

Class 1 2 or 3 Automobile License Checklist

This application will be returned if the following documentation is not submitted:

- ☐ Class 1 2 or 3 Automobile License Application.
- ☐ Business Structure Documents
 - If Sole Proprietor, Business Certificate
 - If partnership, Partnership Agreement
 - If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth
- ☐ Federal Certification and State Tax Certificates completed, dated and signed
- ☐ Signed CORI authorization for ALL officers, stockholders and directors accompanied by a clean and legible copy of the front and back of the individuals drivers license (on one page) attached to each individuals CORI form
- ☐ Detailed plan or sketch drawn to scale showing the interior and exterior of the site including interior & exterior of building, marked & numbered parking spaces for display, service, employee and customer parking.
- ☐ Workers Compensation Affidavit completed, dated and signed
- ☐ \$200 Fee paid by check made payable to the Town of Hanover. (application fee)
- ☐ **(Class 1 only)** Provide a copy of the franchise agreement with the manufacturer and a certified list of direct abutters obtained from the Hanover Assessors' Office.
- ☐ **(Class 2 only)** Bond or equivalent proof of financial responsibility in the amount of \$25,000 executed by a surety company authorized by the insurance department to transact business in the Commonwealth (M.G.L.c. 140, 58, Supplement to M.G.L. c. 138-140E). Abutter notification not required.
- ☐ **(Class 3 only)** A certified list of direct abutters must be obtained from the Hanover Assessors' Office. A notice of public hearing for publication will be provided to you by the Licensing Coordinator when a hearing is scheduled (M.G.L.c. 140 § 59). Seven days' notice **must** be provided to abutters prior to hearing.
- ☐ **(Class 3 only)** Affidavit of notice to abutters for a public hearing