



Zoning Approval Form

To be completed by applicant and presented for approval to the local zoning authorities

Submit with Application

Company name (including trade names)

Business Address - Location to be Licensed

City County State Zip Code

Name and type of storage location

Street Address City or County State Zip Code

Name and type of any additional storage locations

Street Address City of County State Zip Code

Type of Business (check appropriate blocks)

Licenses

- Wholesale
- New Vehicle
- Used Vehicle
- Trailer
- Motorcycle
- ADR # of Acres _____
- Scrap Processr # of Acres _____
- Title Service
- Emergency Vehicle
- Manufacturer
- Distributor

Transporters

- Inspection Station
- Vehicle Painting/Remodeling/Repair
- Auctioneer
- New Vehicles for Manufacturer
- Other _____

This section to be completed by zoning official to verify applicant has met all local zoning requirements to conduct the type of business specified above.

I certify, that the business of _____
does _____ does not _____ meet all zoning requirements, including the issuance of a use and occupancy permit, if required.

Signed Printed Name

Official Capacity

Telephone # Email Address

Date



IMPORTANT MESSAGE

PLEASE READ THIS IMPORTANT MESSAGE

The Motor Vehicle Administration (MVA) must receive verification from the Comptroller of Maryland that an applicant for renewal of a Vehicle Dealer, Automotive Dismantler & Recycler, Scrap Processor, Title Service, Manufacturer, Distributor, Factory Branch or Vehicle Salesman license has paid, or satisfactorily arranged for payment of state taxes before the license can be renewed. If an arrangement for payment has been established you will need a letter of clearance from the Comptroller's Office.

Approximately 90 days prior to your license becoming due for renewal, the MVA will submit your name to the Comptroller's Office. The Comptroller's Office will notify the MVA of those applicants having a problem. The MVA will send a letter informing you if there is a problem. Your license will not be renewed without a clearance from the Comptroller's Office. Please share this information with your salespersons.

If you have questions or need assistance, please call the appropriate phone number listed below to speak with a representative of the Comptroller of Maryland.

(MVA cannot assist with the tax matters)

Personal Income Tax	410-974-2432
Business Tax	410-767-1908
Unemployment Insurance Contributions	410-767-2699
Multiple Tax Liabilities	410-767-1908

This notice is sent to alert you that you may need to contact the Comptroller of Maryland and your prompt attention to this notice may help to reduce the potential of your renewal being delayed.

Note: These actions were implemented under the Budget Reconciliation Act of 2003 – Chapter 203, Laws of 2003.

Title 11 DEPARTMENT OF TRANSPORTATION

**Subtitle 12 MOTOR VEHICLE ADMINISTRATION— LICENSING OF BUSINESSES
AND OCCUPATIONS**

Chapter 01 Dealers and Salesmen

Authority: Transportation Article, §§12-104(b), 13-503, 13-621, 15-102, 15-103, 15-105, 15-107, 15-108, 15-114, 15-305.1, 15-307—15-309, 15-311.1, 15-312, 15-313, 15-406, 15-408, 15-409, and 15-411; Commercial Law Article, §14-1502; Annotated Code of Maryland

.01 Dealer Licensing and Registration.

- A. The Administration may refuse to grant a license to any person as a dealer or may suspend, revoke, or refuse to continue the license of a dealer already issued, unless meeting the requirements contained here.
- B. A person applying for a dealer license shall submit the application on forms approved by the Administration, along with the fee as set forth in COMAR 11.11.05.
- C. A dealer license shall be issued for a 2-year period.

.02 Location Requirements.

