



2015 First Avenue, Anoka, MN 55303  
Phone: (763) 576-2700 / Website: [www.anokaiminnesota.com](http://www.anokaiminnesota.com)

## CITY OF ANOKA SALE OF USED MOTOR VEHICLES RENEWAL APPLICATION

**ANNUAL FEES:** Fees for licenses are set annually by the Anoka City Council through adoption of a Master Fee Schedule.

Annual Fee: **\$225.00**

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**NOTICE:** The application and ALL required documents **must be submitted no later than DECEMBER 1st.** DO NOT SUBMIT AN APPLICATION THAT IS INCOMPLETE OR MISSING INFORMATION; IT WILL BE REJECTED, RETURNED AND SUBJECT TO A **LATE PENALTY FEE OF \$25.00 or 10% OF THE TOTAL LICENSE FEE WHICHEVER IS GREATER.** Payment of the license fee is due with renewal application.

This application must be completed by: if by a natural person, by such person; if by a corporation or LLC, by an officer of the corporation or LLC; if by a partnership, by one of the partners; if by an unincorporated association, by the manager or managing officer of the association.

**INSTRUCTIONS:** If you have no ownership changes from the previous years' application, check the "HAS NOT" box and continue completing this form. If you have changes from the previous years' application, check the "HAS" box and request a copy of a full application. If there has been a change in ownership, you must apply for a new license.

1. The information supplied on last year's renewal or original license application HAS NOT changed.   
**NOTE:** You must still fill out this application completely.
2. The information supplied on last year's renewal or original license application HAS changed.

# PART I

## **INDIVIDUAL COMPLETING RENEWAL APPLICATION**

*This individual must be the business owner or a corporate officer.*

Full Name ( <i>First, Middle, Last</i> ):	
Residence Address (include street address, city, state, zip)	Mailing Address, if different:
Phone Number (including area code):	Alternate Phone Number (or email address):
Date of Birth:	Minnesota Driver's License # or State I.D. #:

## **PERSONAL HISTORY INFORMATION**

*Personal History Information must be completed by the above-named individual*

If you have resided at the above address for less than ten (10) yrs, please list previous addresses.

Previous Residence Address(s)

Have you ever been denied a license to conduct a similar or like activity or had such a license suspended or revoked in any City, State, including Anoka?  No  Yes. If yes, please provide details. (*attach additional sheets as necessary*)

Date	Description (i.e. denial, suspension or revocation)	Location: City & State

At any time, have you been convicted of any felony, crime or violation of a federal or state law or local ordinance other than a misdemeanor traffic violation.  No  Yes. If yes, please provide details. (*attach additional sheets as necessary*)

Date of Offense	Type of Offense	Location of Offense

# PART II

## BUSINESS INFORMATION

Legal Name of Business:	Trade Name (dba):
Business Address/Physical Location of Licensed Premise:	Mailing Address, if different:

## LICENSE CONTACT INFORMATION

*List the individual that will serve as the City Contact person for the license application and license related questions.*

Name ( <i>First, Last</i> ):	
Business Address (street address, city, state, zip)	Mailing Address, if different:
Phone Number (including area code):	Alternate Phone Number:
Email Address:	

## BUSINESS LOCATION CONTACT INFORMATION

*List the individual that will serve as the Business Location Contact Person, i.e. Store Manager.*

Name:	
Address (include street address, city, state, zip)	Mailing Address, if different:
Phone Number (including area code):	Alternate Phone Number (or email address):

## STATEMENT OF APPLICANT APPLYING FOR LICENSURE

(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 the 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 with and abide by the requirements of the City, which is detailed in the pertinent section of the Anoka City Code, which is available on the City website at [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us) or upon request from the City Clerk and to be familiar with and abide by the laws of the City of Anoka and the State of Minnesota relating to this licensure. I further understand that I must submit any changes in my application within thirty (30) days of the effective date of the change and that I will abide by all requirements regarding the approval of such change as stated in the Anoka City Code and State Law. I understand that the information supplied within this application is classified as public data and will be provided to the public upon request.

Signature of Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## REQUIRED LICENSE APPLICATION DOCUMENTS

- City Licensing Renewal Application
- Copy of Current Year Dealers License
- Worker's Compensation Form (*attached – required by State of Minnesota*) & **Copy of Insurance**
- SP:C1 Tax Clearance Form (*attached – required by State of Minnesota*)
- Tennessee Warning (*completed by **all** applicable people as described in application*)
- Payment **\$225.00**



**CERTIFICATE OF COMPLIANCE**  
**MINNESOTA WORKER'S COMPENSATION LAW**

**PRINT LEGIBLY IN INK OR TYPE**

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 any activity in Minnesota until the applicant presents acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required worker's 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 provided 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.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I am not required to have worker's compensation insurance coverage because:

