

USE OF THE PUBLIC WAY APPLICATION

VERSION 02.09.10



Bundle Permit Application

for Signs, Lights, Canopies and Awnings

Effective 02/10/10 - The Bundle Permit was created to help ease the cost of doing of business.

1. Please find attached an application for the use of the public right-of-way. The LEGAL NAME of the applicant will be the entity that the permit will be issued to, as well as the entity that will be responsible for paying annual usage fees and listing the city as co-insured on liability insurance coverage relating to the public way encroachment.
2. This application is to be completed for any qualified permanent occupation of public way space, including encroachments on, over or under the street, sidewalk, parkway or alley.
3. You must include plans printed on 8-1/2 inch by 11 inch paper which display the items to be located on, over or under the public way. The exact dimensions must be clearly marked on the plans depicting the actual area of public-way affected by the encroachment.
4. Include photos of the existing public way encroachment, or the location of the proposed public way encroachment as well as the actual area of public-way affected by the encroachment.
5. If the applicant does not have a current account number with the Department of Revenue - IRIS, a Business Information Sheet (BIS) must be completed to create an account. Any questions that do not apply to your situation should be marked N/A (not applicable).
6. When you have completed the application together with plans and photos, you can send by mail to the location listed below.

NOTE: It is the responsibility of the applicant to obtain the signature of the alderman of the ward on the application where the public way use is located prior to submitting.

In addition, the applicant shall also obtain the appropriate *construction* permit(s). Please contact the Department of Buildings and/or the Department of Transportation for details.

7. All public way encroachments require review and approval by various City Inspecting Departments. The Public Way Unit will be responsible for obtaining such approvals.
8. Once approved, the Public Way Unit will prepare the necessary documents for introduction to the City Council by the alderman of the ward where the use of the public way is to exist.
9. After introduction to the City Council, the matter is referred to the Committee on Transportation. If passed, the matter is then sent back to the Council for full passage, at which time the Public Way Unit will notify the applicant by mail.
10. The notification will request the first year's annual fee, Certificate of Insurance and acceptance letter signed by applicant.
11. Once received, the Public Way Unit will issue and mail your permit for Public Way Use.
12. Permits for all privilege types are issued for (5) years and are renewable.

**Please submit all of your application materials via mail to our address listed below.
No faxes will be accepted.**



City of Chicago | Department of Business Affairs and Consumer Protection | Public Way Use Unit
Business Assistance Center | City Hall, Room 800 | 121 North LaSalle Street | Chicago, Illinois 60602
www.cityofchicago.org/bacp | 312.74.GOBIZ (744.6249) | 312.742.1974 (TTY)

APPLICATION TO USE THE PUBLIC RIGHT OF WAY



APPLICANT INFORMATION

LEGAL NAME OF ENTITY: _____
PERMIT MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
CONTACT PERSON: _____ TITLE: _____
PHONE: _____ FAX: _____ E-MAIL: _____

BUILDING OWNER INFORMATION

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ FAX: _____ E-MAIL: _____

USE OF THE PUBLIC WAY

1. List the proposed or existing use below and complete the worksheet on page 3.
Use only one application for all public way use type.

TYPE	HOW MANY?	BUILDING ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Please enclose one sketch of each proposed use of the public way, which maps to scale the proposed use(s) and its relationship to surrounding right-of-way. All measurements must be indicated.

The prints should also accurately depict the location of the property line and public facilities (meters, light poles, sidewalks).

APPLICANT CERTIFICATION

I hereby certify that all statements made as part of the application, and the attachments herein, are true to the best of my knowledge and belief.

BY: _____ TITLE: _____
F.E.I.N. or SOCIAL SECURITY NUMBER: _____

ALDERMAN'S APPROVAL

As part of this application process, you are required to notify/obtain approval from the Alderman in whose ward your proposed use of the public way is located.

ALDERMAN'S SIGNATURE: _____
DATE: _____ WARD: _____



APPLICATION TO USE THE PUBLIC RIGHT OF WAY



APPLICATION WORKSHEET

- For use by **NEW APPLICANTS ONLY**.
- For renewals obtain form from City Hall, 121 N. LaSalle St., Rm. 800 or call (312) 74 - GOBIZ (744-6249)

Complete the worksheet for each use of the public way and indicate all applicable measurements.