- A. Each location shall be subject to inspection by an authorized representative of the Administration before approval of application for dealer registration.
- B. Following approval of the application, the location shall be maintained in accordance with the applicable provisions of Transportation Article, Annotated Code of Maryland, and the regulations promulgated by the Administration. Licensees are subject to reinvestigation by authorized representatives of the Administration.
- C. Only one license for the type of vehicle being offered for sale will be permitted at any one location, and once the location has been licensed, it may not be subdivided for the purpose of establishing other businesses, under separate licenses for the same type of vehicle being offered for sale, without the prior approval of the Administration. This prohibition also applies to a licensee doing business under more than one corporate structure.
- D. A dealer may do business in a name or under any title or designation other than the corporation name, provided that the title or designation is not misleading. A trade or corporate name that falsely states or implies that a dealer has a special relationship or connection with a manufacturer that other dealers do not have is misleading, and an example of a title or designation that may not be adopted by a dealer. The dealer's application for license shall state the full corporate name and all "trading as" or "doing business as" names. Example: ABC Pontiac-----GMC-----Nissan-----Volvo, Inc.; T/A ABC Volvo, T/A ABC Nissan, T/A ABC Pontiac-----GMC.
- E. A dealer may hold multiple licenses, for example, new or used vehicle, motorcycle, and trailer dealers' licenses, provided that all licenses are issued in the same dealership name.

- F. The dealership shall face, adjoin, and be fully visible from an improved street or highway that is accessible to the public and that is identifiable by name or postal number. The street or highway shall be used by the public for vehicular travel.
- G. The location shall be of a size to adequately and safely permit the display of a minimum of ten vehicles and space for customer parking.
- H. The location shall meet all local zoning regulations.
- I. The location shall be fully lighted.
- J. The display and customer parking areas shall be adequately surfaced with an appropriate covering, subject to approval by the Administration.
- K. The additional locations shall be inspected and approved by the Administration.
- L. Additional locations shall meet the minimum standards set forth in applicable provisions of the Transportation Article, Annotated Code of Maryland, and the regulations promulgated by the Administration.
- M. Additional locations may use registration plates issued to the primary location provided the trade name and ownership are identical to that of the primary location.
- N. Signs.
 - (1) Appropriate dealership signs shall be permanently affixed.
 - (2) The signs shall be of a size as to make them reasonably legible from the street or highway.
 - (3) The signs shall clearly identify the business conducted at the dealership and shall adequately direct the customers to the dealership office.
 - (4) As to wholesale dealers, a sign is not required. However, if a sign is displayed, it:
 - (a) Shall be displayed at the dealership entrance;
 - (b) May not be larger than 6 inches in height and 18 inches in length; and
 - (c) May not contain any language which implies the dealership will sell to or exchange vehicles with a retail buyer.
- O. As to wholesale dealers, the location shall be in a permanent building and the space used shall be:
 - (1) Owned or leased by the wholesale dealer;
 - (2) Regularly occupied and exclusively used by the wholesale dealer for dealership purposes.

.03 Office Requirements.

- A. The dealership office shall be housed at the dealer's fixed location and in a substantial building adequate and appropriate for the business so conducted.
- B. The dealership office shall be of sufficient size to accommodate the customers, and shall be equipped with office furniture, such as desk, chairs, and filing cabinets, and electricity, lighting, heat, and telephone, in order to reasonably conduct the dealership business.
- C. A current trader's license shall be issued by the political subdivision of each location.
- D. This license shall be displayed on the premises of the dealer in a conspicuous place.

.04 Exemptions.

- A. If a location is otherwise adequate and appropriate, the location requirements outlined in Regulation .02F, G, I, J, and N of this chapter may be waived for wholesale dealers, for new trailer, boat trailer, motorcycle dealers, and for any person licensed as a dealer to sell

only fire, rescue, and emergency medical motor vehicles, who shall have the privilege of assigning manufacturer's certificates of origin and to issue temporary tags upon filing with the Administration a written franchise agreement from the manufacturer of the vehicles for which the dealer claims a franchise.

- B. Once licensed as a dealer to sell fire, rescue, and emergency medical motor vehicles, the dealer shall be prohibited from selling any types of vehicles other than fire, rescue, and emergency medical motor vehicles until the location requirements in Regulations .02 and .03 have been met.
- C. Manufacturers and distributors are exempt from location requirements for the purpose of securing Class 1A registration plates.
- D. The registration of a dealer in the names of two or more persons as partners, or otherwise, may not require a reinspection on a change in ownership as long as one person named as a partner or co-owner remains as the owner, part-owner, or, in a corporation, as one of its legal officers.