



2022 SSA #26 Pop Up Business Rebate Program

DESCRIPTION:

The Special Service Area (SSA) #26 Pop Up Business Rebate program is designed to provide financial assistance in the form of a rebate for property owners that establish pop up businesses in vacant commercial storefronts in the SSA #26 boundaries in Edgewater. Pop up businesses should occupy commercial space, with the goal of long-term occupancy after program completion. The Pop Up Business must be open to/accessible by the public operating for a minimum 4 days per week. This program aims to assist property owners in finding local entrepreneurs and businesses to occupy available commercial spaces and for those businesses to test out their retail concepts in Edgewater at significantly reduced rental rates. The program will also help continue to make Edgewater's commercial corridors vibrant and desirable for local businesses, residents, and visitors.

ELIGIBLE PROPERTIES: SSA BOUNDARIES

Only properties within the boundaries of SSA #26 are eligible for rebates through the Pop Up Business Rebate Program. See the attached map of the SSA boundaries.

REBATE AMOUNTS:

Eligible applicants may be able to receive a rent subsidy of up to \$1,000 per month for up to three (3) months for hosting a pop-up business including up to \$500 for build out expenses, for a total of up to \$3,500 for the entire program. Funding will be awarded once a lease is signed and rent is paid by the business to the property owner on a month-to-month basis, if necessary. All applications must meet the guidelines outlined in this document and are subject to review and approval by the Edgewater Chamber of Commerce, which is the Sole Service Provider for SSA #26.

PROGRAM ELIGIBILITY:

- Must be a commercial property owner in SSA #26 with vacant/available retail space on the ground floor
- Ideal pop up businesses are individuals with a current home based business, businesses looking to open a second location, or business concepts with minimal start-up inventory

NON-ELIGIBLE BUSINESSES:

- Tobacco, vape supplies, guns, firearms, pawn shops, adult stores, storage facilities, liquor stores, cannabis dispensaries, night clubs or track waging facilities, private clubs and businesses that limit membership, strip clubs or adult entertainment facilities or any uses similar to those listed above.

PROGRAM GUIDELINES:

- Participating pop up businesses must maintain regular store hours per Program Requirements.
- Participating pop up businesses must have a professional appearance.
- Applicants must obtain any necessary permits, **including a pop up host license (if food is being prepared onsite)**, information can be found here: https://www.chicago.gov/city/en/depts/bacp/supp_info/popupusefaq.html
- Participating pop up businesses must obtain a pop up user license, information can be found here: https://www.chicago.gov/city/en/depts/bacp/supp_info/popupusefaq.html



PROGRAM TIMELINE:

This program will run until December 31, 2022 depending on funding availability.

APPLY:

Completed applications must be submitted to Frank Kryzak, Economic Development Manager: frank@edgewater.org.

The application package must include the following items:

- Copy of lease agreement showing total monthly rent
- Copy of receipts for any pop up readiness and/or build out items
- Copy of City of Chicago Pop Up license or Pop Up license application
- Completed application form, including signed Statement of Understanding

Note: The ECC reserves the right to alter submission requirements if mitigating factors or site conditions warrant special consideration.

REVIEW PROCESS: The Edgewater Chamber of Commerce will review and accept or reject each application in its sole and absolute discretion. Once an applicant has been approved by the the Edgewater Chamber of Commerce, the project will be *inspected* to verify compliance with the program guidelines. A rebate check will be sent within 14 days after the final inspection has taken place, provided the inspection confirms compliance, and pending availability of funds.

