



TOWN OF FALMOUTH

Office of the Town Manager & Selectmen
59 Town Hall Square, Falmouth, Massachusetts 02540
Telephone (508) 495-7320

MOTOR VEHICLE CLASS I, II & III LICENSE FILING PROCEDURE

1. Complete Motor Vehicle Dealer License Application and Massachusetts Form 53
2. Copy of Lease or Deed
3. Submission of a \$10.00 Filing Fee
4. Business Structure Documents:
 - a. Copy of Articles of Organization *(if corporation)*
 - b. Copy of LLC Agreement *(if limited liability company)*
 - c. Copy of Partnership Agreement *(if partnership)*
 - d. Copy of Certificate of Doing Business *(if sole proprietorship)*
5. Copy of Special Permit from Zoning Board of Appeals allowing for automotive use of the property (may also be obtained from property owner)
6. **Class I only** - Copy of Manufacturer's Agreement
7. **Class II only** - Submission of a Surety Bond
8. **Class III only** – A Public Hearing Notice will be advertised 10 days before an approval hearing at a Board of Selectmen's meeting - \$35 advertising fee. Applicant must obtain a list of certified abutters from the Assessor's Office and mail the Public Hearing Notice to abutters at least 10 days before the hearing.
9. Approval by the Board of Selectmen at a Selectmen's meeting

License Fees payable to the Town of Falmouth due upon approval:

Class I - \$100 permit fee
Class II - \$75 permit fee
Class III - \$50 permit fee