

1616 N. Arlington Heights Rd.
Arlington Heights, IL 60004



Telephone 847 259 7730
Fax 847 259 1570

September 25, 2018

Village of Arlington Heights
Randall Recklaus
Village Manager
33 S Arlington Heights Road
Arlington Heights, IL 60005

Dear Mr. Recklaus:

RE: Commercial Permit Fees Wavier for Application 181622

Hello, I would like to introduce myself, I am Regina Stapleton the new Director of Finance and Administration for Wheeling Township. As with any transitions somethings fall between the cracks, unfortunately this is one of the things. Wheeling Township will be expanding their Food Pantry due to the increase need to use our Food Pantry. During the transition, I did not realize that we needed to request for a Waiver of Permit Fees. Our permit has been approved and we would like to begin construction on Thursday September 27, 2018. We are requesting that our permit be issued pending the approval of our Wavier of Permit Fees in the amount of \$535.00. The Wheeling Township Food Pantry, a 501(c)3, fed about 11,900 people last fiscal year. We thank you in advance for considering waiving out permit fee.

Sincerely,

A handwritten signature in cursive script that reads "Regina Stapleton".

Regina Stapleton
Director of Finance and Administration