



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD 3  
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Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

## Requirements regarding TLC new or renewal licenses

Community Board #3 has established the following requirements for car and limousine services to obtain the Board's approval for TLC renewal or new licenses:

- 1) Most of our streets are narrow, crowded and busy. To limit problems caused by double-parked cars, the Board requires that you provide off-street parking for your vehicles when they are not in active use.
- 2) The Board also requires that all laws regarding sanitation and other quality of life laws be strictly complied with.

The Board requests that you bring the following items with you at the time that you come before the Board's Transportation Committee:

- 1) Completed "Information Form: TLC New or Renewal Licenses" (see attached);
- 2) A copy of the letter from your garage or parking lot that was submitted with the TLC application. This is the letter that states how many spaces your company is renting for its inactive vehicles.
- 3) A "Memorandum to All Drivers" signed by all drivers acknowledging that they understand they must adhere to the quality of life laws (see attached).

Thank you for your cooperation, which should help the Transportation Committee to quickly evaluate your license application.

## Information Form: TLC New or Renewal Licenses

Is your license application:

New

Renewal

**Name of establishment**

**Business address and Cross streets**

**Business phone number**

**Contact name**

**Title**

**Date business established**

**Date of initial TLC approval**

**Total number of cars**

**Peak number of cars in operation**

**Number of company-owned cars that must be parked during off-peak hours**

**Number of parking spaces rented**

**Name and location of your garage or parking lot**

