



DEPARTMENT OF
**LEGAL AND
ADMINISTRATIVE
SERVICES**

OFFICE OF THE CITY CLERK

100 N Appleton Street
Appleton, WI 54911
p: 920.832.6443
f: 920.832.5823
www.appletonwi.gov

MEMORANDUM

Revision to Chapter 9 of the Municipal Code: Salvage Dealers

Date: May 5, 2025

To: Safety & Licensing Committee, Christopher Croatt – Chair;
Common Council

From: Kami Lynch, City Clerk *KL*

Encl: Municipal Code Sec. 9-387 Redlined

Appleton Municipal Code Sec. 9-386 requires a person who engages in the business of buying or selling junk or salvage in the City, to obtain a salvage dealer license.

Sec.9-387. Application for license, requires that *“every application shall be signed and acknowledged before a notary public or other officer authorized to administer oaths”*.

I am requesting revision to Sec. 9-387 of the Municipal Code to remove the above section requiring that applications be signed and acknowledged before a notary public or other officer authorized to administer oaths. This is the only license application within the Office of the City Clerk that has this requirement. This requirement creates issues with the timeliness and appropriate filing of Salvage Dealer License applications as many of these are submitted by mail. I am recommending this change for consistency and equity among license applications.

Please reach out, should you have any questions regarding this proposal.

DIVISION 2. SALVAGE DEALERS**

Sec. 9-386. License required.

No person in the City shall keep, conduct or maintain any building, structure, yard or place for keeping, storing or piling in commercial quantities, whether temporarily, irregularly or continually, or for the buying and selling or picking up and selling at retail or wholesale or dealing in any old, used or secondhand materials of any kind, including cloth, rags, clothing, paper, rubbish, bottles, rubber, iron, brass, copper or other metal, furniture, used motor vehicles or the parts thereof, or other article which from its worn condition renders is practically useless for the purpose for which it was made and which is commonly classed as junk or salvage, nor shall any person engage in the business of buying or selling junk or salvage as described in this section in the City, without first having obtained a license as provided in this division. Any person engaging in the business described in this section shall be known as a salvage dealer.

Sec. 9-387. Application for license.

Every applicant for a license to engage in the business of salvage dealer shall file with the City Clerk a written application upon a form prepared and provided by the City, signed by the applicant. The application shall state:

- (1) The name and residence of the applicant if an individual, partnership or firm, or the names of the principal officers and their residences if the applicant is an association or corporation.
- (2) Whether the applicant or an officer or manager of the applicant has been employed by a salvage dealer or has been a salvage dealer.
- (3) The detailed nature of the business to be conducted and the kind of materials to be collected, bought, sold or otherwise handled.
- (4) The place where such business is to be located or carried on.

Such application shall contain an agreement that the applicant accepts the license, if granted, upon the condition that it may be suspended for cause at any time by the Common Council. ~~Every application shall be signed and acknowledged before a notary public or other officer authorized to administer oaths.~~