



CITY OF ANOKA
2015 First Avenue, Anoka, MN 55303
Licensing: 763-576-2710

SALE OF USED MOTOR VEHICLES

Information included in this application is PUBLIC INFORMATION and will be provided to the public upon request

PLEASE FULLY COMPLETE THE APPLICATION AND PRINT LEGIBLY

Required Documentation: Applications cannot be accepted without the following attachments and payment.

- Copy of Current Photo I.D.
SP:C1 Tax Clearance Form
Worker's Compensation Form
If Applicable, Supplemental Details Sheet

CHOOSE APPROPRIATE TYPE OF YOUR APPLICATION

- New Applicant:
Lapsed/Reapplying as New
Payment of Investigation Fee \$25.00
Payment of \$125.00 Annual Fee
Additional Fee of \$25.00

If you had a license that has lapsed you must pay an additional \$25.00. If your license has lapsed and is being submitted over thirty (30) days past it's expiration date or due date, you must apply as a new license and pay all applicable fees related to a new license.

PERSONAL INFORMATION

Individual Submitting Application (Full First, Middle, Last Name)

Home Street Address City/State Zip

Home Phone (including area code) Cell Phone (including area code)

Date of Birth: Drivers License #

State of Issuance:

BUSINESS LOCATION INFORMATION

Business Name

Business Street Address

City/State

Zip

Business Phone (including area code)

Alternate Phone (including area code)

PLEASE ANSWER ALL QUESTIONS TRUTHFULLY AND TO THE BEST OF YOUR KNOWLEDGE

(attached additional sheets as necessary)

1. Have you ever been convicted of violation of local ordinances or applicable zoning regulations?

Yes (provide details on attached paper) No

Have you been convicted within the previous five (5) years of the date of application of knowingly receiving stolen goods? Yes (provide details on attached paper) No

Have you been convicted within the previous five (5) years of the date of application of a petty misdemeanor, misdemeanor, or gross misdemeanor, relating to the sale of motor vehicles, the operation of a motor vehicle business or its' motor vehicle business transactions?

Yes (provide details on attached paper) No

Have you been convicted within the previous ten (10) years of the date of application of any felony?

Yes (provide details on attached paper) No

2. Have you ever been denied a license to conduct a like or similar activity or had such license suspended, revoked, or canceled, in any City/State? Yes (provide details on attached paper) No

4. List all names, nicknames and aliases by which you have been known:

5. List two (2) of your previous addresses, immediately prior to your present address:

Street Address

City/State

Zip

Street Address

City/State

Zip

(I) do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Anoka, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar the requirements of the City, which is detailed in the pertinent section of the Anoka City Code, which was provided to me with my original application, and of which I may request additional copies of by contacting the office of the City Clerk.

Signature of applicant:

Date: _____

Signature: _____

Date Received: _____

(for office use only)
Received By: _____

Complete Incomplete

SUPPLEMENTAL DETAILS

LICENSE TYPE:

SALE OF USED MOTOR VEHICLES

Additional Documentation: Applications cannot be accepted without the following:

➤ **Copy of current State of Minnesota Dealer's License**

YES NO

I am the owner of the property premises for which this license will be granted.

If no, you must attach proof of your authorized use or lease with the owner, providing the name, address and phone number of the property owners.

YES NO

I am the sole owner of the business for which this license will be granted.

*If jointly owned or partnership, you must provide the following information on any/all joint owners and partners.
(Use additional sheets as necessary)*

Joint Owner/Partner

(Full First, Middle, Last Name)

Home Street Address

City/State

Zip

Home Phone (including area code)

Cell Phone (including area code)

Date of Birth: _____

Drivers License # _____

State of Issuance: _____

YES NO

I have additional dealership locations. If yes, provide name, address and phone # of dealership locations. (Use additional sheets as necessary)

(DEALERSHIP NAME)

Address

City/State

Zip

Phone (including area code)



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AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION
FOR CITY OF ANOKA BACKGROUND CHECK
PLEASE ATTACH A COPY OF YOUR DRIVERS LICENSE.

License you are applying for: _____

Full Name: _____
First Middle Last

Home Address: _____
House # Street City State & Zip

Home Phone Number: _____
Include Area Code

If applicable, complete the following:

Business Name _____

Business Address: _____
Building # Street City State & Zip

Business Phone Number: _____
Include Area Code

Date of Birth: _____

Drivers License Number (copy of DL attached): _____

DL/State of Issuance: _____

I understand that the above-mentioned information about me may be protected under state and /or federal privacy laws or City policy and may not be disclosed without my prior written consent unless otherwise required by law.

