

Alderman

Brendan Reilly 42^{na} Ward

Small Business Center - Public Way Use Unit City Hall - 121 N. LaSalle Street, Room 800 • Chicago, IL 60602 312-74-GOBI / 312-744-6249 • (312) 744-1944
(TTY) <http://www.cityofchicago.org/lacj>

03/18/2020

Alderman Brendan Reilly

Ward 42 City of Chicago City Hall, Room 300
121 North LaSalle Street Chicago, Illinois 60602

Re: An ordinance to use and maintain a portion of the public right-of-way for one (1) sidewalk cafe(s) for POTBFXY SANDWICH WORKS, adjacent to the premises known as 200 S. Michigan Ave..

Dear Alderman Brendan Reilly:

The applicant referenced above has requested the use of the public right-of-way for a sidewalk cafe(s). An ordinance has been prepared by the Department of Business Affairs and Consumer Protection - Small Business Center - Public Way Use Unit for presentation to the City Council. Because this request was made for properties located in your ward, as approved by you as per the attached, I respectfully request that you introduce the attached ordinance at the next City Council meeting.

If you have any questions regarding this ordinance, please contact Anthony Berluca at (312) 744-5506.

Department of Business Affairs and Consumer Protection

(Page 2 of 5)

SIDEWALK CAFE PERMIT RENEWAL APPLICATION PACKET - 2020 SEASON

SIDEWALK CAFE APPLICATION

Instructions: In order to facilitate the processing of your Application please submit this 3 page Application form in person or by any form of U S mail that provides proof of the date of delivery to the Alderman in whose Ward your proposed use of the public way is located for the Alderman's signature and recommendation regarding the proposed use. Be sure to RETAIN A COPY of the submitted Application for your own records and in cases where the Application is mailed any proof of the date of delivery provided by the U S Postal Service. The Alderman has 60 days from the date the Application is received at the Alderman's Ward

Office to return the completed Application to you containing the Alderman's signature and recommendation. If the Alderman does not return the completed Application to you within 60 days of its receipt at the Alderman's Ward Office please mail or bring a copy of your Application (or appropriate processing to BACP Small Business Center - Public Way Use Unit at the address identified below together with a letter describing your Application's submission history including relevant dates and any supporting documentation. If BACP determines that your Application is complete, accurate and in compliance with all pertinent provisions of the Municipal Code of Chicago and other applicable law BACP will prepare and submit an ordinance to the City Council recommending approval of the Application. You may also contact BACP at the address identified below if you wish to consider preparing and submitting on your own behalf an ordinance to the City Council that does not include an aldermanic recommendation. Such an ordinance will be subject to review for all applicable legal requirements. For Aldermanic Ward Office information please go to the City of Chicago Office of the City Clerk website at <http://Chicago.legistar.com/People.aspx>

Additionally you will need to forward your Sidewalk Cafe Application including plans, photos, certificate of insurance, acceptance letter and a copy of current license certificate to

City of Chicago Department of Business Affairs and Consumer Protection Small Business Center - Public Way Use Unit 121 N LaSalle Street City Hall Room 800

APPROVED

Chicago IL 60602

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LEGAL NAME OF ENTITY

APPLICANT INFORMATION

BUSINESS NAME (DBA)

POTBELLY SANDWICH WORKS LLC

PERMIT MAILING ADDRESS

60606

POTBELLY SANDWICH WORKS

ZIP CODE

CONTACT PERSON

111 N CANAL ST APT/SUITE 850

-MCL/33AW/frgt slfr/TtllA itO&uS

CONTACT PERSON TITLE

BUSINESS PHONE

^31-27976-9364 -StSMS

MOBILE

1137729

EMAIL Pef-H >TS(£^?Q-rP,gLt/ QJM

PERMIT*

PRINTED ON

USE OF THE PUBLIC WAY

TYPE

Sidewalk Cafe

HOW MANY #

BUILDING ADDRESS

DATE OF MAILING OF APPLICATION TO ALDERMANIC WARD OFFICE IF APPLICABLE (Entered by Applicant) 2-lb\2X>IO Please note To avoid delays in processing your Application please review the above Applicant Information to ensure that it is accurate and complete. Failure to meet all requirements will also delay the processing of your Application. Please return this Application and all associated documents by mail or in person to BACP Small Business Center - Public Way Use Unit at the address identified in the first actions above. No faxes will be accepted.

ALDERMAN'S RECOMMENDATION

Please note Aldermanic recommendation for approval shall not be unreasonably withheld or withheld because of the language content or message contained in or implied by a sign, canopy, awning, banner or marquee for which a permit is sought.

DATE OF RECEIPT OF APPLICATION AT ALDERMANIC WARD OFFICE (Entered by Alderman or Alderman's Designee at the

Ward Office)

ALDERMAN'S SIGNATURE

WARD 42

Recommend In Favor 1

Q Recommend Against