



STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
60 STATE STREET, WETHERSFIELD, CT 06161-2011  
On The Web At <http://dmvct.org>

**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. The hearing must be advertised in a local newspaper two (2) times at intervals of at least two (2) days, the first being not more than 15 or less than 10 days before the hearing and the second being not less than two (2) days before the hearing. The applicant must attach one such advertisement to the front of the application in the space provided. This advertisement must be taken from the newspaper. Copies are not acceptable.

**JUNK YARD ZONING APPROVAL**

A certificate of approval of the location must be obtained from the State Department of Transportation. This is in addition to the certification given by authorized officials in the town here proposed location is.

## **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.

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 A-2 SURVEY MAP**

The site drawing (A-2) 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. Site drawing must be certified to an accuracy of a Class A-2 survey, as defined in the "Recommended Standards for Survey and Maps in the State of Connecticut" as prepared and adopted by the Connecticut Association of Land Surveyors, Inc. on September 3, 1984. 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.

## **WASTE OIL DISPOSAL CERTIFICATE**

This certificate must be obtained from a hauler that is approved and registered with the CT DEP. The certificate must have the name and address of the junkyard. The proposed location must have a waste oil retention tank which must be vented and have a minimum capacity of 250 gallons.

## **CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION CERTIFICATE OF APPROVAL LETTER**

A Water Compliance Approval letter 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 (IRB 3613c/R1325c) 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

**FEES TO BE PAID AFTER FINAL APPROVAL (prior to license being issued)**

Transaction	Fee
License fee (1st year only)	\$705.00
Marker plate fee	\$ 70.00 per plate (1 vehicle)
Safety plate fee	\$ 5.00 per plate

**Sample of Connecticut Financial Responsibility Certificate  
(Form R1325c)**

(Must be obtained from your insurance company—this form is not furnished by the Department of Motor Vehicles)

**FOR MAKING  
CORRECTIONS**

OPEN AT TOP BY TEARING OFF THIS STUB ALONG  
PERFORATION WITHOUT REMOVING FROM MACHINE

**UNIFORM**

**MAILING  
INSTRUCTIONS**

TYPE YOUR COMPANY NAME AND ADDRESS ON THE REVERSE SIDE OF THE  
DUPLICATE PART BEFORE SENDING TO THE DEPARTMENT. SEE INSTRUCTIONS (II)  
ON THE BACK OF ORIGINAL OR TRIPLICATE PART FOR MAILING INSTRUCTIONS.

Name of insured—(Licensee or Registrant—Name  
Under Which License or Registration is Issued) .....

Address .....

Current Policy No. .... Effective from .....

Description of Vehicle\* .....

Year and Make of Vehicle ..... Identification Number .....

(Complete only when items 2, 4, 5 or 7 below are involved)

Number of Plates covered by Policy Issued\*\* .....

(Complete only when items 2, 4, 5 or 7 below are involved)

Pursuant to the below designated Section of the Connecticut General Statutes, 1958 Revision, as amended, the  
company signatory hereto hereby certifies that it has issued to the above named insured a Policy of insurance  
affording limits of liability as required by the applicable provisions of such law.

(Check Whichever Applicable)

1.  Sec. 14-14—Minor ..... 4.  Sec. 14-58—Dealers and Repairers

(Date of Birth) ..... 5.  Sec. 14-35—Transporters

2.  Sec. 21-18—M.V. Junk Yard ..... 6.  Sec. 14-69—Comml. Driving School

3.  Sec. 14-15—M.V. Leasing or Renting License ..... 7.  Sec. 14-21(c)—Experimental Test Plates

This certification is effective from ..... and continues in effect  
until after ten days' written notice to the Department of the cancellation or the termination of the policy or renewals.

..... (Name of Insurance Company)

By ..... (Signature of Authorized Representative)

Date .....

(Official Use Only)

**CONNECTICUT SPECIAL FINANCIAL RESPONSIBILITY INSURANCE CERTIFICATE**

R1325c (Ed. 5-99) UNIFORM INFORMATION SERVICES, INC. ORIGINAL IRB 3613C