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Bobbie O'Reilly, Chair
*Economic Development &
Environmental Concerns*

Village Clerk
Amy Johns Gayton

Village Administration

David Lothspeich
Village Manager
dlothspeich@longgrove.net

James M. Hogue
Village Planner
jhogue@longgrove.net

Margerita Romanello
Building Commissioner
mromanello@longgrove.net

Sherry Shlagman
Administrative Assistant
sshlagman@longgrove.net

Julie Bauer
Receptionist
jbauer@longgrove.net

Denise Rosenquist
Administrative Intern

December 5, 2019

Dear Long Grove Business Owner:

Your annual Village of Long Grove business license is due to expire on December 31, 2019. The 2020 *Business License Application, Supplemental License Application, and Alarm/Keyholder Registration*, are attached to this email. Print out, carefully read through, and complete the application materials. Please answer all questions, failure to submit a completed application will result in the return of your application and will delay the issuance of your 2020 business license.

The annual business license fee has remained unchanged at \$50.00. Please return your completed application, along with a \$50 check made payable to the Village of Long Grove, and mail it to the Village office (3110 RFD) no later than December 31, 2019. Application fees double (\$100) after December 31, 2019.

When the Village receives your completed application and payment, a business license decal will be mailed to you. The Village Code requires the business license for the current year be displayed in a "*conspicuous place upon the premises for which they are issued.*" If possible, please display your license decal on a window visible to the public at large. If a window location is not possible, please display the license decal in a prominent location visible to the public within your place of business.

Should you have any questions regarding your business license, please contact me at 847-634-9440.

Sincerely,
Sherry Shlagman
Sherry Shlagman
Administrative Assistant