



LAKE BARKLEY PARTNERSHIP

CITY OF KUTTAWA

NEW BUSINESS GUIDE

INTRODUCTION

Setting up your business is simple and streamlined. The City of Kuttawa works with business owners to make the process as easy as possible. To open your business in the City, a business license is not required. All you have to do is have the idea! Still, starting a business can be difficult, so the City has several programs available for new businesses including two years of property tax abatement, reduced City utilities (gas, water, and sewer) and reduced tap fee costs. In this guide, you will find resources to help you get your business started including information on setting up your business, registering with the state, as well as zoning and tax obligations. We are here to help, so if this guide doesn't answer all of your questions feel free to reach out to us!

KUTTAWA RELOCATION FOUNDATION

The Kuttawa Relocation Foundation has commercial property available for development. Contact Harold Henderson for information on available property, he can be reached by phone at 270.625.3133 or by email at henderson@bellsouth.net

STEPS TO STARTING A BUSINESS

Your Business Proposal

It is important to understand your business and define how you can offer services or products to your customers. Some things that help differentiate your business from existing products and services are:

- Adding an innovative feature to an existing product making it more attractive, unique, or easier to use
- Developing an idea, product, or service that fills a niche market
- Finding new customers or promotions for an existing product or service

Writing Your Business Plan

Your business plan defines your business idea, outlines your goals, and provides an overview of why your business will be successful. The basic categories of a business plan include projected balance sheet, an income statement, and a cash flow analysis. The business plan is part of the loan process so that your lender understands the organization of your business and has an idea of how you will repay your loan.

Know Your Expenses

You should have a list of your projected expenses, both startup costs and ongoing business expenses. As part of your business plan, you should outline the itemized cost for materials, equipment, insurance, business fees, signage, furniture, utilities, supplies, inventory, accounting and legal services, bank fees, and employee wages and benefits. All of these costs can be overwhelming, but they are a vital part of ensuring your business can succeed.

Secure Funding

Funding can come from many sources including bank loans, personal savings, family contributions, or private investment. The Kentucky Cabinet for Economic Development has programs for small businesses that need access to capital as well.

Set up Your Accounting

Your accounting system will help you keep track of sales, inventory, expenses and cash flow. Setting up accounting software helps you understand your business by showing sales trends over time and can help

you determine when to order inventory. This information will help you compare your business projections to real sales year over year. At the end of the year, having an accurate business record will make filing your taxes easier as well.

Location

Determining your location is a vital part of your business. You need to decide if your business can operate out of a home office, if you need a separate space, and what type of online presence you need. Your location needs will also help you determine the size and layout of the property, its location, traffic flow, parking areas, and utility costs and requirements. You will also need to decide if you want to lease or purchase your space. If you decide to lease, then you need to work with the property owner or manager to determine who is responsible for improvements, maintenance and renovations.

Hiring Employees

If you decide you need employees to open your business, work with the Lake Barkley Partnership or West Kentucky Workforce Board to fill positions. The Lake Barkley Partnership offers free job posting for businesses in Lyon, Crittenden, and Caldwell Counties.

Networking

Networking with other businesses is a great way to promote your new venture. The Chamber of Commerce is a great place to start with networking. It is a good idea to have business cards, email, and website set up as you start networking. Website development has greatly changed in the past 5 years. You do not need coding capabilities to build your website and many hosting sites can manage your domain name, help you build a site, and provide you with company email for an additional fee. Some companies that provide these services are Go Daddy, Weebly, Wix, and Squarespace.

Marketing

Marketing is the way you decide to promote your businesses. Social media such as Facebook, Twitter, Instagram and Google are great places to promote your business. If appropriate, you can use a newsletter platform to share updates about your businesses such as Mail Chimp or Constant Contact.

REGISTERING YOUR BUSINESS

The [Kentucky One Stop Business Portal](#) is your resource to start a business in Kentucky. The One Stop Portal is designed to help you create a successful business. The Portal will guide you through ideas and concepts for your business to develop a business plan. After you have written your business plan, the Portal will guide you through the business registration process. The State of Kentucky requires most businesses to file a business registration with both the Secretary of State and the Department of Revenue. You can register your business with both entities by visiting the [Kentucky Online Gateway](#). The process to register your business includes the following steps:

1. Choosing a name and structure
2. Registering your business
3. Getting your tax numbers
4. Insurance requirements
5. Licenses and permits
6. Employer responsibilities
7. Identifying regulations for your business

The City of Kuttawa does not require you to register your business.

