

Town of Auburn, Massachusetts

Julie A. Jacobson
Town Manager



Board of Selectmen

Doreen M. Goodrich, Chairman
Kenneth A. Holstrom, Vice Chairman
Lionel R. Berthiaume
Daniel S. Carpenter
Tristan J. Laliberte

Secondhand (Junk) License or Pawnbroker's License Application

Procedural Outline:

Step #1:

Applicant submits complete signed application. Applicant pays CORI Check fees for each employee including applicant and any license application fees required to Office of Board of Selectmen.

All fees shall be paid in full upon submission of application to that office.

Step #2:

Upon completion of payment (checks cleared), The Office of the Board of Selectmen forwards all materials to the Development Coordinating Group for review and comment. If the DCG determines the need for further administrative review, the application shall be forwarded to the appropriate Board, Department Head or person.

Step #3:

Upon completion of that review process, all materials shall be forwarded to Police Chief or designee for review and comment.

Step#4:

CORI checks performed – Chief forwards all materials and recommendations to Board of Selectmen

Step#5:

Administrative Hearing held before Licensing Authority, Auburn Board of Selectmen

Step#6: YEAR TWO (2) - Annual Renewal Hearing by Board of Selectmen.

CORI Updates shall be every five (5) years or for each new employee. CORI fee \$ 100.00 each.

ORIGINAL APPLICATION

Name: _____ Date of Submission: _____

Date of Birth: _____ Aliases: _____

Place of Birth: _____

Personal Address: _____

Daytime Phone: _____ Nighttime Phone: _____

E-Mail(s): _____

License I am applying for:

Summary of intended business:

Name of Business or DBA:

Business Address:

Transient (temporary) or Permanent Business

Have you owned or operated any substantially similar license within the five years prior to the application

date?

Where?

Was that License Suspended or Revoked?

Date:

Reason for Sanction:

City or Town:

(Secondhand or Pawnbroker License previously revoked - supply written documentation and attach)

Answer yes or no:

If any answer is yes, describe the date, place and nature of the conviction or plea on a separate page attached to this application. Have you ever been convicted of a felony? _____ Have you been convicted of a crime such as, but not limited to, any law of the Commonwealth of Massachusetts that is contrary to the type of secondhand business or pawnbroker such as receiving stolen property, any form of breaking and entering, larceny from a person or any other form of larceny, or any form of aggravated assault. _____

I, _____, in consideration of applying for a business license from the Auburn Board of Selectmen. I hereby certify that the above information on this application is accurate and true to the best of my knowledge and I understand that information I provided or any substantive falsification or omission of any pertinent facts or details may result in rejection, revocation, modification or suspension of that business license, now or at any future period.

(Signature of applicant)

(Date)

Further, I have fully read, understand, and agree to abide by all terms and conditions set forth by the Auburn Board of Selectmen with respect to issuance and operation of said license. I understand the Board may deny, suspend, modify or revoke that license and or asses a monetary fine for any violations as provided in the licensing regulation.

(Signature of applicant)

(Date)

102 Central Street
Auburn, MA 01501
Telephone (508) 832-7720 Fax (508) 832-6145
Web site: www.auburnguide.com

SECTIONS BELOW FOR OFFICIAL USE ONLY

(*Note to all Department Heads - Attach Copies of all Supportive Documentation, if Applicable, to Support Your Recommendations or Comments)

Selectman's Office

CORI Check Fee- \$100.00 per employee (payable to Police Department)

Application Fee _____ x Employees - _____

Amount Paid

Payment Clearance Date

Date Forwarded to DGG by: _____

Date

Development Coordinating Group (DCG)

Date of Development Coordinating Group (DCG) meeting:

Referred by DCG for review and administrative action to:

Zoning: _____ Date: _____ Return Date: _____

Building Inspections Division: _____ Date: _____ Return Date: _____

Fire Department: _____ Date: _____ Return Date: _____

Other: _____ Date: _____ Return Date: _____

DCG Recommendations:

Forwarded to Police Chief by: _____

Date

Police Chief or Designee

Chief of Police or designees recommendation(s):

Forwarded to Board of Selectmen by: _____ Date: _____

**Licensing Authority
Auburn Board of Selectmen**

Year 1 - Initial Application:

Date of Licensing Hearing: _____

License Requested: _____

License Approved or Denied: _____ Date: _____

Modifications or Additional Terms and/or Conditions:

(Chairman, Board of Selectman Signature)

(Date)

Annual Renewal

Year 2 - Annual renewal:

Date: _____ License Renewal Fee Paid (Amount): _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

Year 3 - Annual renewal:

Date: _____ License Renewal Fee Paid (Amount): _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

Year 4 - Annual renewal:

Date: _____ **License Renewal Fee Paid (Amount):** _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

Year 5 - Annual renewal

Date: _____ **License Renewal Fee Paid (Amount):** _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

Year 6 - Annual renewal:

Date: _____ **License Renewal Fee Paid (Amount):** _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

Year 7 - Annual renewal:

Date: _____ **License Renewal Fee Paid (Amount):** _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

Year 8 - Annual renewal:

Date: _____ **License Renewal Fee Paid (Amount):** _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

Year 9 - Annual renewal:

Date: _____ License Renewal Fee Paid (Amount): _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

Year 10 - Annual renewal:

Date: _____ License Renewal Fee Paid (Amount): _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

Year 11 - Annual renewal:

Date: _____ License Renewal Fee Paid (Amount): _____

Licensing Authority, Hearing Date: _____ Approved: _____ Denied: _____ Modified: _____

Comments: _____

All annual renewals continue to cycle with 5 year CORI Checks