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# NEW BUSINESS INFORMATION PACKET

## TOWN OF FRASER

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Welcome to the Town of Fraser, Colorado! This document will help you to navigate the Town regulations related to opening a new business within the Town limits. This packet includes general information about the Town's regulations—you may need additional information contained in other documents that are available from Town staff and on the website. It is highly recommended that you consult with Town staff to ensure that you have all required applications and materials—we are here to help!

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□ **DEVELOPMENT PERMIT**

A Development Permit is required for every business or development within the Business District. The Business District within the Town's zoning ordinance establishes the applicable policies and criteria for development. These regulations apply to both new development and changes within existing structures. Copies of the Business District Regulations are available at the Town Hall and on the website. Town staff can assist you in determining how the regulations apply to your business. Minor Proposals can be addressed by staff administratively, while Major Proposals require a hearing before the Planning Commission.

□ **BUSINESS LICENSE**

Every business in the Town of Fraser is required to obtain a Business License. The application for a Business License to the Town is not a replacement for a sales tax license. A sales tax license has to be obtained from the Colorado Department of Revenue. Business Licenses for the Town of Fraser must be renewed annually.

□ **SIGN PERMIT**

All signs in the Town of Fraser (with a few exceptions) require a Sign Permit. Applicants should first review the sign code to determine the signage they are allowed. Town staff is available to assist you in interpreting these codes. Town approval of a Sign Permit is required prior to installation of any signage, and should be received prior to the purchase of any signage.

□ **OTHER INFORMATION**

Town staff may be able to provide you with other information that may assist you in starting or modifying your business. **You may also find valuable information on our website at [www.frasercolorado.com](http://www.frasercolorado.com).** Feel free to contact Town of Fraser staff or the Chamber of Commerce for assistance.

*It is highly recommended that persons interested in opening a new business in the Town of Fraser contact Town staff to get any additional information that may not be included here.*

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# DEVELOPMENT PERMIT REVIEW PROCESS ROADMAP:

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