



## **NEW BUSINESS WELCOME PACKET**

For more information, visit our website at

[www.cityofmontevista.colorado.gov](http://www.cityofmontevista.colorado.gov)

or call (719)852-6171, 95 West 1<sup>st</sup> Monte Vista,

CO. 81144 M-Th 8-5:30



Dear Business Owner,

## **WELCOME TO THE CITY OF MONTE VISTA!**

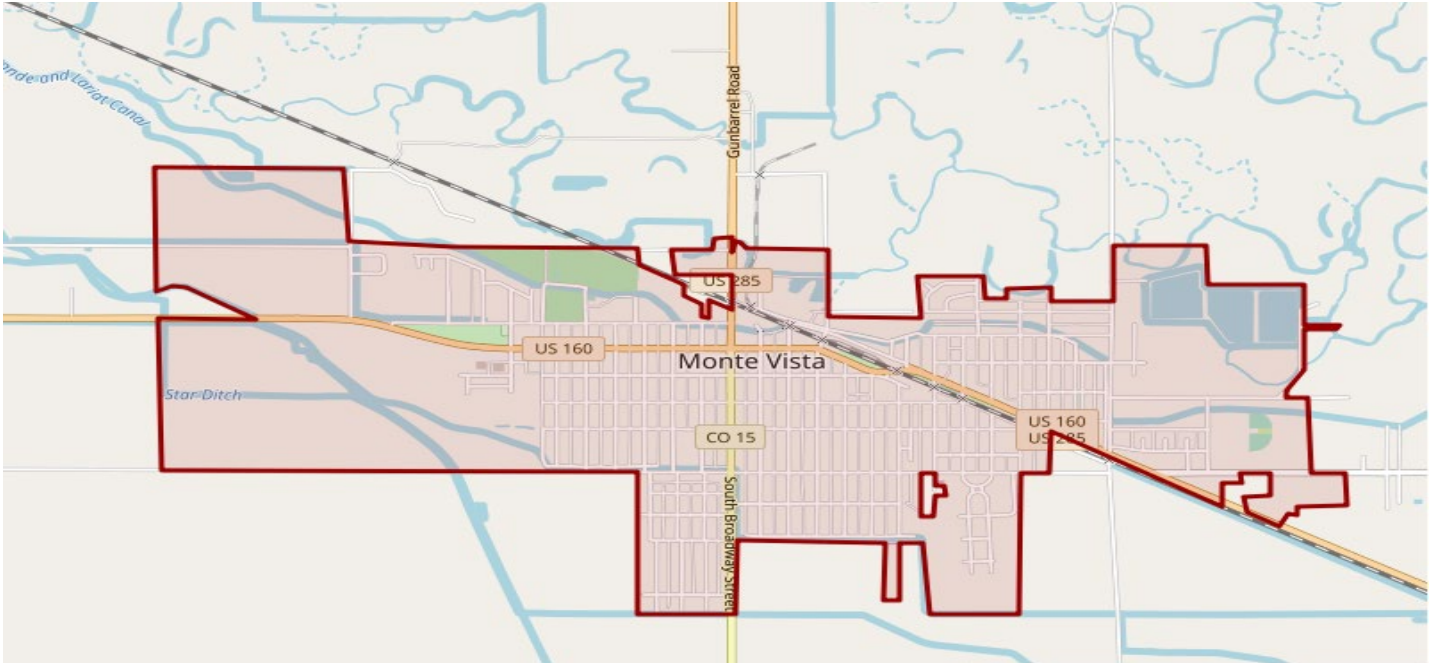
We would like to welcome you as a new business owner in the City of Monte Vista! We love seeing new residents and businesses move in and would love to help make your transition smooth. Our hope is that you would enjoy operating a business within the City as much as we love living here!

This packet contains general information about the area and services provided. It also includes contact information for various organizations focused, at least in part, on small business and economic development.

- Community Profile
- Business Licenses & Sales Tax
- Business License Application
- Business Resources
- Enterprise Zone Program Fact Sheet
- Utility Information and Contact List

As you settle into beautiful Monte Vista, please do not hesitate to utilize the resources available to you. Please, feel free to call us at City Hall, reach out to other business owners, engage with the Chamber of Commerce, or look into training or incentives.

Thanks again and we sure are glad you are here!



Monte Vista was founded September 27, 1886. The site had previously served as a watering stop for the Denver and Rio Grande Western Railroad. Monte Vista is the Spanish translation of “mountain view.” Monte Vista is the Home Rule Municipality that is the most populous municipality in Rio Grande County, Colorado, United States.

