

**Community Board 8 Manhattan's Street Life Committee
Instruction to Applicants
(for Office of Cannabis Management 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 Cannabis License Questionnaire** (enclosed)
2. **All relevant plans and diagrams** for your establishment required by the OCM and a Certificate of Occupancy, which can be obtained from the Dept. of Buildings website, and a Place of Assembly (PA) Certificate (if applicable).
3. **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. Not use any unlawful motorized vehicle for deliveries and ensure that any third-party delivery service you contract with does not use any unlawful motorized vehicle
 - iii. Have delivery persons wear the proper attire such as helmets, identifiable clothing, etc. and ensure that any contracted third-party delivery service shall wear proper attire such as helmets, identifiable clothing, etc.
 - iv. Not to participate in bar or pub crawls or the cannabis equivalent
 - v. Remove the Street Life Committee meeting notices you posted following the Street Life Committee meeting and prior to the next applicable Full Board meeting
4. **Signage (any and all potential signage that your establishment will have)**
5. **Proof of control (if you are applying for the final licensure track)**
6. **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)
7. **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 MONTH'S MEETING. THE OCM 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 visible locations **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 30 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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