

**Manhattan Community Board 8's Street Life Committee
Instruction to Applicants (for SLA Applications)**

A. Submission in Advance of the Meeting:

In order for Committee Members to prepare for the meeting, please provide the Board Office with the following materials **no later than 4 days prior to the scheduled meeting date.**

IF THE DOCUMENTS ARE NOT SUBMITTED ON TIME, YOUR APPLICATION WILL BE MOVED TO THE NEXT MONTHS MEETING. THE SLA WILL BE SO NOTIFIED AND YOU MAY HAVE TO SUBMIT A NEW 30-DAY NOTICE LETTER.

1. *The enclosed "Community Board 8 Liquor License Questionnaire"*
2. *The Establishment Questionnaire, Methods of Operation, Statement of Area Plan and the 500 Foot Ruling portions of your SLA application.*
3. *All relevant plans and diagrams for your establishment required by the SLA.*
4. *Delivery cyclists must wear clothing that shows the business' name and phone number and comply with the 19th Precinct regulations regarding cyclists. If the establishment has, or plans to have, bicycle deliveries, submit photographs as an example.*

All submissions should be made on 8 ½ x 11 or 8 ½ x 14 (legal size) paper only. Please limit your pre-meeting submission to the materials listed above. You may present additional materials (e.g. establishment menus, samples of delivery rider's shirts, etc.) at the meeting itself. It is recommended that you bring originals of any relevant plans and diagrams, along with photos of the front of your establishment from several angles.

Hand deliver, express mail, fax or email the above materials to:

Lovaeta K. Amoako, Community Associate
Manhattan Community Board 8
505 Park Avenue, Suite 620
New York, NY 10022
Tel: 212-758-4340
Fax: 212-758-4616
E-mail: amoako@cb8m.com

B. Posting and distribution of public notice flyers:

Please display and distribute copies of the attached flyer on bright colored paper **no later than 4 days prior to the scheduled meeting date.** These flyers should be posted as follows:

1. *Flyer must be visibly posted on the front window or door of the establishment*
2. *Generally post on lampposts, traffic signal posts and utility poles – do not post on trees*
3. *Post on block that faces north, south, east and west of the applicant's premises*
4. *For rear yard issues, post blocks facing the rear side and opposite the applicant's premises*
5. *Provide flyers to private residences by slipping flyers under a door or asking a doorman to put the flyer where residents will see it*
6. *A minimum number of 12 flyers must be distributed.*
7. *Please notify the Community Board 8 office via electronic mail when this posting is complete*

If you have any questions, please feel free to contact the Community Board 8 office at 212-758-4340.