

**TO: PROSPECTIVE APPLICANTS FOR MOTOR VEHICLE WRECKING FACILITY LICENSES**

Attached you will find an application for a Montana Motor Vehicle Wrecking Facility License. The application must be completed and all additional supporting information must be supplied in order to obtain a license as required in Section 75-10-511, MCA. Processing time after the Department receives a **complete** license application is typically 90 to 150 days.

As required by law, all junk vehicles must be shielded from public view. Public view is defined as any point six feet above the surface of the center of any public road from which the wrecking facility and junk vehicles can be seen. You will be required to document the type and adequacy of your shielding in the application. The shielding must be approved by the state before it is installed.

It is important to allow yourself time for the entire licensing process to proceed. Two separate 30-day comment periods are required to be provided to the public. Upon receipt of a complete application for license, the Program must provide a 30-day comment period to the County Commissioners, adjoining property owners, and other interested parties. A Program representative will schedule a visit to the proposed site as soon as possible after the end of the first comment period. The Department will then prepare an Environmental Assessment (EA) concerning the proposed facility. The EA will be circulated for public comments for a period of at least 30 days. This is the second comment period. After the end of the second public comment period you will be contacted concerning any changes or additional information that may be needed. The Department will then make its final decision on licensing.

If the Department's decision is to approve a license, the license will not be issued until all necessary shielding and construction are completed and the yearly license fee has been received. The yearly license fee is \$100.00 and expires at the end of each year. The license fee will be pro-rated on a quarterly basis for new facilities only and is non-refundable and non-transferable.

If you have any questions, please do not hesitate to contact your local junk vehicle program director or us.

Revised: December 03, 2012

## INSTRUCTIONS FOR LICENSE APPLICATION

- Items 1-4 -- Self-Explanatory
- Item 5 -- Fill in the complete legal description, including the size or dimensions of the parcel, ¼ section, section, township, and range. Also include the certificate of survey number. Attach additional sheets if needed. A description of "7 miles north of town" or "817 Green Street" is not a legal description. If you are re-licensing an existing wrecking facility, use this space to provide the facility's previous name, licensee's name, and current motor vehicle wrecking facility license number.
- Item 6 -- If you are renting or leasing the property, fill in the information and include a copy of the lease or rental agreement. If you are in the process of buying the land (contract for deed) include title holder's name and address.
- Item 7 -- Please submit all required maps of the property. Include a drawing of the boundaries for the proposed wrecking yard.
- Item 8-17 -- Self-explanatory
- Item 18 -- This must be completed and signed by the appropriate local official after the application is completed. This is mandatory even if no zoning ordinances are currently in place.

NOTE: A copy of the completed application and attachments **must be submitted to the director of the county junk vehicle program** in the county where the proposed facility is located.



8. Automotive fluids including crank case oil, transmission fluids, anti-freeze, gasoline, windshield washer fluids, and brake fluids must be properly managed. Please explain how these fluids will be managed. How will automotive fluids including crank case oil, transmission fluid, anti-freeze, and gasoline be managed and disposed of?

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9. Are there any streams, intermittent drainages, or irrigation ditches on or within 3 miles of the property? Y/N\_\_\_\_\_ If yes, where are they located and how will they be protected from potential impacts of facility operations?

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10. Please contact the Water Protection Bureau to see if a Storm Water Permit may be required. They can be contacted at Montana Department of Environmental Quality, Permitting & Compliance Division, Water Protection Bureau, PO Box 200901, Helena, MT 59620-0901, 406-444-3080. Their response must be included with this application. You can reference the Water Protection site at <http://deq.mt.gov/WATER/WPB/WPBFORMS> for a Storm Water Permit.

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11. Please include the well logs for the section where your property is located and also include the well logs for all the adjoining sections. What depth is the first water table encountered? \_\_\_\_\_ feet The Montana Tech Ground Water Information Center (GWIC) site is a good source for well logs. You can reference the GWIC site at <http://mbmgwic.mtech.edu/> .

12. Please obtain and attach soils information for this proposed location. Typical sources of soil data are the local USDA Natural Resource Conservation Service Office (NRCS), County Planning Office and County Health Department. You can reference the NRCS site at <http://websoilsurvey.nrcs.usda.gov/app/> for soils information.

13. List the names and complete mailing addresses of **all adjoining property owners** to the facility site and the property where the facility is located. Include any city, county, state, or federal lands.

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14. **Are there any potential environmental impacts** that might occur with the development or operation of this wrecking yard? If yes, please list the impacts.

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14. (a) If so, will special operational practices be incorporated to minimize these impacts?

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15. The Montana Historical Society, State Historic Preservation Office (SHPO), 225 North Roberts, Helena, MT 59620 **must be contacted** to see if any historical sites are present on or near the proposed site. Please submit an aerial map of the proposed facility to them so they can perform their search and respond. You can reference the SHPO site at <http://mhs.mt.gov/shpo> for the needed information. There is a \$25 fee assessed for each application.

16. A copy of your completed application and all attachments **must be submitted to the Local County Junk Vehicle Director. Has this been done Y/N ?** **Date submitted:** \_\_\_\_\_.

17. The Local Zoning Officer must sign this application to certify that the site of the planned motor vehicle wrecking facility is in accordance with local government zoning and ordinances. If **no zoning or other ordinances** are currently in place the application must still be signed by the Local Zoning Officer.)

NAME OF OFFICIAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

OF: \_\_\_\_\_ DATE: \_\_\_\_\_  
(city or county)

18. I hereby certify this information is to **the best of my knowledge accurate and factual.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_