I hereby release the City of Anoka from any and all liability for its receipt and use of information and records received pursuant to this consent. I further acknowledge that I have carefully read this release, fully understand its terms and legal significance, and execute it voluntarily.

Signature of Individual Authorizing Release

Date

LICENSE APPLICANT:

Pursuant to Minnesota Statute 270C.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business Tax Identification Number and the Social Security Number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

Licensing Authority: City of Anoka
 License Year Applying for: _____

PERSONAL INFORMATION:

Applicant name: _____
 Applicant address: _____
 Social Security No: _____

BUSINESS INFORMATION:

Business name: _____
 Business address: _____

Minnesota Tax Identification No.: _____
 Federal Tax Identification No.: _____

If a Minnesota Tax Identification Number is not required, you must explain on the reverse side.

DATE

APPLICANT'S SIGNATURE AND TITLE (if any)

**-CERTIFICATE OF COMPLIANCE-
MINNESOTA WORKERS' COMPENSATION LAW**

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business OR engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181 Subdivision 2. The information required is: the name of the insurance company, the policy number, the dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in their company file. It will be furnished, upon request, to the Department of Labor and Industry to check for compliance with Minnesota Statute Section 176.181, Subdivision 2.

This information is required by law. Licenses and permits to operate a business or engage in an activity may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely reported, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner or the Department of Labor and Industry payable to the Special Compensation Fund.

Provide the information specified above in the spaces provided, or certify the precise reason your business is excluded from compliance with the insurance coverage requirement for workers' compensation.

Insurance Company Name: _____
(NOT the Insurance Agent)

Policy Number or Self-Insurance Permit Number: _____

Dates of Coverage: _____ to _____

******* (OR) *******

I am not required to have workers' compensation liability coverage because:

- I have no employees.
- I am self-insured (you must include the permit to self-insure)
- I have no employees who are covered by the workers' compensation law
(these include: Spouse, Parents, Children, and certain farm employees)
- Other (must specify): _____

APPLICANTS MUST COMPLETE AND SIGN BELOW:

I HAVE READ AND UNDERSTAND MY RIGHTS AND OBLIGATIONS WITH REGARD TO BUSINESS LICENSES, PERMITS AND WORKER'S COMPENSATION COVERAGE. I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS ACCURATE AND COMPLETE AND THAT A VALID WORKERS' COMPENSATION POLICY WILL BE KEPT IN EFFECT AT ALL TIMES AS REQUIRED BY LAW.

Name: _____
Last Name First Name Middle Name

Doing Business As: _____
(If applicable) (Business Name if different than your name)

Business/Home Address: _____

Business/Home Phone: _____

Signature: _____ Date: _____

CHAPTER 22. LICENSING; BUSINESSES & SERVICES

ARTICLE VIII. Used Car Dealers

*State law reference--Motor vehicle dealers, Minn. Stats. § 168.27.

Section 22-401. Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Motor vehicle means any self-propelled vehicle not operated exclusively upon railroad tracks and any vehicle propelled or drawn by a self-propelled vehicle and includes vehicles known as trackless trolleys which are propelled by electric power obtained from overhead trolley wires but not operated upon rails, except snowmobiles, manufactured homes, and park trailers.

Used car dealer means any person whose principal business is (i) the buying and selling or storage of used motor vehicles, or (ii) providing a place and facilities for the sale of motor vehicles by other persons.

Used motor vehicle means a motor vehicle for which title has been transferred from the person who first acquired it from the manufacturer, distributor, or dealer.

Section 22-402. Records required.

Every person licensed under this article shall keep and preserve a book in which there shall be made at the time of the transaction, a record in English of every purchase, sale, storage, or exchange of all used motor vehicles, purchased, sold, stored, exchanged, or left in his possession for sale, or storage. Such records shall include the following information: the name, place of residence, including street and number, and a personal description of each person from whom a used motor vehicle is obtained, or to whom such a vehicle is delivered, the date and hour received or delivered, a description of the used motor and manufacturers' numbers and any other serial number and any peculiar mark or marks of identification whatsoever, style of body, seating or other capacity, color, and car and license number.

Section 22-403. Inspection of books, records, etc.

The books provided for in Section 22-402 and all used motor vehicles, in the possession of the licensee shall be at all reasonable times open to the inspection of the chief of police, any member of the police force, or any person duly authorized in writing by the chief of police for such purpose. No licensee, clerk, agent, or other person in charge of the premises or business of a licensee, shall refuse to admit thereto any person authorized in this section to examine records, or fail to exhibit to such person on demand all motor vehicles, books, papers, and inventories relating thereto.

