



CITY LICENSE APPLICATION

City of Anoka Licensing Dept
2015 1st Ave
Anoka MN 55303
763-576-2720 * 763-576-2712
www.ci.anoka.mn.us

THIS APPLICATION, FEE AND REQUIRED DOCUMENTATION MUST BE FILED AND LICENSE OBTAINED BEFORE YOU CAN LEGALLY ENGAGE IN CERTAIN TYPES OF BUSINESSES IN THE CITY OF ANOKA, MINNESOTA.

APPLICATION FEES ARE ONLY REFUNDABLE IF APPLICATION IS WITHDRAWN PRIOR TO APPROVAL.

INCOMPLETE APPLICATIONS ARE NOT ACCEPTED

LICENSE TO SELL USED MOTOR VEHICLES

- \$25.00 Investigation Fee
- \$125.00 Annual Fee
- Workers Compensation Form (required by State Law) Form attached
- SP:C1 Tax Clearance Form (required by State Law) Form attached
- Tennessee Warning (required by State Law) Form attached
- Copy of current Minnesota Dealership License

NOTICE TO APPLICANTS: Providing false information will result in the denial of your license

(I) do hereby swear that I have submitted all of the required documentation as listed above and 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 this 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 with the requirements of the City, as are amended from time to time, and of which is detailed in the pertinent section of the Anoka City Code, which was provided to me with my original license application, and of which I may request additional copies of by contacting the office of the City Clerk.

Signature of Individual: _____ Date: _____

APPLICANT INFORMATION:

Name (Full, Middle, Last)

Home Address

City

State

Zip

Home or Cell Phone Number (include area code)

Date of Birth

Driver's License Number

State Issued

BACKGROUND INFORMATION:

1. Have you ever been convicted of any misdemeanor or felony violation of local ordinances (with the exception of misdemeanor traffic violations)? No Yes If yes, provide details;

Type Conviction	Date of Conviction	Location (County & State)
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2. Have you ever applied for or held a license to conduct a like or similar activity in any other City or State, not including in Anoka? No Yes If yes, provide details;

Type of License	Date held	Location (City & State)
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3. Have you ever been denied a license (or had a license suspended or revoked) to conduct a like or similar activity in any other City of State, not including Anoka? No Yes If yes, provide details;

Type of License	Reason for denial/sus/rev	Date of denial/sus/rev	Location (County & State)
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BUSINESS INFORMATION:

Business Name

Business Street Address	City	State	Zip
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Business Phone Number (include area code)

YES NO I have additional dealership locations. If yes, provide name, address and phone # of dealership locations. (Use additional sheets as necessary)

Dealership Name

Street Address	City	State	Zip
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Business Phone Number (include area code)

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 INFORMATION:

Name (Full, Middle, Last)

Home Address

City

State

Zip

Home or Cell Phone Number (include area code)

Do you reside in the City of Anoka? NO YES If yes, for how long: _____

PLEASE LIST PREVIOUS EMPLOYER: If not applicable, check this box:

Company Name

Address

City

State

Zip

Phone Number (include area code)

_____ (INITIAL) It is the licensee's responsibility to be aware of when their license expires. Licensee's must contact the City office at least thirty (30) days in advance of the expiration date of their license to obtain a license renewal packet.

_____ (INITIAL) It is understood that if at the time of submittal of this application the State of Minnesota has not approved my Dealership License, the application may still be processed by the City, but the license would not be valid until such time as a copy of the approved MN Dealership License is submitted to the City.

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

PRINT LEGIBLY IN INK or TYPE

Minnesota Statutes, 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 any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

ALL APPLICANTS: I certify that the information provide on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE	PRINTED NAME	TITLE	DATE
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I am not required to have workers' compensation insurance coverage because:

I have no employees

I have employees but they are not covered by workers' compensation law.
(See Minn. Statute 176.041 for a list of excluded employees)

Explain why your employees are not covered: _____

COMPLETE THIS PORTION IF YOU ARE INSURED: A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)

LICENSE OR PERMIT # (if applicable)

DBA (doing business as name) (if applicable)

ADDRESS (PO Box must include street address)

CITY

STATE

ZIP

INSURANCE COMPANY NAME (not the insurance agent)

WORKERS' COMPENSATION INSURANCE POLICY NO.

EFFECTIVE DATE

EXPIRATION DATE

COMPLETE THIS PORTION IF SELF-INSURED:

I have attached a copy of the permit to self-insure

NOTE: If your workers' compensation policy is cancelled within the license period, you must notify the agency who issued the license or permit by resubmitting this form.

Form SP:C1

LICENSE APPLICANT:

Pursuant to Minnesota Statute 270.72 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, MINNESOTA**

DATE

APPLICANT'S SIGNATURE AND TITLE (if any)

PERSONAL INFORMATION: *(COMPLETE PERSONAL INFORMATION ONLY, IF YOU ARE APPLYING AS AN INDIVIDUAL AND/OR DO NOT HOLD A MN TAX IDENTIFICATION OR FEDERAL TAX IDENTIFICATION #)*

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

BUSINESS INFORMATION: *(COMPLETE BUSINESS INFORMATION ONLY, IF YOU ARE APPLYING AS A BUSINESS)*

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.



REAL. CLASSIC.

**APPLICATION FOR LICENSE INVOLVING
PRIVATE OR CONFIDENTIAL INFORMATION
(Tennessee Warning)**

In connection with your request for a license the City of Anoka has asked that you provide it with information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information is as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understands the contents of this notice.

Date

Signature of Applicant

Print Name

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.