



APPLICATION FOR USED AUTOMOTIVE PARTS RECYCLING LICENSE

This application for: New License Renewal Year of Application: _____

I, _____ do hereby apply to the City of Manor for a license to operate a used automotive parts recycling business within the corporate city limits of the City of Manor, Texas. The license applied for shall be subject to all provisions of the codes and ordinances of the city relating to used automotive parts recycling as well as state and federal regulations relating to such operations. I make this application in my capacity as:

- Sole proprietor
- General partner of a partnership
- Officer of the corporation, the title of my office being _____ owning or existing as the existing business operation for which this license is sought.

Full name of applicant: _____

Date of birth of applicant: _____

Home address of applicant: _____

Phone number of applicant: _____

Email address of applicant: _____

Name of applicant business: _____

Business phone number: _____

Business address: _____

Preferred mailing address: _____

Property owner name: _____

Date of birth of property owner: _____

Property owner address: _____

Property owner phone number: _____

Legal description of business premises: _____

Zoning district of business premises: _____

- Check if Zoning Verification Letter attached

If business is owned by a Partnership or Corporation, list the name, position, home address and business address of each partner or corporate officer. Attach additional pages if necessary



This proposed business operation shall primarily be engaged in the dismantling and reuse or resale of used automotive parts and the safe disposal of salvage motor vehicles or non-repairable motor vehicles, including the resale of those vehicles. All required documentation listed below is included with this application and all related back-up materials are available for inspection during normal business hours by a Code Enforcement Officer or Police Officer.

- A copy of the national pollutant discharge elimination system discharge permit or notice of coverage for business location, if required;
- A copy of the approved Texas Commission on Environmental Quality (TCEQ) storm water multi-sector permit for business location;
- A letter of compliance showing compliance with the Texas Pollutant Discharge Elimination System for business location dated within the last fifteen (15) months;
- A copy of the required State of Texas registration as a used automotive parts recycler

I UNDERSTAND AND AGREE THAT ANY FALSE STATEMENT OR FAILURE TO FULLY COMPLY WITH ANY ASSERTION HEREIN SHALL IMMEDIATELY VOID THIS APPLICATION AND RESULT IN THE DENIAL AND REVOCATION OF ANY LICENSE GRANTED BASED UPON THIS APPLICATION.

Signature: _____

Date: _____

STATE OF TEXAS §

COUNTY OF _____ §

BEFORE ME the undersigned authority on this day personally appeared _____, Owner of the Property, and acknowledged that s/he is fully authorized to execute the foregoing document and that s/he executed such document for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____, 201_.

Notary Public - State of Texas

RETURN TO:

CITY OF MANOR
P.O. BOX 387
MANOR, TEXAS 78653



Used Automotive Parts Recycling Application Checklist

All items listed below must be included with your initial application and when renewing your application.

1. Proper zoning is required for establishment or expansion
2. Notarized application: all applications must be signed and sworn to by the party applying for the license (by a general partner of a partnership and by an officer of a corporation) before a notary public or other official authorized to administer oaths.
3. Texas Commission on Environmental Quality (TCEQ) storm water multi-sector permit for that location (Applicant's responsibility)
4. Compliance letter regarding compliance with the Texas Pollutant Discharge Elimination System for that location dated within the last fifteen (15) months. (Applicant's responsibility)
5. Copy of the State of Texas registration as a used automotive parts recycler. (Applicant's responsibility)
6. Copy of the national pollutant discharge elimination system discharge permit or notice of coverage for that location if required. (Applicant's responsibility if required)

The annual used automotive parts recycling license fee is five hundred seventy-five dollars (\$575.00) paid to the city with the license application.

The City of Manor Used Automotive Parts Recyclers, Boat Salvage Yard, Vehicle Storage Facilities, and Metal Recycling Entities code can be reviewed at: www.franklinlegal.net (Chapter 4, Article 4.09).

For more information call: 512-272-5555 extension 5

or

105 Eggleston Street, Manor, Texas 78653