



April 17, 2019

«Owner_Name»
«Business_Name»
«Address»
«City», «State» «Zip_Code»

Dear Old Town Business Owners:

Monrovia's Old Town is the heart of the community. Its unique combination of shopping, dining and entertainment makes our Old Town stand out among the rest. The City is committed to preserving its unique character while maintaining a positive effect on the overall appearance and safety for all who live, work and play in Old Town. This goal cannot be accomplished without you.

In order to maintain the unique appearance and safety of Old Town certain business activities require additional approval beyond your business license as set forth by the Monrovia Municipal Code. These activities include:

- ✓ Outdoor displays
- ✓ Outdoor signs or banners
- ✓ Outdoor dining
- ✓ New signage (on the building, windows and awnings)
- ✓ Construction activities affecting the exterior and interior of buildings

Here's how you can help. If any of the above activities are occurring at your business and if you have not already done so, please contact our office to verify current approval, encroachment permit and/or insurance on file. If these are activities you would like to pursue in the future please contact our office to discuss the approval and/or permit process.

- ❖ Contact the **Planning Division** at **(626) 932-5534** for information on the approval process and required permits for outdoor displays, signs and dining, and changes to the exterior of the building.
- ❖ Contact the **Building Division** at **(626) 932-5581** for information on the permit process for tenant improvements and alterations to the interior of buildings.

In support of our efforts in continuing to keep Monrovia's Old Town a premier place to live, work and play, representatives from the Neighborhood Preservation and Planning Division will be performing an inventory of all noted business activities starting on **May 7, 2019**. After this date, Krystina Contreras, Code Enforcement Officer, will work individually with business owners who may need assistance through the approval and/or permit process or who may require an update of their records.

Thank you for your continued business in the City of Monrovia. Should you have any questions or wish to discuss this further, please contact Krystina Livraga at (626) 932-5533.

Respectfully,

Craig Jimenez, AICP
Director of Community Development

IMPORTANT

