



April 21, 2025

SD Base Corp II LLC
1296 Rickert Dr.
Naperville, IL 60540

Mayor Raymond R. Soliman and Members of the City Council
C/O City Clerk's Office
City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403Dear

Subject: Request for Consideration to Reduce or Waive Penalty Fees 20635 Renwick Rd.

Dear Mayor Soliman and Members of the City Council,

I hope this letter finds you well. I am writing to formally request that the City Council consider reducing or waiving the penalty fees assessed due to a wall that was put up in a commercial space located 20653 Renwick Rd. We were unaware that a permit was required to reinstall a wall that did not involve any electrical work. As such, we proceeded with the work without obtaining the necessary permit.

We understand the importance of following city regulations and sincerely apologize for the oversight. We are now aware of the permitting process and will ensure compliance moving forward. We are being charged three times the normal permit fee due to the work being completed prior to the permit being issued.

Given the circumstances and the honest misunderstanding, we kindly ask if there is any way the city might consider reducing or waiving the additional penalty fees. Any assistance or flexibility you can offer in this matter would be greatly appreciated.

I understand that only the City Council has the authority to make decisions regarding the reduction or waiver of such fees. Therefore, I respectfully ask that this matter be placed on the agenda for review at an upcoming City Council meeting.

I am committed to resolving this issue in good faith.

Thank you for your time, understanding, and service to the City of Crest Hill.

Sincerely,

Roger Chavez
Property Manager
SD BASE CORP II LLC