



City of Lawrence
Office of the City Clerk

OLD GOLD AND SECOND HAND DEALER
APPLICATION INSTRUCTIONS AND CHECKLIST

- 1. Obtain a current Business Certificate issued by the City of Lawrence if you do not already have one. Business Certificate application must be submitted to the Office of the City Clerk [required] [See, G.L. c. 110, sec. 5]. APPLICANTS ARE REQUIRED TO PRESENT THE BUSINESS CERTIFICATE TO THE INSPECTIONAL SERVICES DEPARTMENT AND TO OBTAIN ALL REVIEWS, INSPECTIONS, OR LICENSES AS MAY BE REQUIRED BY THE INSPECTIONAL SERVICES DEPARTMENT [IF ANY].

A COPY OF A CERTIFICATE OF GOOD CORPORATE STANDING ISSUED BY THE MASSACHUSETTS SECRETARY OF STATE MUST BE ATTACHED IF THE ENTITY APPLYING FOR THE LICENSE IS INCORPORATED;

- 2. The Applicant must obtain a CORI report of their Criminal Record Information from the Commonwealth of Massachusetts
3. Contact the Lawrence Police Department, 90 Lowell Street, Lawrence, MA [978-794-5900 – Ext. 584] to be fingerprinted and to obtain a Public Safety review for the applicant and all employees of the applicant [which may include, without limitation: a CORI review and fingerprinting of the applicant and each employee of the applicant][Attach a list of all employees to the application if necessary]. A report from the Lawrence Police Department is required before the license can be issued;
4. Complete the Tax Verification Form to verify no past due or outstanding taxes or Betterments due from the applicant(s).
5. Bring the completed application to the Office of the City Clerk to obtain a date for hearing before the Lawrence City Council [required];
6. If the license is approved by The City Council, obtain the license to be issued by the Office of the City Clerk;

NOTE: OLD GOLD AND SECOND HAND DEALER LICENSSE EXPIRE ON APRIL 30TH OF THE YEAR FOLLOWING THE DATE THE LICENSE ISSUES

CLERK'S OFFICE STAFF ONLY

REVIEWED BY CITY CLERK STAFF: INITIALS: _____; DATE: _____



**CITY OF LAWRENCE
SECOND HAND/OLD GOLD DEALER
LICENSE APPLICATION AND PETITION**

[Ord. sec. 5.44]

DATE:

The Undersigned Submits Application for Approval of the Following License:

TO THE MEMBERS OF THE LAWRENCE CITY COUNCIL:

Your petitioner presents an application and petition for the approval of:

TYPE OF LICENSE REQUESTED [CHECK ONE OR BOTH]:

OLD GOLD [FEE - \$125.00] **SECOND HAND DEALER [FEE - \$125.00]**

**Each License Expires on April 30th of each year and must be renewed*

_____/_____
(name of applicant) (date of birth)

(address of applicant OR address of Corporate Headquarters if Incorporated)

(City) (State) (Zip)

(Address in Lawrence where Business is to be conducted)

(City) (State) (Zip)

(Tel Number) (Fax)

(Cell Number) (E-Mail)

Type of Business: _____

Days the Business will be open: _____

Hours the Business will be open: _____

****PLEASE ATTACH A COPY OF A "CERTIFICATE OF GOOD CORPORATE STANDING" ISSUED BY THE MASSACHUSETTS SECRETARY OF STATE IF INCORPORATED.***

ANY STATEMENT PROVIDED IN THIS APPLICATION THAT IS INACCURATE IN ANY WAY MAY BE CONSIDERED A MATERIAL MISREPRESENTATION AND SHALL BE SUFFICIENT CAUSE FOR REFUSAL, SUSPENSION, REVOCATION, OR DENIAL OF THE LICENSE SUBJECT TO THIS APPLICATION. SIGNED UNDER THE PAIN AND PENALTY OF PERJURY

(signature of applicant)

date



Commonwealth of Massachusetts
City of Lawrence

In accord with the Chapter 110, Section 5 of the General Laws of the Commonwealth of Massachusetts, notice is hereby given that the business of:

(Name of Business): _____;

(Business Address) _____, Lawrence MA 0184__;

(Business Tel. No.): _____; (E-Mail): _____;

is hereby registered in the City of Lawrence, MA by:

NAME(S) OF BUSINESS OWNERS:

(please print first and last name(s))

HOME ADDRESS(ES) OF OWNERS:

(must be an actual address, city, state & zip code)

Signature(s): _____

[] NEW;

[] AMEND [Amending Certificate Recorded in Bk: _____; Pg: _____];

[] WITHDRAW [Withdrawing Certificate Recorded in Bk: _____; Pg: _____];

Subscribed and sworn to before me at _____ (a.m/p.m.) on (date) _____ 20_____

CITY CLERK-CLERK STAFF-NOTARY PUBLIC/JUSTICE OF THE PEACE (please attach jurat)

Received in the Office of the City Clerk on (date) _____ 20_____ at _____ (a.m/p.m.)

