



CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 10
215 West 125th Street, 4th Floor—New York, NY 10027
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CICELY HARRIS
Chairperson

SHATIC MITCHELL
District Manager

Liquor License Questionnaire
Economic Development Committee

1. Written description of the Applicant's business structure and identification of the owners of the business.
2. Written description of prior liquor licenses, cabaret licenses or sidewalk café licenses held or controlled by Applicant and/or its principals.
3. A copy of the Applicant's lease of the proposed licensed premises.
4. Floor plans/layout of the licensed premises.
5. Describe whether the premises (entrances, interiors, dining areas, bar areas and bathrooms and any other areas to be utilized by patrons) will be fully compliant with the Americans with Disabilities Act / Americans with Disabilities Act Accessibility Guidelines (when applicable). If any areas of the premises will remain non-compliant with federal accessibility laws, please describe all efforts you have undertaken to determine whether the non-accessible area(s) can be remedied and whether such potential remedies are physically and financially feasible and/or whether they implicate any landmark-status restrictions. Please advise whether you have discussed these issues with the building owner or any consultants, professionals or compliance agencies (NYC, NYS or Federal).
6. Written description of Applicant's operations, including business hours, food menu, drink menu and music or entertainment (if applicable).
7. Letters of support from the project's funders/investors, where applicable.

8. Letters of support from relevant community organizations (including block associations) and Civic Leaders as available.
9. Letters of support from immediate/adjacent neighbors and businesses.
10. Written description of any objections to your application that have been raised by any neighbors, businesses, community organizations, Civic Leaders or other interested parties.
11. Estimate of the number and categories of employees that you intend to hire for the business, and describe the intended compensation and benefits, if any.
12. Written description of your community hiring/training policies. This should include a description of past or planned efforts to hire local residents, including reaching out to local employment agencies and/or employee training programs.
13. If you are required to come before the Committee, you must post at least three (3) public notices at the proposed establishment at least two (2) weeks prior to the scheduled Economic Development Committee meeting. The Manhattan Community Board 10 Public Notice is available for download at:
<http://www.nyc.gov/html/mancb10/html/resources/liquor.shtml>