POP UP USER LICENSE DESCRIPTIONS:

A Pop-Up User business license is required for the following pop-up user business activities:

- Pop-Up Retail User (formerly known as "Itinerant Merchant"):
 - Occupy or lease, for one year or less, a fixed indoor retail space for the sale of merchandise or provision of services, including, but not limited to, seasonal stores, estate sales, trade shows or exhibitions; or
 - Occupy or lease, for one year or less, a fixed outdoor retail space for the sale of merchandise or provision of services, including, but not limited to, pumpkin patches and Christmas tree lots; or
 - Organize or sponsor a trade show or exhibition: "Trade show or exhibition" means any event of limited duration for the sale of merchandise or provision of services that is arranged by a sponsor who is primarily responsible for obtaining the space and subsidiary services that participant vendors or exhibitors may require for the event. The term "trade show or exhibition" includes, but is not limited to, art fairs, carnivals, street festivals, music festivals, consumer fairs, trade fairs, expositions or shows where merchandise or services are sold.
 - May "pop-up" in any Non-Manufacturing and Non-Residential locations.
- Pop-Up Food Establishment User - Tier I:
 - The holder of a Tier I license is entitled to sell or offer nonperishable food only that is commercially pre packaged in a properly licensed establishment.
 - On-site food preparation or on-site dining is NOT allowed under a Tier I license.
 - May "pop-up" in any Non-Manufacturing and Non-Residential locations.
- Pop-Up Food Establishment User - Tier II:
 - In addition to selling or serving food authorized under a Tier I license, the holder of a Tier II license is entitled to sell or serve, in any combination, perishable, non-perishable, hot or cold prepackaged food only that has been prepared, packaged and stored off-site at a: Shared kitchen holding a valid Shared Kitchen license, or Retail food establishment holding a valid Shared Kitchen-Supplemental license.



- Final on-site preparation involving minimal assembly only of such prepackaged food is allowed: E.g. tossing a prepackaged salad; Applying dressing to a prepackaged salad or sandwich; microwaving or heating pre-packaged food; Plating prepackaged food, etc.
- On-site dining is allowed under a Tier II license.
- May “pop-up” in a licensed establishment holding a Tier II or Tier III Pop-Up Establishment Host license, or Retail Food with a Shared Kitchen-Supplemental license, or Shared Kitchen Operator license.
- Pop-Up Food Establishment User - Tier III:
 - In addition to selling or serving food authorized under a Tier I and Tier II license, the holder of a Tier III license is entitled to sell or serve perishable, nonperishable, hot and cold food prepared on-site at the popup food establishment.
 - The holder of a Tier III license is authorized to operate as a full-service restaurant.
 - On-site dining is allowed under a Tier III license.

To apply for a pop up license or to meet with a small business consultant please visit:

City of Chicago Small Business Center

Department of Business Affairs and Consumer Protection

City Hall, Room 800 | 121 North LaSalle Street, Chicago, Illinois 60602

312-74-GOBIZ (744-6249) | www.cityofchicago.org/sbc



APPLICATION:

Applicant Information (property owner)

Date of Application: _____
Business/Organization Name: _____
Applicant's Name: _____
Address of pop up location: _____
Phone Number: _____ Email _____
Property PIN: _____
Pop Up Lease Duration: From _____ to _____
Terms of Lease (Including Price): _____

Pop Up Business Information

Business/Organization Name: _____
Applicant's Name: _____
Business' Existing Address: _____
Phone Number: _____ Email _____

Description of Pop Up Business

Proposed Hours and Days of Pop-Up Business Operations: _____

Summary of Cost Estimates for Build Out Expenses

Attach invoices for any applicable eligible reimbursements and provide a copy of the lease.

Please provide a description of all applicable costs pertaining to this application:



Total Amount Requested (Lease and Build Out Expenses Combined):

\$ _____

Applicant's Signature: _____ Date: _____

Applicant's Name: (Please print) _____

Applicant's Title: _____

APPLICANT RELEASE:

By submission of an application, the applicant (building owner) does hereby agree, that the Edgewater Chamber of Commerce, its staff, officers, directors, attorneys, and agents having no liability whatsoever for manner, quality, safety compliance in which any lease agreements or improvements may be designed, made, or installed. Applicant furthermore releases and holds the Edgewater Chamber of Commerce harmless from any claims or liability relating to the lease, construction or reimbursement of any part of the improvements, or in any way relating to this rebate request.

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Your signature on this application indicates your agreement to the Release language.

Signature _____ Date: _____

SSA 26 EDGE

SSA 26 MAP