## Quick Facts

Population 2021	4,136
Median Age	38.7 years
Median Income	\$35,588
Median Home Value	\$250,000
Incorporated Sq. Mi.	2.0
Elevation	7,664

### Elected Officials

Mayor Dale Becker

Mayor Pro Tem Victor Sigala

### Councilors

Jason Lorenz

Larry Foster

Martha Lock



## BUSINESS LICENSES

Every business needs one or more federal, state, or local licenses or permits to operate. Licenses can range from basic operating licenses to very specific permits (e.g. environmental permits) depending on your business needs.

- The Following are common types of local permits and licenses:

**Business License:** The City of Monte Vista requires all organizations conducting business within city limits to have a business license. Each business license is valid for one calendar year (January-December) and costs \$25 annually.

**Sign Permit:** This permit is required before erecting a new sign.

**Zoning Verification:** This permit is needed by the City prior to a building permit.

**Building Permit:** This permit is required if you are constructing or modifying your place of business. (This can be obtained from the Rio Grande County Building Department)

**Retail Food Establishment License:** This license is required and issued by the State of Colorado for all facilities selling, serving and preparing food. The Rio Grande County Health Department must inspect and approve all facilities before they can begin operation. Please contact the Rio Grande County Health Department at (719) 657-3352 for more information.

**Liquor License:** A liquor licenses will allow you to serve alcohol at your new business. Monte Vista is the local licensing authority but final approval is done by the State of Colorado. Please contact the City Clerk's Office to obtain the application and information on the application process.

**Special Event License:** This license allows businesses that do not have liquor licenses to serve alcohol at public events.

- State and Local Taxes

**City of Monte Vista Tax Rate:** 8.5% Total: 3.0% City 2.6% County 2.9% State

**Tax Resources:** [www.colorado.gov/cbe](http://www.colorado.gov/cbe) [www.TaxColorado.com](http://www.TaxColorado.com)



## BUSINESS LICENSE APPLICATION FORM

Please complete the application below and return it to the City of Monte Vista, 95 West 1<sup>st</sup> St., Monte Vista Co. 81144, with the adopted business license fee of \$25.00. The business license fee is annual.

**Each year a new fee and renewal application are required.**

### 1. BUSINESS CONTACT INFORMATION

Application Date:

Name of Business:			
Physical Address:			ZIP:
Local Mailing Address:			ZIP:
Corporate or Main Office Mailing Address:			ZIP:
Business Telephone Number: - -	Business FAX Number: - -	Business Owner or Contact #: - -	Cell Phone Number: - -
Business World Wide Web Address		Business Owner or Contact Email	

### 2. BUSINESS MANAGER INFORMATION

(List one manager. Additional managers or owners can be attached)

Name:	Mailing Address, City State & ZIP:	Telephone Number

### 3. BUSINESS INFORMATION

Incorporation? Yes_No_NA_	Partnership? Yes_No_NA_	LLC? Yes_No_NA_	PC? Yes_No_NA_	Other Explain	Date of Origin
Organized in What State? (or Country if applicable)			Non-Profit? Yes_No_NA_	If <b>Yes</b> to Non-Profit, attach a copy of Non Profit status to this application.	
Colorado Sales Tax #		State Identification #		Federal Identification #	

Attach a list of compliance certificates and/or licenses if business is subject to any federal, state or county registration or licensing. (food service)

Provide a description of the business activities.

Hours of operation

Provide an explanation of seasonal or temporary business operation hours.

#### 4. APPLICANT INFORMATION

Name of Person Completing Application:

Mailing Address of Applicant:

ZIP:

With my signature I am affirming that I am an authorized representative of the business listed above. I understand that the granting of the business license is dependent upon the business abiding by all regulations of the Municipal Code of City of Monte Vista Colorado, and the information stated in the application is to the best of my knowledge, true and correct.

Signature of Applicant:

Date:

#### FOR CITY OF MONTE VISTA USE ONLY

Zoning District & Code:

Legal Description

License #

Check(#) or Cash

Date

Received By:

Date

Date License Sent:



**CITY OF MONTE VISTA**  
cityofmontevista.colorado.gov

*95 1st Ave Monte Vista, CO 81144*

Main Phone: (719) 852-2692 ~ Main Fax: (719)852-6167

**CITY OF MONTE VISTA  
APPLICATION/SIGN PERMIT**

Permit # \_\_\_\_\_

Date: \_\_\_\_\_

Parcel # \_\_\_\_\_

\$15 Fee Paid: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Parcel Owner \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Off-site advertising sign to be constructed at \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Subdivision/Addition: \_\_\_\_\_

Block \_\_\_\_\_

Lot \_\_\_\_\_

Sign type, size, number of Faces and area of signs to be constructed.