Sections 22-404 thru 22-420. Reserved.

Section 22-421. License Required.

- (a) No person shall carry on the business of a Used Car Dealer in the City of Anoka without first obtaining a license to Sell Used Motor Vehicles from the City of Anoka.
- (b) No person shall carry on business from any other place in the City than the one designated in the license therefore; nor shall such person continue to carry on business after such license has been revoked, cancelled, suspended or has expired.
- (c) No license herein provided shall be granted to or renewed for, any person who has been convicted of any of the following:

- (1) Conviction within the previous year of the date of application of a violation of this article or applicable zoning regulations;
 - (2) Conviction within the previous five (5) years of the date of application of knowingly receiving stolen goods;
 - (3) Conviction within the previous five (5) years of the date of application of a petty misdemeanor, misdemeanor, or gross misdemeanor, relating to the sale of motor vehicles, the operation of a motor vehicle business or its' motor vehicle business transactions;
 - (4) Conviction within the previous ten (10) years of the date of application of any felony.
- (d) No license herein provided shall be granted to, or renewed for, any person who does not hold a valid and current State of Minnesota Dealership license.
- (e) No license shall be granted to any person doing business in a location contrary to the provisions of the zoning code or amendments thereof, unless a conditional use permit has been granted under Article IV of Chapter 74.
- (f) No person shall be permitted to move a business licensed there under to a location within the City prohibited by the Zoning Code.

Section 22-422.

Application.

Every person desiring to procure a license, as provided in this article, shall file with the city clerk a written application furnished by the city. Such application shall contain the names and residences of (i) the applicant, if an individual, (ii) the partners, if a partnership, (iii) the shareholders and officers, if a corporation, or (iv) the members of a limited liability company. Such application shall also describe in detail the character of the business in which the applicant desires to engage. It shall also state the following:

- (a) The length of time such applicant(s), has or have resided in the City, applicant's places of previous employment, whether the applicant has been convicted of a felony, gross misdemeanor, misdemeanor or petty misdemeanor, other than petty misdemeanor minor traffic violations, and, if so, what offense, when, and what court.
- (b) The premises where such business is to be located, giving street and number.
- (c) Whether the applicant has previously, either alone or with someone else, been a used car dealer or motor vehicle junk dealer.
- (d) Such other information as may be required by the City Council.

Section 22-423.

Issuance; contents; reapplication after denial.

Upon the filing of the application as provided for in this Article, the City Council may, upon its approval of such application after such investigation as it shall require and the payment to the City of the license fee, issue to the applicant a license to engage in the business as a Used Car Dealership. All licenses shall state clearly the location of the place of business from which the person receiving such license shall be authorized to carry on the business as used car dealer, the date of issuance and expiration of the license, and the name and address of the licensee. No applicant to whom a license has been refused shall make further application until a period of at least one (1) year shall have elapsed since the last previous rejection. In the event another individual or entity applies for a license or renewal of a license for a premises of a previously rejected applicant, the City Council may, in its sole discretion, deny the application or renewal unless the new applicant provides verification, to the satisfaction of the City Council, that the rejected applicant will have no interest in the operation of the business.

Section 22-425. Fee; term; use by another person; duplicates.

Every used car dealer shall pay such license fees as are determined by Council ordinance. There shall be no pro-rating of license fees. All licenses shall be issued as of initial approval or January 1st and shall continue in force until December 31st, unless renewed, sooner suspended, or revoked. No license shall be used by any person other than the original licensee, and any holder of such license who permits it to be used by another person, and any person who uses such license granted to any other person, shall be guilty of a violation of this article.

Section 22-426. Renewal of License.

The renewal of a license shall be in the same manner as stated for the issuance of an initial license, which shall be acted upon Administratively, with the exception of applications that have lapsed over thirty (30) days from their expiration date, or which a concern or objection has been expressed by a City department during the investigation of the renewal application. Such application must be forwarded to the City Council for action.

Section 22-427. Revocation.

The City Council may, at any time, for such cause as it, upon investigation, deems sufficient, revoke any license granted under the provisions of this article. Whenever any license granted under the provisions of this article shall be revoked, no refund of an unearned portion shall be made and no license shall be granted to any person whose license has been revoked within a period of one year from the date of such revocation. Notice of such revocation and the reasons therefore in writing shall be served by the City Clerk upon the licensee by mailing the notice to the address given in the license and upon filing a copy of such with the city manager.

Sections 22-428 thru 22-446. Reserved.