



Licensing Department, 150 Concord Street – Memorial Building – Room 203, Framingham, MA 01702-8325  
Telephone: 508-532-5402 FAX: 508-532-5769

Diane Willoughby, Licensing Coordinator [drw@framinghamma.gov](mailto:drw@framinghamma.gov)

### Class I, II, III Auto Dealer Application

Application Fee \$15.00

Licensing Fee: \$100. per year

Legal Notice Fee if newly licensed location- \$125

New Application \_\_\_\_\_ Transfer \_\_\_\_\_ From \_\_\_\_\_ Date \_\_\_\_\_  
Other \_\_\_\_\_

Class I – New Vehicles \_\_\_\_\_ Class II – Used Vehicles \_\_\_\_\_ Class III – Junk Vehicles \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Federal ID #: \_\_\_\_\_ if none Social Security #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Proposed Establishment: \_\_\_\_\_

Days & Hours of operation: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Are you engaged principally in the business of buying, selling or exchanging motor vehicles? Yes \_\_\_ No \_\_\_

Is your principal business the sale of new motor vehicles? Yes \_\_\_ No \_\_\_

Is your principal business the buying and selling of second hand motor vehicles? Yes \_\_\_ No \_\_\_

Do you have a repair facility on premises? Yes \_\_\_ No \_\_\_ If No, provide address of repair facility

\_\_\_\_\_

Copy of contractual repair agreement must be provided before license is issued. The City of Framingham must be notified within 21 days of any changes to this agreement. Repair facility must be an enclosed structure with an interior workspace. a). length must exceed by ten feet the length of the longest motor vehicle subject to repair b). width must exceed by five feet the widest motor vehicle subject to repair.

Is your principal business that of a motor vehicle junk dealer? \_\_\_\_\_

If Class II License, do you (Circle all that apply) (a) Sell used cars only (b) Rent or lease autos with incidental sale to the public or (c) Conduct auctions.

Are you familiar with MGL Ch. 140, Sections 57 thru 69. RMV-DRT-1 Forms (Dealer Reassignment of Title) -Used Vehicle Record Book? Yes \_\_\_ No \_\_\_

Give a complete description of the premises (Lot & Building sq. ft.) (number of cars/parking spaces)

\_\_\_\_\_

Parking Plan Attached \_\_\_\_\_ Site Plan Attached \_\_\_\_\_

Are you a recognized agent of a motor vehicle manufacturer? Yes \_\_\_\_ No \_\_\_\_

If so, state the name of manufacturer \_\_\_\_\_

Do you have a signed contract as required by Ch. 140, section 58, Class I? Yes \_\_\_\_ No \_\_\_\_

Have you ever applied and/or received a license to deal in second hand motor vehicles or parts? Yes \_\_\_\_ No \_\_\_\_ If so, in what city/town \_\_\_\_\_

Do you have a similar business at any other location? Yes \_\_\_\_ No \_\_\_\_ If yes, list business names and addresses

\_\_\_\_\_

Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts ever been suspended or revoked (MGL Ch. 140)? Yes \_\_\_\_ No \_\_\_\_

Proof of \$25,000 Bond required for all Class II License.

Proof of Workers Compensation Insurance required for all licenses.

I, the undersigned, state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge. Furthermore, I certify under the penalties of perjury, that all taxes, fees, and fines owned to the Commonwealth of Massachusetts and to the City of Framingham have been paid:

\_\_\_\_\_  
Applicant's Signature

Class II License Applicants Only: I, certify under the penalties of perjury that I will provide proof of a valid \$25,000 bond prior to being issued a Class II Used Car Dealer License

\_\_\_\_\_  
Class II Applicant's Signature

***For City Use Only***

INSPECTIONAL SERVICES \_\_\_\_\_  
Memorial Building, Rm. 203 Date

TREASURER \_\_\_\_\_  
Memorial Building, Rm.109 Date

FIRE DEPARTMENT \_\_\_\_\_  
10 Loring Drive Date

POLICE DEPARTMENT \_\_\_\_\_  
1 William Welch Way Date

SEALER OF WEIGHTS & MEASURES \_\_\_\_\_  
Memorial Building, Rm. 207 Date

Affidavit

W/C Proof

Bond Proof (Class II)

## Framingham General Bylaw – Article VIII, Section 6.2

On May 3, 1999, the Town of Framingham at its Annual Town Meeting voted to adopt Article VIII, Section 6.2 for all car dealerships:

6.2 In addition to the requirements imposed by MGL, to be eligible for a motor vehicle dealer's license, an applicant must:

1. have the sale of motor vehicle their principle business.
2. maintain or demonstrate access to repair facilities sufficient to enable the dealer to satisfy the warranty repair obligations imposed by state statute. This provision shall apply to Class I & II dealers.
3. have a valid (unexpired) Special Permit granted by the Zoning Board of Appeals unless otherwise "grandfathered" from this provision.
4. have all property taxes and fees paid to and documented by the Town Treasurer.
5. have the site of the dealership inspected by the designated town departments to determine if all conditions of the Special Permit and all safety regulations are met.

6.3 Motor vehicles for sale or lease may not be displayed more than one foot above finished grade, located on buffer areas designed for landscaping.

### Town of Framingham Zoning Bylaw – Section III – Use and Dimensional Regulations

#### C. Business Districts 3.General Business District (B-3 and B-4), 3.c.(2)

A used car dealer may not be located within 1,000 feet of another used car dealer unless it is a legal pre-existing use of the land.

MGL Ch. 140, Sections 57 thru 69

#### INSTRUCTIONS FOR OBTAINING A NEW CLASS I, II or III LICENSE

Contact the Building Inspector's office, Room 203, 508- 532-5500, to file a "Zoning Determination Form" to determine if proposed location is properly zoned (or special permit is required from the Zoning Board of Appeals or site plan review from the Planning Board).

If a Special Permit is required submit the application for a Special Permit to the Zoning Board of Appeals.

If the Special Permit application is granted by the ZBA, submit a copy of the Special Permit along with the 20 day appeal letter from the City Clerk's office.

The following must be submitted along with the licensing application: Site plan, parking plan, lease, bill of sale, articles of organization or business certificate, dealership agreement, service agreement. Applicant must attend Board of License Commissioners' hearing where application is considered.

All Class II licenses are required to carry a \$25,000 Bond.

Workers' Compensation Affidavit and Proof of Workers' Comp Insurance (Framingham License Coordinator must be named as Certificate Holder) required for all Classes.

New licensed location requires a legal notice in the local newspaper. The fee for placing the ad is \$125.00 and is due with the application.