

**CITY OF NORWALK
MOTOR VEHICLE LICENSE APPLICATION FORM**

March 30, 2015

FEE: MOTOR VEHICLE LICENSE \$510.00 **Fee Paid:** _____

(NOTE: Payment of this application fee must be made by credit or debit card **only**; cash and checks are not accepted.

Fee includes \$60 for State of Connecticut land use processing fee)

Application for:

() Motor Vehicle Repairer License () Motor Vehicle Dealer License

Ten copies of this application must be filed with a check for above fee payable to "Treasurer - City of Norwalk", **four (4) copies of Class A-2 Survey** showing all buildings - existing and proposed; and **4 sets of dimensioned site plans or architectural plans if any interior or exterior improvements are proposed**. Answer all questions fully using separate sheet if necessary. Please read instructions carefully. **All applications and supplemental information sheets must be typed.**

_____, 20 ____

APPLICANT(S) NAME: _____

ADDRESS: _____

TEL. # _____ FAX # _____

LOCATION OF OPERATION TO BE LICENSED: _____
(Street Address)

DATE ACQUIRED: _____

OWNER'S NAME: _____ (If other than applicant)

OWNER'S ADDRESS: _____

PLATE ___ DIST. ___ BLOCK ___ LOT ___ ZONE ___ FL. ELEV. ___ CAM _____

1. IF APPLICANT IS NOT THE OWNER, STATE APPLICANT'S INTEREST.

2. WHAT PREVIOUS APPLICATION(S) HAVE BEEN MADE FOR THIS PROPERTY, including prior applications to Zoning Board of Appeals. (Give prior owner name, address, phone number, type of license and other details).

3. DOES PROPERTY CONTAIN WETLANDS OR A WATERCOURSE?

4. If a public hearing is required, it is the Applicant's responsibility to notify all adjoining property owners including those across the street (see attached Notification Instructions). List the name and mailing address of such owners.

I HEREBY CERTIFY THAT ALL OF THE STATEMENTS HEREIN CONTAINED ARE TRUE AND CORRECT.

Applicant's Signature

Property Owner's Signature

(FOR STAFF USE ONLY)

COMMITTEE REVIEW DATE: _____
PUBLIC HEARING DATE (if required): _____
COMMISSION ACTION DATE: _____
EFFECTIVE DATE: _____

GRANTED ()
GRANTED W/CONDITIONS ()
DENIED ()

(Staff signature)

APPLICATION NOTIFICATION INSTRUCTIONS

Notification of Neighbors

Applications which require a Public Hearing shall comply with the following notice requirements:

The Applicant shall notify by certified mail, return receipt requested at least ten (10) days prior to the public hearing, the owners of land which abut or are directly across the street from the subject parcel. The names and addresses of the owners shall be obtained by the Applicant in person from the latest Tax Assessor records.

When a condominium is located across the street, or abuts the subject proposal, notification may be sent to the condominium association in lieu of the individual unit owners. **Evidence of certified mailings shall be submitted by the Applicant at the public hearing.**

Notification Form to be used:

Dear

Be advised that _____ has applied for a Motor Vehicle License for property

Applicant name

located at the following address: _____.

Street name and number and District, Block and Lot number

The proposal is for _____.

Description of proposal

will conduct a Public Hearing on this proposal on _____ in the

Day, Date, Time

Common Council Chambers, Norwalk City Hall. You are being notified because your property abuts or is located directly across the street from the subject parcel. The application is on file in the Planning and Zoning Commission Office, City Hall, 125 East Avenue, Norwalk, Connecticut, 06856-5125.

IMPORTANT NOTICE

TO ALL APPLICANTS FOR MOTOR VEHICLE LICENSE EFFECTIVE January 31, 2008

DUE TO RECENT CHANGES IN THE CT. GENERAL STATUTES, THE ZONING COMMISSION WILL REVIEW REQUESTS FOR CERTIFICATE OF APPROVAL OF THE LOCATION FOR ALL MOTOR VEHICLE DEALERS & REPAIRERS:

1. ALL APPLICATIONS MUST BE TYPED INCLUDING ANY SUPPLEMENTARY INFORMATION & INCLUDE CORRECT FEE
2. ALL BLANKS MUST BE ACCURATELY COMPLETED, AND ALL QUESTIONS ACCURATELY ANSWERED;
3. TEN (10) COPIES OF COMPLETED APPLICATION FORM;
4. ORIGINAL STATE DEPARTMENT OF MOTOR VEHICLES K-7 FORM
5. FOUR (4) COPIES EACH OF:
 - A. CLASS A-2 SURVEY (WITH APPLICABLE INFO);
 - B. AREA SURVEY SHOWING PROXIMITY TO SCHOOLS, HOSPITALS, CHURCHES, THEATERS & LIBRARIES AS PER SECTION 118-1010
 - C. DIMENSIONED, SCALED FLOOR PLAN AND ELEVATION GENERAL ARRANGEMENT DRAWINGS OF EXISTING & PROPOSED CONSTRUCTION (AS APPLICABLE); MUST BE PROVIDED.ALL EXHIBITS MUST BE FOLDED TO APPROXIMATELY 8 1/2 X 11-INCH SIZE.
5. OPERATOR(S) OF ANY PROPOSED MOTOR VEHICLE ENTERPRISE AND THE OWNER(S) OF THE PROPERTY WHERE THE BUSINESS IS PROPOSED MUST BOTH APPEAR AT ANY ZONING COMMISSION MEETINGS AND BE PREPARED TO GIVE TESTIMONY AS THE COMMISSION MAY REQUIRE.

NOTE: FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE POSTPONEMENT OF COMMISSION ACTION ON THE MOTOR VEHICLE LICENSE.

6. PAYMENT FOR LEGAL NOTICE PUBLICATION: WHERE A PUBLIC HEARING IS REQUIRED, APPLICANTS SHALL BE RESPONSIBLE FOR PAYMENT OF THREE LEGAL NOTICES IN THE HOUR NEWSPAPER. TWO NOTICES WILL ADVERTISE THE APPLICATION'S PUBLIC HEARING DATE AND ONE WILL ADVERTISE THE COMMISSION'S ACTION ON THE APPLICATION. THE P&Z STAFF WILL PROVIDE THE REQUIRED LEGAL NOTICES TO THE HOUR. APPLICANTS MUST CONTACT THE HOUR AT THE ADDRESS GIVEN BELOW TO ARRANGE FOR PAYMENT IN ADVANCE OF THE PUBLICATION DATE.

CLASSIFIED ADVERTISING MANAGER
THE HOUR
346 MAIN AVENUE
NORWALK, CT 06851
Phone: (203) 846 - 3281
Fax: (203) 846 - 9897

**SUPPLEMENT TO APPLICATION FOR CERTIFICATE OF APPROVAL FOR
MOTOR VEHICLE DEALERS' OR REPAIRERS' LICENSE**

APPLICANT: _____

LOCATION: _____

TYPE OF LICENSE: _____

Check applicable spaces to indicate operations that will be performed:

SALES

- New cars
- Used cars
- New trucks
- Used trucks
- New motorcycles
- Used motorcycles
- Motor homes

OTHER

- Towing

SERVICES

- Body manufacture
- Body repair
- General mechanical repairs
- Electrical repairs
- Tire repairs
- Upholstering
- Glazing
- Welding
- Painting
- Cooling system repairs
- Fuel system repairs
- Exhaust system repairs
- Brake adjustment, relining & repairs
- Wheel alignment & balancing
- Shock absorbers - Repair & replacement
- Spring replacement & adjustment

List below any work to be performed not listed above:

Applicant(s) signature

Property Owner(s) signature