



STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
60 STATE STREET, WETHERSFIELD, CT 06161-2011  
On The Web At [ct.gov/dmv](http://ct.gov/dmv)

**APPLICATION FOR CONNECTICUT MOTOR VEHICLE JUNKYARD LICENSE K-91**

**INSTRUCTIONS:**

**Part A - APPLICANT INFORMATION:** Must be completed by the applicant of the license and must provide the following information:

- **Name under which business of applicant is to be conducted:** This is the legal licensed name of the business and all corresponding documents in regards to the license must reflect this name.
- **Full address of location for which license is requested:** This is the EXACT address where business will be conducted.
- **Mailing address, (if different from above address):** This is where all documentation and letters from the DMV will be sent.
- **Highway Information:** Must indicate whether the location is visible from a state/interstate highway
- **Type of Ownership:** Depending on type of ownership additional information may be required (i.e., LLC or Corporation).
- The name, title, home address telephone number and date of birth of each owner, partner, principal officer or managing member must be provided.
- **Certification:** The application must be signed by an owner or authorized officer and must be notarized.

**Part B - Certificate of Approval for Proposed Location:** Must be completed by authorized officials in the town where proposed location is.

Authorized officials are defined as the Planning and Zoning Commission. If there is no Zoning Commission in the municipality approval must be obtained from selectman or town manager, mayor of city or the warden of borough.

**HEARING DATA**

1. Every proposed location of a motor vehicle junkyard is treated as a new location irregardless of previous approval from either the local authorities or the DMV, when ownership or the location change.
2. The local authorities must hold a hearing on the application before it is granted, and this hearing will be scheduled within sixty-five days after receipt of an application for the hearing from the license applicant. The applicant must pay a standard fee for the hearing, plus costs of advertising and conducting the hearing.

## **BUSINESS LICENSE PERSONNEL LIST (K-26)**

The Business License Personnel List (K-26) must be completed listing all owners, partners, members, managers, managing members or corporate officers. In addition, a CLEAR photo copy of a Connecticut or out-of-state photo license must be submitted for each individual listed and a (valid e-mail address).

The individual applicant, or each partner or officer if the applicant is a partnership, corporation, or LLC must be a proper suitable person to obtain the license. A thorough investigation of each applicant relative to any criminal conviction will be made. Each owner, partner, or officer must have reached the age of majority.

## **SITE DRAWING**

The site drawing of the proposed location must be scaled; the minimum size should be to a scale of 1"=40'. No pencil or sepia drawing are acceptable. The site drawing must show all visible features including the following:

- Name and address of the license location
- Name and address of person by whom drawing was prepared
- Date of preparation of drawing
- Property for which the license is proposed, outlined or shaded to depict the licensed area with accurate dimension of the perimeter
- Points of access to public roads at the highway line and at the gutter line and rights of way into or through the licensed property; with accurate dimension
- All the buildings on such property; with accurate building dimension
- All the building(s) to be licensed; all doors, the service area, the parts storage area, and the office plotted to scale
- Waste oil retention facility, showing capacity
- Gasoline pumps, if any. (Show location and number of gasoline hoses)
- Necessary subsequent revisions and additions may be in ink or indelible pencil. Dated and signed by the applicant
- Signature of applicant and date; attesting that the sketch represents the actual location  
EXAMPLE: The site plan of this location has been reviewed and generally represents the approved location.

**NOTE:** *Local authority signature would be the Zoning Commission signature for a junk yard license application.*

## **FENCING**

Each new location of a motor vehicle junkyard must be completely surrounded with a solid fence at least eight (8) feet high with a suitable gate and lock.

## **STATE OF CONNECTICUT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION (DEEP) REFERRAL SHEET**

A completed State of Connecticut Department of Energy & Environmental Protection (DEEP) Referral sheet must be submitted with each application.

## **SALES TAX PERMIT**

A clear copy of your Connecticut State Sales Tax Permit must be submitted with your Application (K-91). A permit may be obtained by contacting the State of Connecticut Department of Revenue Services, 92 Farmington Avenue, Hartford, CT

## **INSURANCE CERTIFICATE**

A Connecticut Financial Responsibility Certificate (R1325D) must be submitted with each application. An original and duplicate of this form must be received, and if junk yard is applying for plates the number of plates being insured must be indicated. A fax copy of this form is NOT acceptable. (Sample Attached).

**NOTE:** *The DMV does not provide this form. You must contact your Insurance company to obtain the document*

## **TRADE NAME CERTIFICATE FROM TOWN CLERK**

A trade name certificate is required whenever a person, firm or corporation does business under a name different from the person's name or different from the names of the partners or officers. The trade name certificate must show the signature of the town or city clerk in the municipality in which the licensee will do business. If the applicant is a corporation or LLC a Certificate of Existence from the Office of Secretary of State will be required, in addition to the trade name certificate. The trade name (dba) must appear on all documents submitted for the license.

## **REQUEST FOR MARKER PLATES (FORM K-6)**

This application is utilized to obtain marker plates to be used in conjunction with the business. C.G.S. 14-671 provides a detailed description of fees and requirements associated with general distinguishing number plates. Fees for general distinguishing number plates are listed on page 4 of 4 of this hand-out.

## **LLC or CORPORATION**

**Certificate of existence:** This is obtained from the Secretary of State office

**Corporate/Company Agent for Service of Process** as registered with Secretary of State form to be completed and submitted with application

## **LLC ONLY**

**Copy of Operating Agreement** as defined in 34-202 as referenced in 34-144. Reference Public Act 97-70 Section 4 content.

**Corporate of Articles of Organization and all Amendments** as defined in 34-101 and referenced in 34-144

## **FEES TO BE PAID PRIOR TO APPROVAL**

- \$280.00 Examination Fee

