

**Community Board 8 Manhattan's Street Life Committee
Instruction to Applicants
(for Liquor License 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 5 days prior** to the scheduled meeting.

1. **Community Board 8 Liquor License Questionnaire** (enclosed)
2. **CB8M Street Life Applicant Information** (enclosed)
3. **Establishment Questionnaire** (portion of your SLA application)
4. **Methods of Operation** (portion of your SLA application)
5. **Statement of Area Plan** (portion of your SLA application)
6. **500 Foot Ruling** (portion of your SLA application)
7. **All relevant plans and diagrams** for your establishment required by the SLA and a Certificate of Occupancy which can be obtained from the Dept. of Buildings website and a Place of Assembly (PA) Certificate (if applicable).
8. **A notarized affidavit** stating that you agree to:
 - i. Abide by the NYC bicycle laws and guidelines and shall ensure that any third-party delivery service you contract with abides by the laws and guidelines,
 - ii. Will only use lawful vehicles and/or means of transportation for deliveries and ensure any third party delivery services do the same
 - iii. Have your delivery persons wear the proper attire such as helmets, identifiable clothing, etc. and ensure that any third-party delivery service you contract with shall wear proper attire such as helmets, identifiable clothing, etc.
 - iv. Not to participate in bar or pub crawls
 - v. If you have any outdoor dining space, either a sidewalk café or roadway dining, not serve alcohol in those outdoor spaces beyond 10 PM.
 - vi. If you have the right to lawfully use any outdoor rear yard space (enclosed or unenclosed), cease use of such space no later than 10 PM.
9. **Proof of Posted Public Notice Flyers** should be e-mailed to the office when posting is complete with the marked map and photos of the posted notices (details on next page)
10. **Photographs of Delivery Personnel (if applicable)** 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.

PLEASE NOTE: IF 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.

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

**** EMAIL the above materials to both: Info@cb8m.com and Submissions@cb8m.com ****

B. Posting and distribution of public notice flyers:

For maximum public notification of your application, please display copies of the attached flyer on bright colored paper in a visible location **by noon of the Thursday before** the Street Life Committee meeting.

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. A minimum number of 12 flyers must be distributed.**
- 5. Mark the CB8M Map indicating where flyers are posted and take photos of the posted notices.**
- 6. Please notify the Community Board 8 office via electronic mail when this posting is complete with a copy of the marked map and photos of the posted notices.**
- 7. After the meeting is held, take down the posted fliers.**

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

Community Board 8 and the Street Life Committee appreciate your cooperation. Thank you.

Sincerely,

Community Board 8 Manhattan

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