

Village of Palos Park  
8999 West 123<sup>rd</sup> Street  
Palos Park, IL 60464  
www.palospark.org



**Building Department**  
Phone: (708) 671-3730  
Fax: (708) 448-9542  
smanning@palospark.org

### **DEMOLITION NOTIFICATION**

The Village requires that the owner or demolition contractor send letters to neighbors notifying them when the demolition **project will begin**. You are to draft the letter for Building Dept. approval. We will provide the addresses of all properties within 350' of the demolition site for these letters. The letters are to be mailed by you after the Village Demolition permit is issued but before the demolition takes place. These **letters are to be copied to the Building Dept**. After you mail these letters, please sign this affidavit at the bottom of the page and return to the Building Department.

The contents of this letter should include: the demolition site address, a description of what is being demolished, when the demolition will take place, your name and phone number with an invitation to call you if there are questions

Project Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

Owner/Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

List below all Occupants and /or Property Owners of Record notified of construction and/or demo :

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

### **CONFIRMATION:**

*I hereby certify that the above occupants/property owners have been notified by letter of the intended demolition.*

\_\_\_\_\_  
Signature of Owner /Contractor

\_\_\_\_\_  
Date

Revised [11.09.11]