	TYPE	SIZE	FACES	AREA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Aggregate Surface area of all signs: \_\_\_\_\_

Height of signs: \_\_\_\_\_

Ground Clearance of projection sign: \_\_\_\_\_

Will sign be illuminated? \_\_\_\_\_

(Illumination shall not shine directly on residential districts or create any nuisance or hazard)

Include a color drawing of the sign(s) and a sketch of the sign(s) on the building with dimensions.

Permit Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## BUSINESS RESOURCES

### **Monte Vista Area Chamber of Commerce:**

Monte Vista Area Chamber of Commerce is here to help support, promote and grow your business. Monte Vista is a great place to live, work and play. The Monte Vista Chamber of Commerce works to enhance the quality of life in the Community. Our Vision – To create a dynamic organization heralded as the best in the Valley in marketing and promoting business and community. Mission – Through effective marketing and promoting, create a sustainable business environment and improve quality of life for our community members. Goal – Create a strong and viable Chamber that is an asset to the business community. Chamber meetings 7:00am on the last Thursday of every month at the Monte Vista Chamber/Info Center.

### **Upper Rio Grande County Economic Development:**



Upper Rio Grande Economic Development is the organization that unifies Rio Grande County and the western side of the San Luis Valley. We are here to make Rio Grande County the most attractive Rocky Mountain destination to start up and expand your business. We are here to provide top line business support and to foster a vibrant rural economy. Our long-term vision is to increase job opportunities, population and tax base, and to help our businesses grow while maximizing a superior quality of life. Contact Tom Monaco at [tom.monaco@state.co.us](mailto:tom.monaco@state.co.us) or [www.urg-ed.com](http://www.urg-ed.com)

### **SBDC:**

The San Luis Valley Small Business Development Center offers business consulting and training that maximizes the economic potential of entrepreneurs. Our mission is to help existing and new businesses grow and prosper. Our goal at the Small Business Development Center is to help emerging and existing entrepreneurs gain control of their business operations. We provide free guidance and consulting in all aspects of funding and developing small business. We strive to help grow and start businesses. While we cannot eliminate risk, we work to minimize it by helping clients write comprehensive business plans, conduct financial forecasts, strategize marketing tactics, apply for funding, and improve operations. Let us help you maximize your business potential. También hablamos en ESPAÑOL. Contact Jason Medina at [jason@slv-sbdc.com](mailto:jason@slv-sbdc.com) or 719-589-3682.





**Purpose**

The Colorado Enterprise Zone (EZ) Program was created by the Colorado Legislature (C.R.S. Title 39, Article 30) to promote a business friendly environment in economically distressed areas by offering state income tax credits that incentivize businesses to locate and develop in - and non-profit organizations to assist with the needs of - these communities.

**Program Description**

Taxpayers investing in Enterprise Zones can earn a credit on their Colorado income tax by planning and executing specific economic development activities.

Certain credits amounts and carry-forward periods have changed for tax years commencing January 1, 2014.

The following incentives can be earned by businesses located in Enterprise Zones for tax years beginning 1/1/2014 and after. Please see CO Department of Revenue pages for previous credit amounts.

BUSINESS INCOME TAX CREDITS	CREDIT AMOUNT	FYI
<b>Investment Tax Credit (ITC)</b>	3% of equipment purchases	FYI Income 11
<b>Commercial Vehicle Investment Tax Credit (CVITC)</b>	1.5% of commercial vehicle purchases	FYI Income 11
<b>Job Training Tax Credit</b>	12% of qualified training expenses	FYI Income 31
<b>New Employee Credit</b>	\$1,100 per new job	FYI is not yet available
<b>Agricultural Processor New Employee Credit</b>	\$ 500 per new job	FYI is not yet available
<b>Employer Sponsored Health Insurance Credit</b>	\$1,000 per covered employee	FYI is not yet available
<b>R&amp;D Increase Tax Credit</b>	3% of increased R&D expenditures	FYI Income 22
<b>Vacant Building Rehabilitation Tax Credit</b>	25% of rehab expenditures (hard costs)	FYI Income 24

*FYIs are Department of Revenue publications explaining the tax credits.*

ADDITIONAL EZ INCENTIVES	INCENTIVE AMOUNT	FYI
<b>Manufacturing/Mining Sales and Use Tax Exemption</b>	Expanded S&U tax exemption in EZ	FYI Sales 10 & 69
<b>Contribution Tax Credit</b>	25% cash / 12.5% in-kind on contributions to EZ projects	FYI Income 23

Additionally, municipalities, counties and special districts may have increased flexibility pertaining to local incentives per CRS 39-30-107.5 if located in an EZ.