	Exact Street (i.e. S. State St.)	Quantity	Length of structure along public way	Height of structure	Depth of structure	Height above grade	Total depth over public way	Is this sign(s) Illuminated? (Y/N)	Is this an Existing Public Way Use (Y/N)
SIGNS									
CANOPIES / AWNINGS									
LIGHTS									

See example of required plans beginning on page 4.

NOTE: Pursuant to section 2-154-030 of the Municipal Code of the City of Chicago the Corporation Counsel of the City of Chicago may require any such additional information from any applicant to achieve full disclosure relevant to the request for action by the City Council or other city agency. Pursuant to section 2-154-020 of the Municipal code of the City of Chicago any material change in the information required above must be provided by supplementing this statement at any time up to the time the City Council or any city agency takes action on the application.



APPLICATION TO USE THE PUBLIC RIGHT OF WAY

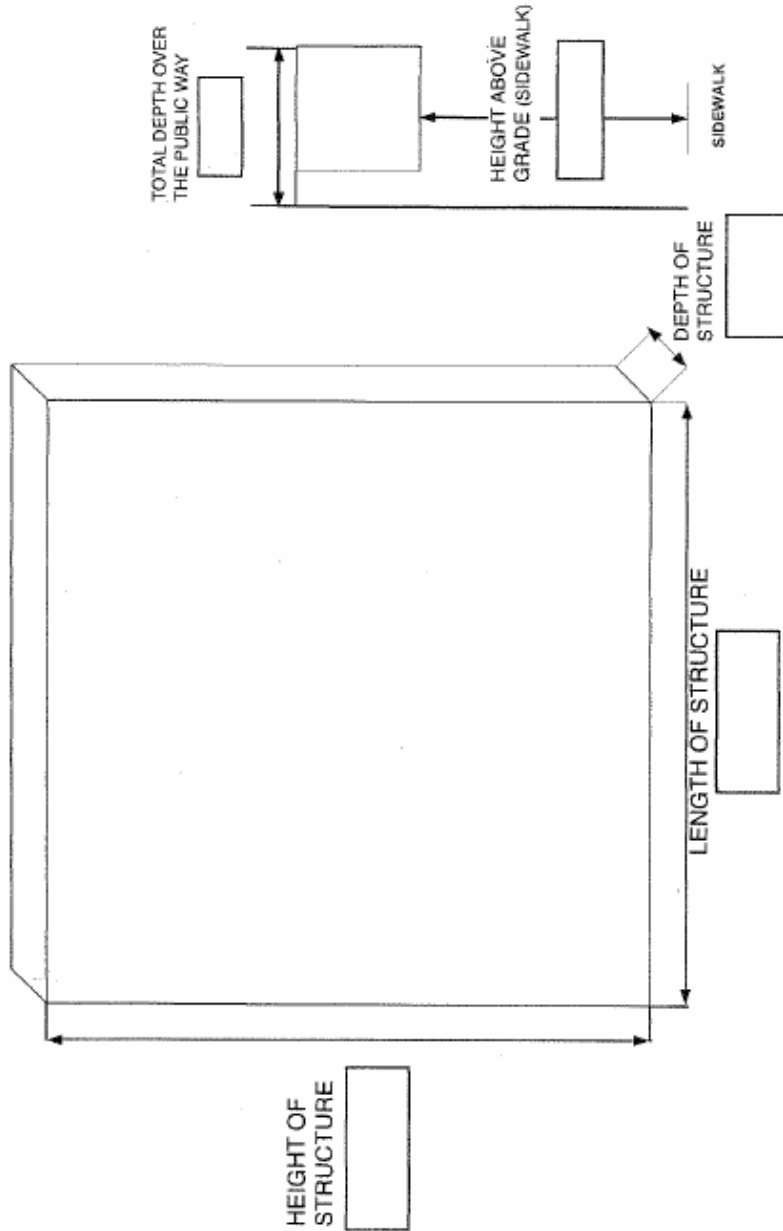


EXAMPLE OF SIGN DRAWING

SIGN DRAWING

PROPERTY LOCATION: _____

ORGANIZATION(S) NAME: _____



APPLICATION TO USE THE PUBLIC RIGHT OF WAY

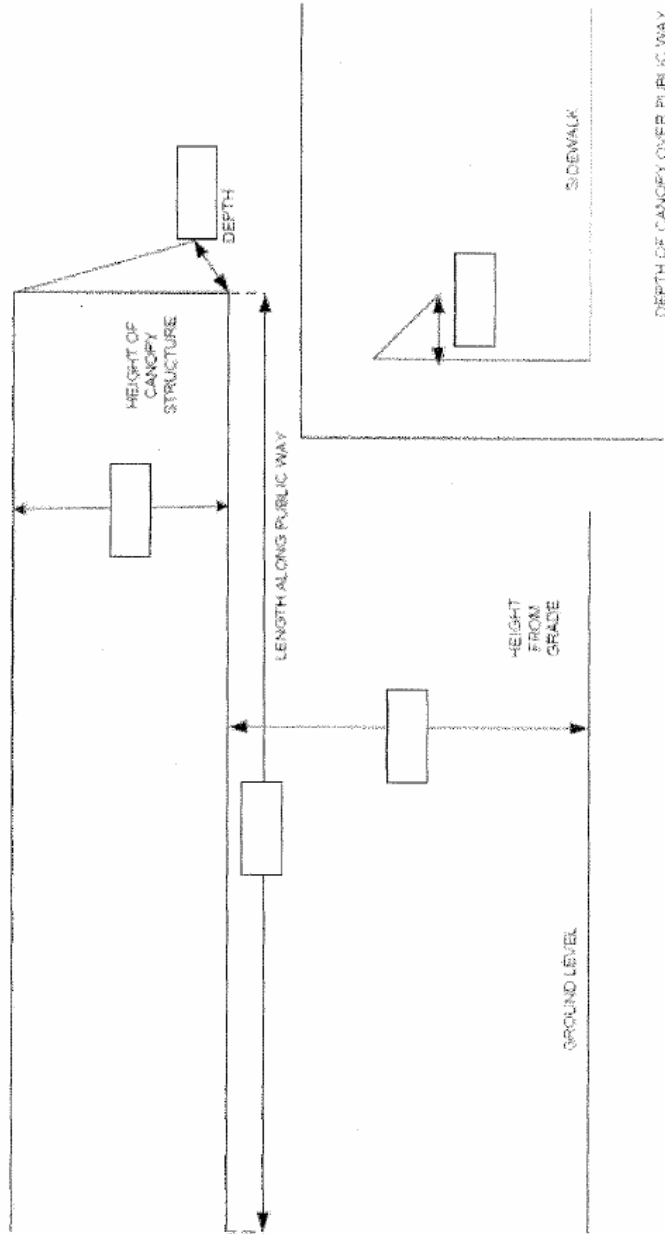


EXAMPLE OF CANOPY/AWNING DRAWING

CANOPY DRAWING

PROPERTY LOCATION: _____

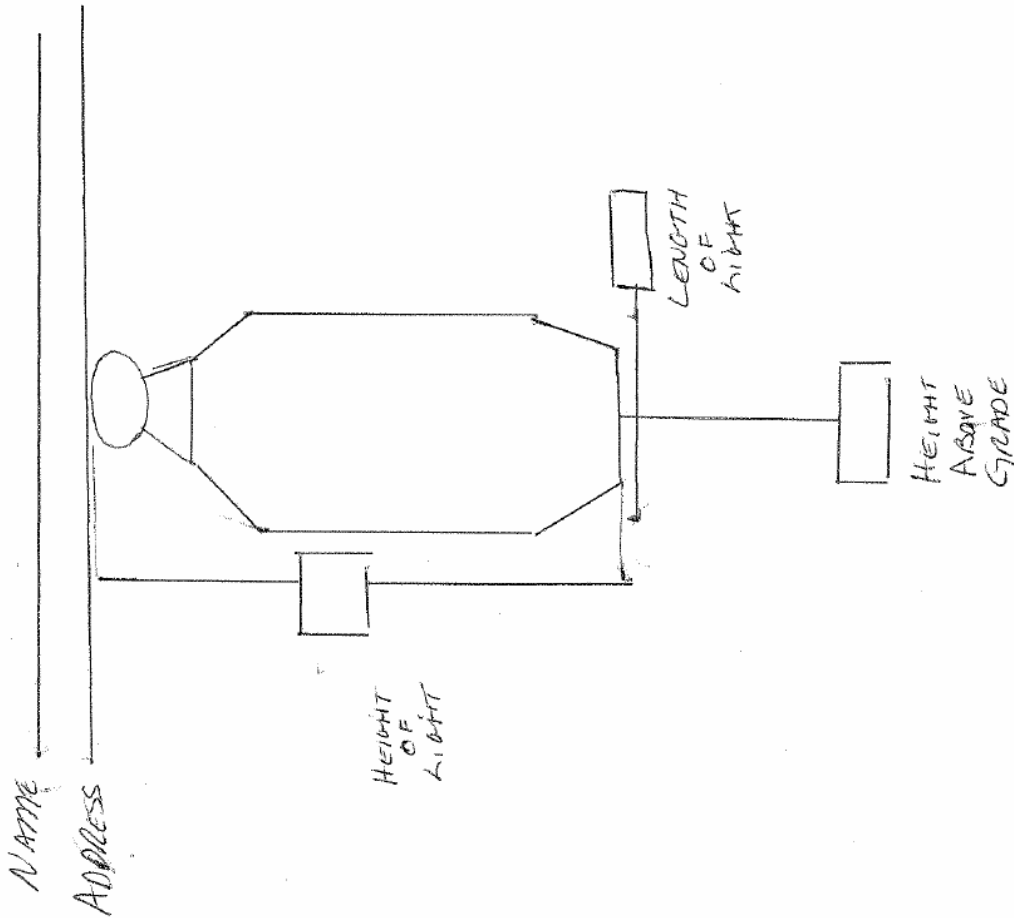
ORGANIZATION(S) NAME: _____



APPLICATION TO USE THE PUBLIC RIGHT OF WAY



EXAMPLE OF LIGHT(S) DRAWING



APPLICATION TO USE THE PUBLIC RIGHT OF WAY



FEE STRUCTURE - Annual Fees

FLAT FEES

