

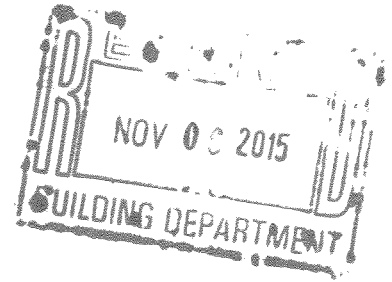
1616 N. Arlington Heights Rd.  
Arlington Heights, IL 60004



Telephone 847 259 7730  
Fax 847 259 1570

**November 2, 2015**

**Mr. Randy Recklaus  
Village of Arlington Heights  
33 S. Arlington Heights Road  
Arlington Heights, IL 60005**



**Dear Mr. Recklaus:**

**The Wheeling Township Supervisor and Board of Trustees request that permit fees be waived for the upcoming employee kitchen update at the Wheeling Township Community Center.**

**Our contractor, Detail Kitchens, will submit an application for permit shortly. The kitchen cabinets, countertop, sink and faucet will be replaced; existing plumbing, lighting, and flooring will remain the same however two electrical outlets will be added.**

**In the past the Village has graciously waived permit fees for our building renovations and we again respectfully request this courtesy. Please call me with questions. Many thanks.**

**Sincerely,**

A handwritten signature in cursive script that reads "Josephine Stellato".

**Josephine Stellato  
Director, Finance and Administration**

**cc: Valerie Gerstein, Building Department**