



The City of New York

## **Manhattan Community Board 1**

Catherine McVay Hughes CHAIRPERSON | Noah Pfefferblit DISTRICT MANAGER

### **Community Board 1 Tribeca Committee Liquor License Application Guidelines:**

The Tribeca Committee has established the following guidelines for review of Liquor License Applications. The Committee asks applicants to give careful consideration to all quality of life issues, particularly with respect to hours of operation and noise.

The Tribeca Committee requires all applicants:

- 1) To sign and have notarized a Stipulation Sheet indicating terms of operation agreed upon at the Committee meeting.
- 2) To provide complete applications for review - the Committee may postpone or decline review if an application is not complete when submitted.
- 3) To provide to the Committee five (5) days prior to the meeting, an electronic copy and eight (8) hard copies, double sided, of the Liquor License Application, including each item noted below:

Hearing Notice – Notices, 8-1/2” x 11” to be posted on the exterior of all doors of the proposed site, and on a minimum of three (3) conspicuous sites one city block in each direction from the proposed site. The notice must include the name, address, proposed hours and method of operation of the establishment and the date, time and place of the public hearing at least 15 days before the date of such hearing (sample provided). A dated photograph of three of the postings must be submitted with the application.

Petition of Support – A petition in support of the proposed business or change in business indicating name, address and proposed hours and method of operation of the establishment with signatures of commercial and residential tenants at the site and by residents in buildings adjacent to the site.

Map and Drawings – A map of Tribeca, 8-1/2” x 11”, showing the location of the establishment and a legible architectural floor plan(s) and section(s) of the proposed interior layout including seating plan on 8-1/2” x 11” sized paper (minimum).

Photographs –Color photographs showing the existing current interior and exterior of the site at 8” x 11” size (minimum).

Notice - If the applicant has been or is licensed anywhere in the City, the applicant must submit a letter from the applicable community board indicating any history of complaints.

Menu- food and beverages with proposed pricing.

The Tribeca Committee requires applicants to be prepared to stipulate to the following conditions of operation:

**Liquor Licenses (including beer and/or wine only)**

<b>Closing Hours:</b>	<b>Weekdays</b>	<b>Weekends</b>
Avenues:	1:00 am	2:00 am
Side streets:	12:00 am	1:00 am

(It is understood that all patrons must be cleared from premises at the closing hour.)

The Committee will consider extending closing hours after the establishment has been in operation for one year.

<b>Open Window Conditions:</b>	<b>Weekdays</b>	<b>Weekends</b>
Avenues (closing hours):	9 pm	10 pm
Side Streets (closing hours):	8 pm	9 pm

Only background music is allowed with open windows; no live music. Background music is defined as music that can not be heard by neighbors.

**Rooftop Permits:**

The Committee discourages permits for rooftops. The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a liquor license permit for a rooftop space. Applicants are asked to state the following on their Stipulation Sheet to the State Liquor Authority: “[The applicant] agrees not to seek a method of operation alteration to include a rooftop space to an existing liquor license until a year after commencing operation.”

**Sidewalk Cafes:**

The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a Sidewalk Café. Applicants are asked to state the following on their Stipulation Sheet to the State Liquor Authority: “[The applicant] agrees not to seek to include a sidewalk cafe to an existing liquor license until a year after commencing operation.”

**Additional Notes:**

The Committee may ask for additional conditions on a case by case basis.

The determination of what constitutes an Avenue or Side Street for an establishment is determined by the address of the main front entrance. In Tribeca, streets running east to west are generally considered side streets.

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