TAX FILINGS AND OBLIGATIONS

The state of Kentucky requires business owners to file the Tax Registration form which can be found on the One Stop Portal. This form automatically enrolls you in the most common taxes, however, you may have to file another application if you provide a product or service that has additional taxes such as tobacco, alcohol, or motor fuel.

As a business owner, you will also have to register for an Employer Identification Number (EIN) with the IRS. This number is used to identify your business with the federal government as well as to pay any national taxes such as the income tax. An EIN is required for most businesses, although sole proprietors with zero employees are exempt from the filing requirement as they can use a Social Security Number in lieu of an EIN. There is no charge to obtain an EIN. The Internal Revenue Service has a comprehensive online tax tutorial for small businesses, www.irsvideos.gov/virtualworkshop/

PERMITS, LICENSES, AND REQUIREMENTS

The City of Kuttawa does not require a permit or license to operate a business in Kuttawa. The City does require the building inspector to ensure the building meets required codes before the business can open. The Kuttawa Building Inspector is Frank Wallace and can be reached by email at flwallace01@hotmail.com or phone by 270-619-0679 or 270-619-0813

ZONING ORDINANCES

The City of Kuttawa does have zoning regulations in place for business development. The City also requires a Development Plan Review before a business opens. The Business Development Plan must be approved by the Zoning Commission before development begins. The Business Development Plan guide can be found online following this link, <http://www.cityofkuttawa.com/downloads/dev.pdf>

Most small businesses can open in either Business District or Service District zones. The requirements for the zones are below:

Business Districts (B-1)

1. Permitted and Accessory Uses are listed in the Zones and Use Tables herein
2. Minimum lot size requirement: There are no minimum lot size requirements in any B-1 Districts.
3. Building Setbacks: Building facing Lakeshore Drive shall be set back 90 feet from the centerline of the street, and front building lines for lots facing all other streets shall be set back 40 feet from the Right-of-way line of the street or road on which the building abuts. Rear and side yard setbacks of 25 feet shall be required.
4. Parking and loading areas shall be required within the individual property as stated by the Parking and Loading Requirement Chapters herein.
5. Utilities. Use of city sewer and water connections shall be mandatory.

Service Districts (S-1)

1. Permitted and Accessory Uses are listed in the Zones and Use Tables herein.
2. Minimum lot size requirements. There are no minimum lot size requirements in any S-1 Districts.

3. Building Setbacks: Building facing Lakeshore Drive shall be set back 90 feet from the centerline of the street, and front building lines for lots facing all other streets shall be set back 40 feet from the right-of-way line of the street or road on which the building abuts. Rear and side yard setbacks of 25 feet shall be required.

4. Parking and loading areas shall be required within the individual property as stated by the Parking and Loading Requirement Chapters herein.

5. Utility connections. Use of city water and sanitary sewer is mandatory.

ZONES											USES
R-1	R-2	R-3	B-1	S-1	I-1	I-2	LR	A	CD	L-1	
											C INSTITUTIONAL
		P	P	P							1 Hospitals; surgical centers; convalescent and rest homes; orphanages, rehabilitation facilities, assisted living facilities
					C	C					2 Penal or correctional institution
											D BUSINESS
			P	P							1 Banks and restaurants
			P	P							2 Computer and data processing centers
			P	P			C				3 Hair styling, beauty and barber shops, tanning salons
			P	P							4 Home appliance and computer repair
C	C	C					C	C		C	5 Home occupation
			P	P							6 Medical and dental offices, clinics and laboratories
			P	P							7 Offices for business, professional, governmental, civic, social, fraternal, political, religious and charitable organizations
			P	P							8 Office projects, professional
			P	P							9 Pawnshops
			P	P	P						10 Research, development and testing laboratories or centers
			P	P			C				11 Maintenance and repair facilities for boats.
			P	P							12 Telephone exchanges, radio and television studios
			P	P			C				13 Ticket and travel agencies
			P	P							14 Copy and printing services

P = Permitted; C = Conditional

CONTACT INFORMATION

If you have questions or need more information on requirements to open your business, Savannah, Amanda and Frank can help. Please contact them with questions you have about opening your business.

Savannah McLeod, Kuttawa City Clerk; 270-388-7151

Amanda Davenport, Lake Barkley Partnership; 940-391-7159

Frank Wallace, Building Inspector; 270-619-0679