Certain rural counties that meet additional distress criteria are designated as being **Enhanced Rural Enterprise Zones (EREZ)** per CRS 39-30-103.2. Businesses located in a designated EREZ county can earn an increased credit amount with the New Employee Credit (an additional \$2,000 per job) and the Agricultural Processor New Employee Credit (an additional \$500 per new job). See [www.advancecolorado.com/erez](http://www.advancecolorado.com/erez) for more information and a list of designated counties.

**Requirements/Eligibility Rules**

Areas with high unemployment rates (25% above state average), low per capita income (25% below state average), and/or slower population growth (less than 25% of state average in rural areas) may be approved for EZ designation by the Economic Development Commission. Only taxpayers engaged in business that is legal under both state and federal law are eligible to claim EZ income tax credits.

**Application Process**

Each income tax year, a business located in an EZ must apply and be Pre-certified prior to beginning an activity to earn any of the business tax credits listed in the first table. At the end of the income tax year, a business must Certify that the activities were performed. Pre-certification and Certification are applied for online.

Contribution Tax Credits earned by taxpayers making donations to eligible EZ Contribution Projects certify those donations with the project organization or Local Enterprise Zone Administrator. A list of qualified projects is available online.

The Commercial Vehicle Investment Tax Credit has a unique application process. Download the CVITC Application online.

**Applications and Additional Information:** [www.advancecolorado.com/ez](http://www.advancecolorado.com/ez)



## Utility Information and Contact List

### Major Utilities

- Water/Sewer
  - City of Monte Vista (719) 852-2692
- Electric
  - XcelEnergy (800) 835-4999
  - SLV REC (719) 852-3538
- Natural Gas
  - Xcel Energy (800) 835-4999
- Garbage Pickup
  - Waste Management (719) 852-5895
  - MDS (719) 658 3060
- Land Fill
  - SLV Regional Landfill (719) 852-3810

### Other Important Contacts

- City of Monte Vista (719) 852-2692
- City Clerk's (719) 852-6171
- Monte Vista Police Dpt. (719) 852-6161
- Public Works (719) 852-2692
- After Hours Public Works (719) 852-5111
- County Health Dpt. (719) 657-3352
- Building Department (719) 657-9472
- Dispatch (719) 852-5111



## WHEN DO YOU NEED TO COME SEE US AT CITY HALL?

There are some signs that require a permit before they are allowed to be erected and some that must also require public review and Board approval.

- Do I need a sign permit?
  - A new sign that is not replacing the exact dimensions of an existing sign.
  - Signs with direct or indirect illumination.
- Do I need public review and approval?
  - Signs that blink, flash, rotate, scroll, or vary in light or illumination intensity.
  - Any digital, animated, moving or mechanized swinging signs.
  - Signs that project above the roofline or façade of a building or structure
- Please, refer to Municipal Code 12-21-40 for complete information. It can be found at [www.cityofmontevista.colorado.gov](http://www.cityofmontevista.colorado.gov) under City Clerk/Municipal Code.

If your new business is located on Highway 160 or 285, the Colorado Department of Transportation imposes additional restrictions in accordance with the Highway Beautification Act of 1965.

- Only on premise signs are allowed
- For complete information, please refer to the Colorado Department of Transportation Rules Governing Outdoor Advertising in Colorado. It can be found at the following address - <https://www.codot.gov/business/rules/documents/2-ccr-601-3-rules-governing-outdoor-advertising-in-colorado-clean-copy>

**OFF PREMISE SIGNS LOCATED ALONG HIGHWAY ARE ILLEGAL UNLESS THEY CONFORM TO CDOT STANDARD “TODS” AND ARE PERMITTED THROUGH CDOT.**

### **BUILDING**

Any of the following require a building permit:

New Construction	Improvements/Alteration	Deck
Re-roof	Remodel or Repair	Fence
Demolition	Structure Relocation	Sidewalks
Accessory Structure larger than 120 sq. ft.		Driveways

### **UTILITIES**

The City of Monte Vista is your water and sewer provider. If you are putting in a new structure and need a water and/or sewer tap, you will need to contact the Public Works Department.