

WELCOME TO CRYSTAL RIVER!

As a new business owner in Crystal River, we would like to welcome you to our City and assist in making your start-up successful. We recognize you have many details to deal with at this time, and we want your interaction with the City of Crystal River to be a positive introduction to the community.

Please take a few moments to read through the attached material so that you have a better idea of City services and requirements that may be of interest to you as a new business owner. We also encourage you to take a look at our website (www.crystalriverfl.org) to familiarize yourself with the city organization and the surrounding community.

The Community Redevelopment Agency

The Crystal River Community Redevelopment Agency (CRA) oversees development within a defined geographic district that is in the general area around Citrus Avenue (see map). If your business is located within the CRA area there are certain requirements that must be met regarding architectural style, colors of your building, sign design and color, etc. Please contact the CRA ***before*** beginning any exterior modifications to your site.

Jackie Gorman, (352) 795-4216 x 308

Sign Regulations

Like many communities, Crystal River has an ordinance regulating signs. This ordinance regulates size, height, location and the number of signs that are allowed. The location of your business impacts what is allowable in the way of signage, so it is very important that you contact the Department of Planning and Community Development ***prior*** to having a contractor fabricate your sign(s). Banners, flags and balloons are generally prohibited. However, there is a provision to allow you a temporary banner to identify your business for up to thirty (30) days. You are also allowed a “Grand Opening” banner for up to thirty (30) days.

The complete Sign Ordinance is lengthy and somewhat technical. Please contact the Director of Planning or the Community Services Specialist with specific questions.

Jackie Gorman, Planning Director – (352) 795-4216 ext. 308

Eleanor Copeland, Community Service Specialist – (352) 795-4216 ext. 315

Remodeling Your Business Location

While some businesses may open in an existing building without needing to remodel, most require some changes. The type and amount of work will determine what permits are required. These are coordinated through the Building Official. The City of Crystal River currently contracts for this service with a private firm. It is strongly encouraged that you contact the

Building Official to consult on any remodeling matters at the earliest possible time in your design process.

If you are changing the use of an existing building, there may be a number of issues. You should contact the Director of Planning for specific items which will need to be addressed.

Jackie Gorman, Planning Director – (352) 795-4216 ext. 308

Building Official – (352) 795-4216 ext. 316

Utilities

The City of Crystal River supplies water and wastewater service within the City limits. Operations are out-sourced through Veolia Water, and the City handles all billing and request for service changes. For information regarding turn-on or turn-off, billing matters, or fees, please contact the Utility Services Office/Finance Department at **352-795-4216 ext. 312** (located in City Hall, at 123 NW Highway 19).

Crystal River has an exclusive contract for solid waste collection/disposal with F.D.S. Disposal Inc. You must utilize their service within the City limits. Additionally, if you utilize a dumpster, it must be enclosed and located on a paved surface. For questions regarding solid waste collection service, please **352-795-4216 ext. 314**.

Electric service within Crystal River is provided by either Progress Energy or Withlacoochee River Electric Cooperative, depending on location. Questions concerning this service should be directed to:

Customer Service/Progress Energy (800) 700-8744

Withlacoochee River Electric Cooperative (352) 795-4382

Emergency Services

The City of Crystal River contracts with the Citrus County Sheriff's Office for law enforcement services. The Sheriff maintains an office in Crystal River at City Hall (123 NW Highway 19). The office is staffed 8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency response is available on a 24/7 basis by calling **9-1-1**. The non-emergency contact number is **(352) 726-1121**.

Crystal River has a volunteer Fire Department that provides primary response within the City limits. The Crystal River Fire Department also has a mutual aid agreement with the Citrus County Fire Department. Emergency response is available by calling **9-1-1**. The non-emergency contact number is **(352) 795-1928**.

Community Service Specialist

Our Community Service Specialist is here to assist you with a number of items. This individual deals with matters of code enforcement as well as directing you to the appropriate person or agency for other issues.

Eleanor Copeland, Community Services Specialist (352) 795-4216 ext. 315

Business Tax Receipt

An annual Business Tax Receipt (previously called an occupational license) is required for businesses located within the City of Crystal River. These are issued for the period October 1, through the following September 30, and are prorated on a quarterly basis. For information on renewals, fees and other questions regarding Business Tax Receipts please contact the Permit Clerk.

Laura Black, Zoning Technician (352) 795-4216 ext. 306

Map of The City of Crystal River Community Redevelopment Area

