



03/18/2020

Alderman James Gardiner Ward # 45 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 POTBELLY SANDWICH SHOP, adjacent to the premises known as 4185 W. Irving Park Kd..**

Dear Alderman James Gardiner:

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 Bertuca at (312) 744-5506.

## **Department of Business Affairs and Consumer Protection**

### **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 in person or by any form of U S mail that provides proof of the date of delivery to the Alderman in whose Ward you 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 (or 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/People.aspx>

**APPROVED**

**FEB**

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

City of Chicago Department of Business Affairs and Consumer Small Business Center - Public Way Use Unit 121 N LaSalle Street City  
Hall Room 800 Chicago IL 60602

■ on:

LEGAL NAME OF ENTITY

lauc.

## Applicant information

BUSINESS NAME (DBA)

POTBELLY SANDWICH WORKS LLC

PERMIT MAILING ADDRESS

POTBELLY SANDWICH SHOP

60606

ZIP CODE

CONTACT PERSON

111 N CANAL ST APT/SUITE 850

CONTACT PERSON TITLE

-CA&cic DurroN NftTftMfl \<oa,o&

BUSINESS PHONE

MOBILE

1137724

E MAIL TeEH VT3 (pi VCn&ZLCSI IOM

PERMIT #

PRINTED ON

## USE OF THE PUBLIC WAY

TYPE

1

Sidewalk Cafe

HOW MANY ft

4185 W Irving Park Rd

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 structure 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

ALDERMAN S SIGNATURE

WARD 45

DATE

DATE OF RECEIPT OF APPLICATION AT ALDERMANIC WARD OFFICE (Entered by Alderman or Alderman s Designee at the Ward Office) ^/ofarffio

Recommend In Favor

☐ Recommend Against