

## **Bureau of Motor Vehicles Zoning Verification Process**

The Planning Department of the City of Fort Wayne is the reviewing authority for zoning verification on Bureau of Motor Vehicles Dealer License application forms. We can only approve applications for properties within the corporate limits of the City of Fort Wayne.

### ***RENEWALS AND SITES OF EXISTING DEALERSHIPS***

Our staff may review and sign applications if there is a record of a prior approval since March 2, 1998. A staff member will review the application, check the current zoning map, do a site inspection, and check the files for previous approval. If all is in order, they will sign the application and make a copy for the files. There is no charge to the applicant. If there are any issues, the applicant will be contacted.

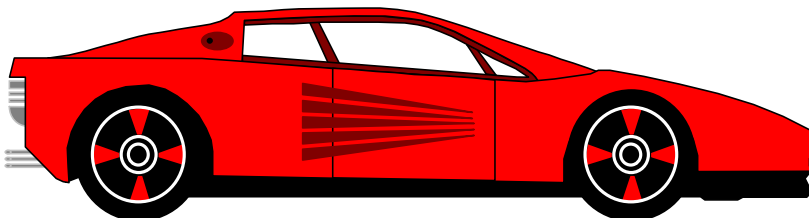
### ***FOR NEW DEALERSHIPS AND SITES WITHOUT RECENT APPROVAL***

The Zoning Ordinance requires that properties that undergo a change of use must be issued a Certificate of Compliance before that the business can legally operate. If a current Certificate of Compliance or signed BMV application form is not on file, the applicant must request a Certificate of Compliance before staff will sign the BMV application.

### ***CERTIFICATE OF COMPLIANCE APPLICATIONS REQUIREMENTS***

- Completed application form
- \$50 cash or check (payable to the City of Fort Wayne)
- Sealed professional survey (including all structures, dimensions, parking areas and parking surface material)
- Additional information may be required by staff to verify compliance

After the application, the property will be reviewed for compliance with the Zoning, Sign, and Floodplain Ordinances. If no deficiencies are found, staff will sign the BMV form and issue a Certificate of Compliance to the applicant. Unless otherwise requested, the forms will be mailed to the applicant. These applications and certificates will be kept on file.



# **Additional Vehicle Dealership Information**

## **Zoning Ordinance**

Automobile sales and service are permitted uses in CM3, CM4, and CM5 Commercial Zoning Districts and all Industrial zoning districts. The Board of Zoning Appeals may also permit sales and service in CM2 commercial districts. Even if a use is a permitted use, the property must be suitable for the use. Size, parking, signs, paving, structures, etc. can affect whether a site can be legally used and is being used in compliance with Zoning Ordinance standards.

## **Parking and Paving**

Vehicles cannot be parked on unimproved surfaces (grass or dirt). New gravel parking areas are not permitted in commercial zones and may only be used for storage in industrial zones. Parking lot permits are required for new parking lots and additions to old parking lots. These are available through the Right-of-Way Department (427-1144). No vehicles or signs may be placed in public right-of-way without prior approval from the Board of Works. Any such signs are subject to confiscation and disposal. Illegally parked vehicles can be ticketed or towed.

## **Signs**

The applicable rules depend upon the zoning district, but in the zoning districts that allow vehicle sales the following restrictions apply:

### Wall signs

- 250 square feet per building side in CM3 and CM4 districts
- 300 square feet per building side in Industrial districts
- Sign permit required for new signs

### Freestanding signs

- One per public street frontage
- 250 square feet limit in CM3 and CM4 districts
- 300 square feet limit in Industrial districts
- 50 foot height limit
- Sign permit required for new signs

### Prohibited signs

Banners (except grand opening and going-out-of business), pennants, strings of lights, flashing signs or lights, flags (other than government)

## **Vehicle Storage**

All vehicles, including those being stored, must be parked on improved surfaces; gravel is acceptable only in industrial districts for storage not display. A related permitted use, such as vehicle sales or service must be the primary use of the property, unless the Board of Zoning Appeals grants special permission. If more than 10 cars are stored over night, they must be screened from public view. Inoperable, wrecked, and partially disassembled vehicles may not be stored for more than 30 days. The standard BMV license limits the number of such vehicles to 2.