. A simple sketch of the site must be submitted with the application, indicating how many vehicles are desired and where they will be located in relation to building on the site and in the roadway. This sketch will be verified with the Zoning Enforcement Officer.
3. You must obtain a list of abutters from the Assessor's Office. This list should include all abutters within three hundred (300) feet. This step is subject to processes, schedule and fees of the Assessor's Office; additional fees may be incurred from that office. Once the applicant receives this list from the Assessor's Office, it should be provided to the Board of Selectmen's office, to be utilized in the notification of abutters.
4. A Public Hearing will be scheduled through the Board of Selectmen's office once all paperwork is received. Please note that this Public Hearing will be scheduled for a meeting of the Board of Selectmen, so is subject to their meeting schedule. The Administrative Assistant will notify you of

the date, time and location of the hearing once determined. The fee for scheduling a Public Hearing is \$100.

5. Notification of Abutters – the Board of Selectmen’s office will provide proper abutter notification. All notification must be made at least seven (7) days prior to the public hearing, not including the date of the hearing. There are two types of required notification:
  - a. Certified Mail with Return Receipt – Abutters must be notified via certified mail with return receipt. The Selectmen’s office will prepare the mailings, but the applicant is responsible for mailing the abutter notifications via certified mail with return receipt, including the cost for postage. Green receipt cards will be returned via mail to the Selectmen’s office, but the green & white certified mail slips must be provided to the Selectmen’s office by the close of business (12 noon) the Friday prior to the Public Hearing.
  - b. Newspaper notification – notice must be posted in a newspaper servicing the area of the business (i.e. New Bedford Standard Times, Fall River Herald, Taunton Daily Gazette). The Selectmen’s office will provide the applicant with the proper newspaper posting, but the applicant is responsible for contacting the newspaper, posting the notification, and the cost for doing so. A “tear sheet” copy of the posting will be provided by the newspaper, which must be provided to the Selectmen’s office by the close of business (12 noon) the Friday prior to the Public Hearing.
6. Please note: if a Public Hearing **cannot** proceed without the proper notice to abutters. If a Public Hearing must be rescheduled due to a lack of notice, steps 4 & 5 must be repeated; the \$100 Public Hearing fee will be assessed again once a hearing is scheduled, and applicant will be responsible for postage and newspaper fees once more.
7. Please note: the Building Commissioner, Fire Chief and Wiring Inspector must inspect the site as per the “Motor Vehicle Dealer License Regulations”, effective January 1, 1990.
8. If the license is **not** granted, the application fee will be returned to the applicant. Other fees incurred are non-refundable.
9. Please note that if a license is granted by the Board of Selectmen, it can be revoked at any time by the Licensing Authority. A hearing will be scheduled before a license is revoked.

#### **Necessary Steps to RENEW a Class I, Class II or Class III Motor Vehicle Dealer’s License**

1. Renewal packets will be mailed out by the Board of Selectmen’s office late in the year, with that year’s renewal deadlines. The packet will include the same blank application as a new application, complete with the Worker’s Compensation affidavit and affidavit to the Town of Freetown regarding payment of taxes. All forms must be completed upon returning it to the Board of Selectmen’s office, along with a check for \$100.00, payable to the Town of Freetown.
  - a. The surety bond must be current. Please include proof of renewal along with the application. (applies to Class II Licenses only)
2. There is NO Public Hearing or abutter notification requirement for renewals.
3. Once renewed by the Board of Selectmen, licenses will be mailed to applicants.

### Simple Checklist

Item	Fee
Zoning Determination – received from Zoning Enforcement Officer	*
Application Packet Filled Out	\$100
Class II License Only: \$25,000 Surety Bond (Class II only)	*
Worker's Compensation Affidavit	
Affidavit to Town of Freetown re: Payment of Taxes	
Simple sketch of site	
List of Abutters – received from Board of Assessor's Office	*
Public Hearing Date:	\$100
Abutter notifications via mail	*
Abutter notification via newspaper	*
Public Hearing	
License	

\* Stars indicate that no fee is due to the Board of Selectmen's Office, but may be incurred from other offices and/or entities