

## USE OF THE PUBLIC WAY APPLICATION

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 effected 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 effected by the encroachment.
5. If the applicant does not have a current account number with the Department of Business Affairs and Licensing, (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 fax or 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.

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 canopies are issued for (3) years, permits for all other privilege types are issued for (5) years and are renewable.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL:**

**Stanley Adams: 312-747-9035**  
**Lisa Pusateri: 312-747-9034**  
**Fax number:312-745-2958**

**City of Chicago**  
**Department of Business**  
**Affairs and Licensing**  
**Public Way Use Unit**  
**333 S. State St. Rm 310**  
**Chicago, Illinois 60604**

# 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: \_\_\_\_\_ EMAIL: \_\_\_\_\_

City of Chicago  
Department of Business  
Affairs and Licensing  
Public Way Use Unit  
333 S. State Street, Suite 310  
Chicago, IL 60604-3977  
Stan Adams  
(312)747-9035

or  
Lisa Pusateri  
(312)747-9034

FAX  
(312)745-2958

## USE OF THE PUBLIC WAY

1. List the proposed or existing use below and complete the attached worksheet. Only use one application per public way use type.

Type	How many?	Building Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Please enclose one sketch of proposed use of the public way, which maps to scale the proposed use 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).

3. Please provide a full sized 80 Acre map, with the adjacent property and portion of the public way clearly outlined.

The 80 Acre is available at Maps and Plat in Room 905 City Hall w/\$5.00 fee.

## APPLICANT CERTIFICATION:

I hereby certify that all statements made as part of the application and the attachments herein, and true to the best of 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 \_\_\_\_\_ WARD \_\_\_\_\_ DATE \_\_\_\_\_





EXAMPLE OF CANOPY DIMENSIONS.

123 N. MAIN ST.

