#### BROOKLYN COMMUNITY BOARD #4 REQUIREMENTS FOR

# RENEWALS IN CONNECTION WITH THE NYS LIQUOR AUTHORITY

(This form is to be utilized for renewals for the following types of license requests):

## Beer Only/ Wine and Beer Only/ Liquor, Wine and Beer

Under NYS Alcoholic Beverage Control Law, Community Boards are charged with reviewing applications for licenses that allow sale and or consumption of beer, wine and liquor.

It is to your advantage to notify the board of your intentions to renew your license at least 60 days prior to the expiration of your current license. The attached forms <u>must</u> be completely filled out in order to be heard by the Public Safety Committee. It is your responsibility to circulate the **Attention Residents & Neighbors** form in the immediate area of your establishment and to also bring proof of the posting to the committee meeting.

The board is very interested in how your business is affecting your neighbors and the surrounding community; concerns generally include: adverse police activity, loitering, crowd control, and noise.

Brooklyn Community Board #4 will review the applications for the aforementioned requests at the monthly Public Safety Committee meetings. The Public Safety Committee meetings are held on the 3<sup>rd</sup> Tuesday at the 83<sup>rd</sup> Precicnt.-480 Knickerbocker Avenue at 6:00pm (unless otherwise noted) The full board will vote on your application request at the next following full board meeting.

Should you have any questions concerning any of this please contact the board's office at (718) 628-8400 or via email: <u>BKO4@CB.NYC.GOV</u>

Concerning your SLA Renewal Application@\_\_\_\_\_

The Public Safety Committee meeting will be held, \_\_\_\_\_\_at the 83<sup>rd</sup> Pct., 480 Knickerbocker Avenue, Brooklyn, New York 11237 at 6:00pm. You **must** be present in order go have your application considered.

## Nadine Whitted

Nadine Whitted District Manager Community Board #4

### **CB#4 SLA RENEWAL QUESTIONAIRRE**

# Applicant Information & Legal Representation

1. Applicant	d/b/a					
2. Street Address		cross streets				
3. Owner/contact		telephone#				
Fax #	email					
4. Legal Firm/Contact						
telephone #	fax #	email				
5. Landlord/Name/Contac	:t	telephone#				
Fax #	email					
Application Status (answe	er appropriate questions or	ıly)				
6. Status is this a transfer	license request?	_yesno				
Are there any operatior	nal changes associated wi	th this requestyesno				
Transfer - Prior License N	lo	Expiration Date				
<b>Operational Changes- C</b>	urrent License No	Expiration Date				
Describe changes- includ	e: hours, service, occupan	cy, ownership, clientele, and other relevant info				
be sent to CB#4 hearing If No – When will SLA app	? Has a hearing date	es- is a copy attached (Y/N). If not when will copy been set? (Y/N)-If known, date of N/NA				

### Form 3

\_\_\_\_\_

What is the proximity to nearest school/daycare center?

### PREMISES:

9. Type of Building and number of floors
10. Floor Plan: total floor area: Sq. ft. No. of floors No. of bars
No. of Entrances No. of Exits
11. Any outside area or sidewalk café used for the sale or consumption of alcoholic beverages?
(Includes roof & yard) YesNoIf yes describe and show diagram:
12. Do the premises have a valid Certificate of Occupancy and all appropriate permits?
YesNo
Copy of Certificate of Occupancy (C of O) or Copy of Certificate of Assembly (C of A)
(Must be attached with application)
13. Do you plan to apply for a Public Assembly permit? Yes No
14. Do you plan to apply for a cabaret License Yes No
15. Zoning Designation: Maximum number of persons that can legally occupy the
premises
16. Number of tables Number of Seats at tables
17. ALCOHOL TYPE -To be sold under the license (select which applies)
Beer Only (BO) Wine and Beer Only (WB)Liquor, Wine and Beer LWB)
PROPOSED DAYS AND HOURS OF OPERATIONS
18. Complete all: Circle AM or PM
SUN MON TUES WED THURS FRI SAT
AM PMAM PMAM PMAM PMAM PMAM PMAM I
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AM PMAM PMAM PMAM PMAM PMAM PMAM I

### Form 3

19. MUSIC -Check All That Applies				
Live Amplified Live Acoustic	_ DJ	_ Video	Background	_ Jukebox
Karaokeother				
(Describe)				