Awning	\$50 for the first 25 feet + \$1 each additional foot
Canopy	\$50 for the first 25 feet + \$1 each additional foot
Balcony	\$75 each
Banner	\$75 each
Barber Pole	\$10 each
Bay Window	\$75 each
Bicycle Rack	\$0 / \$50 application fee
Bollard	\$75 each
Cable	\$50 for 1 st 25 feet + \$1 each additional linear foot
Conduit (fiber or not)	\$6 per linear foot
Clock	\$400 each
Door Swing	\$75 each
Fire Escape	\$400 each
Flag Pole	\$75 each
Light Fixture	\$75 for the first + \$5 each additional light
Light Pole	\$75 each
Manhole	\$400 each
Marquee	\$50 for the first 25 feet + \$1 each additional foot
Park Bench	\$75 each
Security Camera	\$0 / \$50 application fee
Sign	\$100 each (if less than 25 square feet)
	\$300 each (if 25 square feet and up)
Smoking Management	\$75 each (permanent)
Receptacle	\$0 / \$50 application fee (portable)
Trash Container	\$75 each
Windscreen	\$400 each
Landscaping	\$0 / \$50 application fee
Planter	\$0 / \$50 application fee
Trees	\$0 / \$50 application fee
Tree Grate	\$0 / \$50 application fee
Combination of Sign (< 25 ft.), Awning, Canopy, Light	\$175 maximum

The fees for all other structures occupying the public way are determined by a formula based on square feet, real estate value, and level (on, over, under the public way), with a minimum charge of \$400 per item.

Notwithstanding the above, the total fee for a public way use for any combination of signs less than 25 square feet, canopies, awnings, or light fixtures, at the same location, shall not exceed \$175.00 for all such public way uses.

Exemption: No fee shall be charged for a public way use that is on or above the public way for the following:

In the case of a residential building, as that term is defined in section 17-17-02146, constructed in or before 1922 (with proof provided with this application), a public way use that is part of the original construction and is a permanent structure of the building provided that in the case of a mixed used building, any public way use that solely is for the use or benefit of any commercial or business activity in the building shall pay the fees for the public way use. In the case of a landmark building, any part of the building which is on or over the public way, including a clock or light fixture if the clock or light fixture is part of the landmark designation. For the purposes of this section, a landmark building shall also include any building, other than a non-contributing building in a landmark district. For any public way use which is below grade level or under the public way or other public place for any building specified above shall pay the appropriate fees.

In addition, pursuant to the Municipal Code of Chicago, the permittee shall indemnify the City of Chicago and its agents and employees, and furnish proof of insurance naming the City of Chicago and its agents and employees as additional insured throughout the duration of the permit term.

DO NOT INCLUDE ANNUAL FEE PAYMENT(S) WITH THIS APPLICATION.