Zoning is Approved: _____ (date) _____ 20_____

BUILDING INSPECTOR (signature)

ISSUED AND RECORDED: CITY CLERK-ASSISTANT CITY CLERK-CLERK STAFF

THIS CERTIFICATE IS ISSUED PURSUANT TO THE PROVISIONS OF G.L. c. 110, SECS. 5 & 6

DATE ISSUED: _____; EXPIRATION DATE: _____ (four years from date issued)

BOOK: _____; PAGE: _____



***CITY OF LAWRENCE
SECOND HAND/OLD GOLD DEALER
BUILDING INSPECTOR'S REVIEW***

[Ord. sec. 5.44]

(name of applicant)

(Address in Lawrence where Business is to be conducted)

----- OFFICIAL USE ONLY -----

BUILDING INSPECTOR'S REVIEW

THE ABOVE ADDRESS IS APPROVED AS TO ZONING FOR THE INTENDED USE.

THE ABOVE ADDRESS IS NOT ZONED FOR THE INTENDED USE.

Building Inspector (signature)

Date



*City of Lawrence
Office of the City Clerk*

CITY COUNCIL DOC # _____

**OLD GOLD AND SECOND HAND DEALER LICENSE/PUBLIC SAFETY REVIEW
[Old Gold and Second Hand Dealer Applications ONLY]**

**REVIEW OF THE ATTACHED APPLICATION BY THE LAWRENCE POLICE DEPARTMENT IS
REQUESTED BY THE OFFICE OF THE CITY CLERK**

(PLEASE PRINT OR TYPE)

Applicant Name: _____

***All vendors and employees operating under this license must be fingerprinted and obtain a CORI review by the Lawrence Police Department [Attach a list of all employees if necessary].**

----- POLICE OFFICIAL USE ONLY -----

Date: _____

(place a check mark for all that apply)

A Public Safety Review has been completed on the applicant and each employee identified by the applicant for this license [check all reviews completed];

CORI REVIEW OF APPLICANT AND EACH EMPLOYEE COMPLETED;

FINGERPRINTS FOR APPLICANT AND EACH EMPLOYEE COMPLETED;

OTHER: _____;

Public Safety Review fee has been paid for this application: Amount paid: _____

THIS APPLICATION IS APPROVED **THIS APPLICATION IS DENIED**

COMMENTS: _____

(Authorized Lawrence Police Department representative signature)



CITY OF LAWRENCE LICENSE APPLICATION

[TAX ASSESSMENT AND VERIFICATION FORM]

CITY ORDINANCE: 3.08.110 AND 5.04.080 & MGL C.40, SEC 57

COMPLIANCE LIST

ALL PAYMENTS REQUIRED BEFORE ISSUANCE OF PERMITS OR LICENSES

(Please print)

Name of Applicant

Applicant's current Address

Applicant's Telephone No.

City

State, Zip

Property Owner's Name

Property Owner's Address

Owner's Telephone No.

City

State, Zip

DO YOU OWN OTHER PROPERTIES IN THE CITY OF LAWRENCE? YES NO
Please list below

List of other Properties owned by the Owner *(Must attach Assessor's print out of all properties)*

Address

Map and Lot

Address

Map and Lot

Address

Map and Lot

More space needed - See attached list. Attachment must be signed and dated and stamped by City departments

Applicant's Signature

I declare under the pains and penalties of Perjury that the statements made on this application are true and correct. I also certify that all information herein is true and complete. I understand that any misleading or incorrect statements render this application void and can be grounds for revocation of permit or license. I have not knowingly and willfully made false statements or included false documents in support of this application or permit

Tax Collector's Stamp

(Taxes
Demolition
Liens)

Tax Collector's Staff Name

Signature

Date

Water Department's Stamp

(Water &
Sewer)

Water Department's Staff Name

Signature

Date

Inspectional Services' Stamp

(Trash
Tickets,
etc...)

Inspectional Services Staff Name

Signature

Date

This sign off list must be attached to all permits or license applications.

All sign off must include department stamps, signatures and dates.

PHOTOCOPIES WILL NOT BE ACCEPTED.

Lawrence City Ordinance 3.08.110- Payments due prior to issuance of licenses or permits.

A. The city shall deny any application for and shall revoke or suspend any license or permit, including renewals and transfers, issued by any board, officer or department for any person, corporation or business enterprise who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.

B. This section shall be administered in accordance with General laws, chapter 40, section 57, as amended from time to time.

(Ord. dated 8/2/95: prior code § 25-11)

Lawrence City Ordinance 5.04.080 - Denial, revocation, or suspension of licenses and permits for failure to pay municipal taxes or charges.

A. The tax collector shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a 12-month period, and that such party has not filed in good faith a pending application for an abatement of such tax of a pending petition before the appellate tax board.

B. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than 14 days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the license authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the municipality as the date of issuance of said certificate. *Ord. dated 5/3/05)*

Massachusetts General Laws (MGL) Ch 40, Section 57. - For full language of this law visit <http://www.malegislature.gov/Laws/Search>.

