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January 1, 2009

**COMMUNITY RESPONSE
CENTER**

630.434.CALL (2255)

CIVIC CENTER

801 Burlington Avenue

Downers Grove

Illinois 60515-4776

630.434.5500

TDD 630.434.5511

FAX 630.434.5571

FIRE DEPARTMENT

ADMINISTRATION

5420 Main Street

Downers Grove

Illinois 60515-4834

630.434.5980

FAX 630.434.5998

POLICE DEPARTMENT

825 Burlington Avenue

Downers Grove

Illinois 60515-4783

630.434.5600

FAX 630.434.5690

PUBLIC WORKS

DEPARTMENT

5101 Walnut Avenue

Downers Grove

Illinois 60515-4074

630.434.5460

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DEPARTMENT OF

COUNSELING AND SOCIAL SERVICES

842 Curtiss Street

Downers Grove

Illinois 60515-4761

630.434.5595

FAX 630.434.5599

Dear Downers Grove Business Owner:

The Village Council adopted a new Sign Ordinance in 2005 which made several changes to the size and type of signs allowed in the Village. Per the Ordinance, businesses were allowed seven years to phase out existing signs and conform to the new regulations. As a reminder, this deadline is **May 4, 2012**. As a courtesy, the Village will send out yearly notices to remind businesses of this approaching deadline.

If you installed a new sign(s) with a permit since May 3, 2005 you may disregard this notice, as your sign is already in compliance. Signs installed prior to May 2005 most likely will need to be replaced or altered to conform to the new regulations.

As you prepare to meet the Sign Ordinance requirements, please be aware that it is necessary to apply for a sign permit, whether your plans are to replace an existing sign with an entirely new sign, or alter the sign's appearance. Temporary signs such as sale banners and sandwich board signs (where allowable) also require a permit.

If you have questions about the Sign Ordinance or need help determining if your current sign is in compliance, please contact the Community Development Department at 630-434-5515.

Sincerely,

The Village of Downers Grove

Jeff O'Brien, AICP
Senior Planner
Village of Downers Grove