

**TOWN OF ABINGTON  
INSTRUCTIONS FOR A CLASS I, II, III AUTOMOBILE LICENSE**

- 1. When COMPLETE applications are received in the Selectmen's Office, you will then be scheduled for a hearing before the Board of Selectmen. The Board of Selectmen Meetings are held on the second and fourth Monday's of every month.**
- 2. A COMPLETE application consists of the following:**
  - **A properly and completely filled-out application form**
  - **A CERTIFIED plot plan of the real estate indicating all businesses located at the address, and properly marked spaces for customer and owner parking of each business at that location, as well as cars for sale.**
  - **A copy of your lease if applicable.**
  - **A properly and completely filled-out CORI form.**
  - **A check in the amount of \$100.00 to the Town of Abington for inspections. This is nonrefundable.**
- 3. Then you must obtain a list from the Assessor's Office indicating abutters to your location.**
- 4. Once your application is complete, you will then be scheduled for the Hearing. The Selectmen's Office will assist you with placing your advertising.**
- 5. Then you must send out the advertising to these abutters by Certified/Return Receipt Requested Mail at least seven (7) days before the Hearing. You must bring these green cards and abutters list and a copy of the advertising to the hearing.**
- 6. You must contact the following departments for inspections, while giving two weeks sufficient notice for the inspectors to schedule your inspections:**
  - **Police Chief: 781/982-2111**
  - **Fire Chief: 781/982-2114**
  - **Building Inspector: 781/982-2105**
  - **Wiring Inspector : 781/982-2105**

**Thank you for your application and interest in the Town of Abington.**