- I have no employees  
 I have employees but they are not covered by worker's compensation law.  
(see Minnesota Statute 176.041 for a list of excluded employees)

Explain why your employees are not covered: \_\_\_\_\_  
\_\_\_\_\_

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**COMPLETE THIS PORTION ONLY IF YOU ARE INSURED:** *A valid worker's compensation policy must be always kept in effect by employers as required by law*

Business Name (Individual name only if no company name is used):  
\_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Address (must include street address): \_\_\_\_\_

Insurance Company Name (not agent): \_\_\_\_\_

Workers Compensation Policy No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**IF SELF-INSURED - ATTACH A COPY OF THE PERMIT TO SELF-INSURE**

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



## SP:CI TAX CLEARANCE FORM

(This form may contain private data – do not release to public)

### PRINT LEGIBLY IN INK OR TYPE

Pursuant to Minnesota Statute, Section 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/or 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 license, its' issuance or renewal.

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

Licensing Authority: CITY OF ANOKA, MINNESOTA

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL INFORMATION:** *Complete this section only if you are applying as an individual and/or do not hold a Minnesota Tax Identification # or Federal Tax Identification #.*

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**BUSINESS INFORMATION:** *Complete this section only if you are applying as a business.*

Business Name: \_\_\_\_\_

Db: \_\_\_\_\_

Minnesota Tax Identification #: \_\_\_\_\_

Federal Tax Identification #: \_\_\_\_\_

**For businesses: If Minnesota Tax Identification # is not required, you must submit a written explanation.**



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

**THIS FORM MUST BE COMPLETED BY ALL INDIVIDUALS LISTED IN APPLICATION**

In connection with your request for a license/registration 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 270C.72.*
3. You are required to supply the requested information.
4. The known consequence 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 understood the contents of this notice.**

Applicant's Signature: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ DOB: \_\_\_\_\_

## **ARTICLE VII. USED CAR DEALERS<sup>1</sup>**

### **DIVISION 1. GENERALLY**

#### **Sec. 22-395. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*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:

- (1) The buying and selling or storage of used motor vehicles; or
- (2) 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.

(Prior Code, § 22-401)

#### **Sec. 22-396. 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 marks of identification whatsoever, style of body, seating or other capacity, color, and car and license number.

(Prior Code, § 22-402)

#### **Sec. 22-397. Inspection of books, records, etc.**

The books provided for in section 22-396 and all used motor vehicles in the possession of the licensee shall be at all reasonable times open to the inspection of the police chief, any member of the police force, or any person duly authorized in writing by the police chief 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

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<sup>1</sup>State law reference(s)—Motor vehicle dealers, M.S.A. § 168.27.

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examine records, or fail to exhibit to such person on demand all motor vehicles, books, papers, and inventories relating thereto.

(Prior Code, § 22-403)

**Secs. 22-398—22-422. Reserved.**

*DIVISION 2. LICENSING*

**Sec. 22-423. License required.**

- (a) No person shall carry on the business of a used car dealer in the city without first obtaining a license to sell used motor vehicles from the city.
- (b) No person shall carry on business from any other place in the city than the one designated in the license therefor; 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 years of the date of application of knowingly receiving stolen goods;
  - (3) Conviction within the previous five 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 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 dealership license.
- (e) No license shall be granted to any person doing business in a location contrary to the provisions of chapter 78 or amendments thereof, unless a conditional use permit has been granted under article IV of chapter 78, pertaining to zoning.
- (f) No person shall be permitted to move a business licensed there under to a location within the city prohibited by chapter 78, pertaining to zoning.

(Prior Code, § 22-421)

**Sec. 22-424. Application.**

- (a) Every person desiring to procure a license, as provided in this division, shall file with the city clerk a written application furnished by the city. Such application shall contain the names and residences of:
  - (1) The applicant, if an individual;
  - (2) The partners, if a partnership;
  - (3) The shareholders and officers, if a corporation; or

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- (4) The members of a Limited Liability Company.
  - (b) 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:
    - (1) The length of time such applicant, has resided in the city, the 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;
    - (2) The premises where such business is to be located, giving street and number;
    - (3) Whether the applicant has previously, either alone or with someone else, been a used car dealer or motor vehicle junk dealer;
    - (4) Such other information as may be required by the city council.

(Prior Code, § 22-422)

### **Sec. 22-425. Issuance; contents; reapplication after denial.**

Upon the filing of the application as provided for in this division, 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 a 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 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.

(Prior Code, § 22-423)

### **Sec. 22-426. 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 1 and shall continue in force until December 31, 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 division.

(Prior Code, § 22-425)

### **Sec. 22-427. 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 30 days from their expiration date, or for 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.

(Prior Code, § 22-426)

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**Sec. 22-428. 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 division. Whenever any license granted under the provisions of this division 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 therefor 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.

(Prior Code, § 22-427)

**Secs. 22-429—22-454. Reserved.**