



Business License Policy Crested Butte South Property Owners Association

General Information

The Crested Butte South Property Owners Association (Association) supports and encourages the economic growth and development of the Village Center within our commercial district. The Association is the development authority and charged with enforcing the regulations. The Board of Directors have agreed to formalize the approval process of business operations within the Crested Butte South Village Center to be certain all businesses are in compliance with the Special Area Regulations (SAR) and Commercial Area Master Plan (CAMP) document. This Policy outlines these rules and requirements for potential business owner/operators within the commercial district.

Application & Review Process

All business owners within the Crested Butte South Village Center are required to apply for a business license through the Association. Along with the Business Application, an Operations Plan and a \$100 Application fee are required. The application will be issued by annually to by the Association. All items are to be submitted for review and approval by January 10th to avoid fines.

A review of the Frequently Asked Questions section provides a brief summary of information from the CAMP. You are responsible to review the CAMP document in order to comply with the guidelines and permitted land use. If you determine you are eligible to apply, complete the Business Application.

The Association Manager will review the information for completeness and determine if the application needs further review by outside agencies, the Board of Directors and/or a Notice of Public Hearing with a 14-day public comment period.

The Applicant will receive written notice by the Association Manager of the approval, next steps or denial of the application. If the application is denied, the application fee will be refunded.

If approved, the business license is effective for a period of one year with an annual renewal date of January 1st, application is due by January 10th. The \$100 Application fee will be forfeited should the business close within the active, license year.

The business owner/operator is responsible for ensuring the business meets all applicable local, state, and federal regulations. Please note that no sales tax is collected by the Association.

Failure to comply with this policy will result in fines and penalties in accordance with the Notice, Hearing and Enforcement Policy. The fine schedule is located on the application.

Frequently Asked Questions

Who is required to apply for a Business District License?

All properties with business operations within designated commercial zone as outlined in the Special Area Regulations - Commercial Area Master Plan. Any new business entity.

What properties make up the Crested Butte South Village Center?

The Crested Butte South Village Center and commercial district includes the property known as CB South Commercial and Pioneer Plaza within Block 6. Also included are lots with a commercial designation within Blocks 4 and 5, defined as Perimeter Lots. For a complete list of commercial lots, refer to the Commercial Area Master Plan, Section 4. Definitions.

Is a business license required as a prerequisite to operating a business within the Village Center?

Yes, approval by the Association and/or the Board of Directors is required.

Is the Property Owner required to submit a Business License Application?

Yes, if the property owner is the business owner/operator.

No, if the property owner is not a legal entity of the proposed business.

Are Home Occupation businesses required to apply for a business license?

No. Our governing policy for Home Occupation Regulation does not require a business license application. Home Occupation businesses must comply with the policy; please refer to the policy on the CB South P.O.A. website, www.cbsouth.net.

What are the permitted and prohibited land uses within the Village Center?

Please refer to the Special Area Regulations and Commercial Area Master Plan, Section 5 Permitted and Prohibited Land Uses. All industrial manufacturing is prohibited.

Will businesses operating without an approved, business license be penalized?

Yes. Business owners/operators are responsible for adhering with the rules and regulations of the Association and can be levied a fine for non-compliance of any and all policies that govern Crested Butte South.

What is to be included in the operations plan?

The operations plan must include the description of business, business type, number of employees, target customer, hours of operations, along with any unique criteria. Identify impacts of the business as it relates to the Rules and Regulations such as traffic, parking, noise guidelines, odors, allowable business hours, trash regulations. All vehicles will need to be parked in designated parking areas, such as driveways and garages, or on-street parking, where permitted; provide specifics regarding your parking.

For a complete list of requirements, please reference Section 6 of the Commercial Area Master Plan document; the full document may be found on the CB South P.O.A. website, www.cbsouth.net.