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COMMUNITY BOARD NO. 2, MANHATTAN

3 WASHINGTON SQUARE VILLAGE
NEW YORK, NY 10012-1899

www.cb2manhattan.org

P: 212-979-2272 F: 212-254-5102 E: info@cb2manhattan.org

Greenwich Village ✦ Little Italy ✦ SoHo ✦ NoHo ✦ Hudson Square ✦ Chinatown ✦ Gansevoort Market

To Whom It May Concern,

Due to an overwhelming number of liquor license applications to Community Board 2 Manhattan ("CB2"), CB2 will be instituting new deadlines for all applicants to make the process fairer, more transparent to the Community we serve and more efficient for everyone involved.

Starting in June 2014 (with the intent of appearing at a CB2 SLA Licensing Committee meeting in July), any and all "30-day notice" filings with CB2 must be received by the CB2 office ***no later than the 20th calendar day of every month*** to be considered for placement both on its SLA Committee calendar and for consideration at CB2's monthly Full Board Meeting the following month. Since the New York State Liquor Authority ("SLA") requires *proof of mailing* (or hand delivery), the 30-day notice should be sent by certified mail, so you will have the return receipt. If you wish to deliver the 30-day notice by hand, our office address is 3 Washington Square Village, #1A, New York, NY 10012. Upon receipt of such a filing, CB2 will assume that the applicant is fully prepared to go forward, has completed its CB2 application (the application can be found on CB2's website: cb2manhattan.org) and is fully ready to complete the review process with CB2 in the allotted thirty day time period. Please do not submit any 30-day notice, **unless the applicant is ready to go forward within the thirty days allotted for the review process.**

Please be advised that for all 30-day notice filings which are received after the 20th of each month, a resolution will be issued notifying the SLA that the notification was untimely and that the matter will need to be laid over until proper notification can be obtained from the applicant and proper consideration can be achieved from CB2.

In addition, to be placed on CB2's SLA Licensing Committee calendar for consideration the following month, we request that all CB2 SLA questionnaires are completed and timely submitted, with any supporting documentation, to CB2 ***no later than the 26th day of each month***. We encourage all applicants to submit their CB2 application and all supporting documentation directly to CB2 via email or, if necessary, by fax. Such a deadline is appropriate because it establishes the applicant's readiness to move forward and will make the entire review process fairer to the public and to the applicant. If the applicant is unable to submit its application by this deadline, a resolution will be issued notifying the SLA that the applicant was not prepared and that the matter will need to be laid over until the applicant is ready to move forward, so that proper consideration of the license can be achieved.

Finally, any request by an applicant for a layover to the following month must also be received by CB2 by the 26th of each month. The CB2 calendar is usually finalized and published to the Community by the end of each month. The calendar is used to notify the public of all applications being requested for consideration. Requests for layovers after publication of the CB2 SLA calendar will be considered on an individual basis, but CB2 reserves its right to hear from members of the public who appear on the scheduled date and wish to be heard regarding any application.

Thank you for your consideration in this regard.

Sincerely,

A handwritten signature in cursive script that reads "Terri Cude". The signature is written in black ink and is positioned above the typed name.

Terri Cude
Chair
Community Board 2 (Manhattan)