

Page 1

Department of Business Affairs and Consumer Protection
Small Business Center - Public Way Use Unit City Hall - 121 N LaSalle Street, Room 800 • Chicago, IL 60602 312-74-GOB1Z/3 12-744-62-49 • (312) 744-1944 (TTY) | <http://avvw.cityofchicago.org/naep>

03/18/2020

Alderman Sophia King Ward # 04 City of
Chicago City Hall, Room 305 121 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 POTBELLY SANDWICH WORKS LLC, adjacent to the premises known as 542 S. Dearborn St..

Dear Alderman Sophia King:

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 (his 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 Bertuca at (312) 744-5506.

Department of Business Affairs and Consumer Protection

■ (Page 2 of 5)

SEWALK 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 US 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 for 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/Peop_le.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 the City of Chicago Department of Business Affairs and Consumer Protection

01 \ OJ) Small Business Center-Public Way Use Unit
121 N. Dearborn Street City Hall Room 800
Chicago IL 60602

LEGAL NAME OF ENTITY
POTBELLY SANDWICH WORKS, LLC

BUSINESS NAME (DBA)
POTBELLYSANDWICH WORKS LLC

PERMIT MAILING ADDRESS
111 N CANAL ST., APT./SUITE 850

ZIP CODE
60606

CONTACT PERSON

Natalia Korus

CONTACT PERSON TITLE

BUSINESS PHONE

(312)334-6845

MOBILE

EMAIL PfcRka6f> POTfSfrLiH (E)<A

1137721

PERMIT #

PRINTED ON

12/23/2019

USE OF THE PUBLIC WAY

Sidewalk Cafe

TYPE

HOW MANY #

BUILDING ADDRESS

542 S Dearborn St

APPLICANT INFORMATION

DATE OF MAILING OF APPLICATION TO ALDERMANIC WARD OFFICE IF APPLICABLE (Entered by Applicant)

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 Instructions 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).