APPLICATION TO USE THE PUBLIC RIGHT OF WAY

ALDERMANIC WARD OFFICES LIST



WARD	ALDERMAN	OFFICE	PHONE
1	Manuel Flores	2058 N. Western Avenue, 60647	773-278-0101
2	Robert Fioretti	429 S. Dearborn Street, 60605	312-263-9273
3	Pat Dowell	5046 S. State Street, 60609	773-373-9273
4	Toni Preckwinkle	4659 S. Cottage Grove Avenue, #203, 60653	773-536-8103
5	Leslie A. Hairston	2325 E. 71st Street, 60649	773-324-5555
6	Freddrenna M. Lyle	406 E. 75th Street, 60619	773-846-7006
7	Sandi Jackson	7129 S. Yates Boulevard, 60649	773-375-9180
8	Michelle A. Harris	8539 S. Cottage Grove Avenue, 60619	773-874-3300
9	Anthony Beale	34 E. 112th Place, 60628	773-785-1100
10	John Pope	3522 E. 106th Street, 60617	773-721-1999
11	James A. Balcer	3659 S. Halsted Street, 60609	773-254-6677
12	George A. Cardenas	2458 W. 38th Street, 60632	773-523-8250
13	Frank J. Olivo	6500 S. Pulaski Road, 60629	773-581-8000
14	Edward M. Burke	2650 W. 51st Street, 60632	773-471-1414
15	Toni Foulkes	3045 W. 63rd Street, 60629	773-863-0220
16	JoAnn Thompson	5335 S. Western Boulevard, 60609	773-434-3399
17	Latasha R. Thomas	7811 S. Racine Avenue, 60620	773-723-0908
18	Lona Lane	8146 S. Kedzie Avenue, 60652	773-471-1991
19	Virginia A. Rugai	10400 S. Western Avenue, 60643	773-238-8766
20	Willie Cochran	6357 S. Cottage Grove, 60637	773-955-5610
21	Howard Brookins Jr.	9612 S. Halsted Street, 60628	773-881-9300
22	Ricardo Munoz	2500 S. St. Louis Avenue, 60623	773-762-1771
23	Michael R. Zalewski	6247 S. Archer Avenue, 60638	773-582-4444
24	Sharon Denise Dixon	2100 S. Marshall Boulevard, # 801, 60623	773-522-2430
25	Daniel S. Solis	2439 S. Oakley Boulevard, 60608	773-523-4100
26	Roberto Maldonado	2434 W. Division Street, 60622	773-395-0143
27	Walter Burnett, Jr.	1463 W. Chicago Avenue, 60622	312-432-1995
28	Ed H. Smith	259 N. Pulaski Road, 60624	773-533-0900
29	Isaac Carothers	5253 West. Madison Street, 60644	773-261-4646
30	Ariel E. Reboyras	3348 N. Milwaukee Avenue, 60641	773-794-3095
31	Ray Suarez	4502 W. Fullerton Avenue, 60639	773-486-6488
32	Scott Waguespack	2657 N. Clybourn Avenue, 60614	773-248-1330
33	Richard F. Mell	3649 N. Kedzie Avenue, 60618	773-478-8040
34	Carrie M. Austin	507 W. 111th Street, 60628	773-928-6961
35	Rey Colón	2710 N. Sawyer Avenue, 60647	773-365-3535
36	John A. Rice	6839 W. Belmont Avenue, 60634	773-622-3232
37	Emma Mitts	5344 W. North Avenue, 60639	773-745-2894
38	Thomas R. Allen	5817 W. Irving Park Road, 60634	773-545-3838
39	Margaret Laurino	4404 W. Lawrence Avenue, 60630	773-736-5594
40	Patrick J. O'Connor	5850 N. Lincoln Avenue, 60659	773-769-1140
41	Brian G. Doherty	6650 N. Northwest Highway, 60631	773 792-1991
42	Brendan Reilly	325 W. Huron Street, #510, 60654	312-642-4242
43	Vi Daley	735 W. Wrightwood Avenue, 60614	773-327-9111
44	Thomas M. Tunney	1057 W. Belmont Avenue, 60657	773-525-6034
45	Patrick J. Levar	5205 N. Milwaukee Avenue, #100, 60630	773 545-2545
46	Helen Shiller	4544 N. Broadway Street, 60640	773-878-4646
47	Gene Schulter	4237 N. Lincoln Avenue, 60618	773-348-8400
48	Mary Ann Smith	5533 N. Broadway Street, 60640	773-784-5277
49	Joe Moore	7356 N. Greenview Avenue, 60626	773-338-5796
50	Bernard L. Stone	6199 N. Lincoln Avenue, 60659	773-764-5050

