



June 14, 2016

John Doe  
1234 Broad St.  
Milliken, CO 80543

Dear Mr. Doe:

It has come to my attention that you are conducting a business at 1234 Broad St. within the Town of Milliken ("Town"). You may not be aware, but the Town requires businesses to acquire a Town of Milliken Business License to conduct business within its boundaries. According to the Milliken Municipal Code Section 6-1-20(a), Business Licenses:

*It is unlawful for any person to conduct a business<sup>1</sup>, engage in or carry on any business within the Town without first having complied with the provisions of this Article unless licensed pursuant to Article III of this Chapter and registered as is herein provided. A violation of any section shall be unlawful and shall be punished in accordance with the provisions of Section 1-4-20 of this Code.*

Enclosed please find the Town of Milliken's Business License Application form. Please complete and return it to me within ten (10) business days of the date of this letter.

If you have questions or concerns, please do not hesitate to contact me at 970-587-4331 or email me at [cpowell@millikenco.gov](mailto:cpowell@millikenco.gov), or if you have any questions regarding the types of Home Occupations allowed within the Town's Code, please contact Community Development Director Martha Perkins at [mperkins@millikenco.gov](mailto:mperkins@millikenco.gov). Thank you for your prompt attention to this matter.

Sincerely,

Cheryl Powell  
Town Clerk

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<sup>1</sup> As defined in Section 6-1-10 of the Municipal Code, *Business* includes all types of vocations, occupations, professions, enterprises, establishments and all other kinds of activities and matters, together with all devices, machines, vehicles and other appurtenances used therein, any of which are conducted by persons or entities not exempt as nonprofit organizations, either directly or indirectly, on any premises in the Town or anywhere else within its jurisdiction.

