



Open for Business Information Guide

Open for Business is a free service offered by the City of Branson which consists of representatives from various City Departments making the “Community Development Program.” The meeting is an informal setting where business owners and city representatives meet to discuss and resolve technical issues affecting proposed business development.

To assist you with your proposed business, we request you provide us with specific information about your project. Information needs to be submitted to the Planning and Development Department through Citizenserve. To submit, please go to Citizenserve.com/Branson and click on the Open for Business icon. When staff members have finished reviewing your project, you will receive an emailed comment letter. The letter will include the date and time of the Open for Business meeting.

A site plan with the structure placement is required to properly identify adjacent zoning, utility easements, setback requirements, and other pertinent information. The plan will give staff a top view, bird’s eye view of the property and structure(s) involved in your project. Plans can be prepared as a sketch or electronically drafted but must be uploaded with your submittal in Citizenserve.

You may use the list below as a guide to assist in gathering information for staff to prepare your Comment Report. The more information you provide, the more productive the staff will be with your Report.

- When typing in the address of the project, do not include any directional or suffix (ex. 123 S Main St, just type 123 Main).
- What type of business will you be operating? Provide a brief narrative.
- Will the business be operating from a new or existing structure?
- If from an existing structure, will you be altering or constructing an addition?
- What is your proposed parking plan? Please indicate on your site plan.
- What type of signage will you be utilizing? Please indicate location on your site plan.
- Does your structure have an alarm and/or fire system?
- Will you be serving or preparing food and/or alcohol? Do you have a menu to upload?

If you are interested in this service and would like more information, visit the Open for Business webpage at www.bransonmo.gov

Please note: OFB is an advisory group only. It does not have the authority to approve or deny any proposals, nor does it set any policy beyond its own operating procedures.