



THE CITY OF NEW YORK  
 MANHATTAN COMMUNITY BOARD 3  
 59 East 4th Street - New York, NY 10003  
 Phone (212) 533-5300  
 www.cb3manhattan.org - info@cb3manhattan.org

Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

**Community Board 3 Bus Stop Designation Questionnaire**

Please return completed questionnaire to [info@cb3manhattan.org](mailto:info@cb3manhattan.org) or fax to **212-533-3659**

Today's Date: \_\_\_\_\_

Name of Bus Company (corporate name and trade name):

\_\_\_\_\_  
 \_\_\_\_\_

Location of Proposed Bus Stop:

\_\_\_\_\_

**NOTE: In addition to completing this questionnaire, please submit the following materials when you come to the CB 3 Transportation Committee meeting.**

- Identification of the existing land uses on both sides of the street for 200 feet (in both directions) from the proposed bus stop. This would include residents, businesses, community facilities such as playgrounds, parks, schools, day care centers, houses of worship, etc.
- Please bring photographs of your storefront and the street/curbside spot you are applying for, in order to better understand any curbside regulations on the block.
- Provide proof of posting (with attached notice) to indicate that you have posted at and around the proposed stop. You must post for at least 7 days before the meeting. (You can bring photo of posted transportation committee notice to the meeting.)
- Please read the attached sample stipulations form. You will be asked to complete and sign a stipulations form at the Committee meeting.

**PROPOSED METHOD OF OPERATION:**

What are the scheduled arrival and departure times? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Where will the bus layover? \_\_\_\_\_

Will a staff person be on duty for every arrival and departure to guide loading/unloading, to have direct contact to dispatch to inform passengers about delays, and to engage in crowd and noise control?

Yes  No

**Pollution controls** (diesel particulate filters and ultra-low sulfur fuels; exhaust gas recirculation emission control technology.)

Are your current buses equipped with pollution controls?  Yes  No

What number of buses have pollution controls? \_\_\_\_\_

What number of buses do not have pollution controls? \_\_\_\_\_

Will all buses purchased in the future be equipped with these pollution controls?  Yes  No

**If there is a storefront:**

What is the storefront address? \_\_\_\_\_

What time does the storefront open? \_\_\_\_\_

Is this at bus stop location?  Yes  No

Will storefront accommodate all waiting passengers?  Yes  No

Are there restrooms for passengers?  Yes  No

**If there is not a storefront:**

Where and how will tickets be sold? \_\_\_\_\_

Can you share a storefront or make arrangements to provide restrooms? \_\_\_\_\_

Other: \_\_\_\_\_

**CONTACT INFORMATION:**

Applicant's telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Attorney    Representative    Other \_\_\_\_\_

Please provide contact information for residents and the Community Board and confirm that if complaints are made, you will act immediately to resolve any problems.

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



THE CITY OF NEW YORK  
 MANHATTAN COMMUNITY BOARD 3  
 59 East 4th Street - New York, NY 10003  
 Phone (212) 533-5300  
 www.cb3manhattan.org - info@cb3manhattan.org

Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

**Community Board 3 Designated Bus Stop Permit Stipulations**

I, \_\_\_\_\_, as a qualified representative of \_\_\_\_\_ (bus company name) with a designated bus stop at \_\_\_\_\_ (address), where they will have curbside loading/unloading operations for their bus route between:

Departure/Arrival cities \_\_\_\_\_

Number/Days of arrivals: \_\_\_\_\_

Number/Days of departures: \_\_\_\_\_

Between the hours of \_\_\_\_\_ and \_\_\_\_\_

I agree to the following stipulations for the requested stop:

- If there is a storefront, it will be available for customers during all times of arrivals/departures at this location: \_\_\_\_\_.
- Tickets will be sold only online, or at a designated ticket agency, not on the street.
- Tickets will be sold only for specific boarding times and will not be oversold.
- Tickets will be sold in assigned boarding order system so that customers will not need to arrive early to jockey for positions.
- Sidewalk lines will be single file, and only for the next assigned bus.
- There will be a staff person on duty for every arrival and departure to guide loading / unloading, to have direct contact to dispatch to inform passengers of delays, and to engage in crowd and noise control.
- Trash bags will be used to collect litter and will be kept in storefront, or will leave with the bus.
- Staff will routinely clean up the sidewalk by bus stop.
- Buses will keep to schedules, which will be published online or printed, as much as possible.
- The number of buses at this stop will not exceed the stated number of buses per hour/per day.
- All buses purchased in the future will be equipped with diesel particulate filters and use ultra-low sulfur fuels, and will also be equipped with exhaust gas recirculation emission control technology.

Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Signed \_\_\_\_\_



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD 3  
59 East 4th Street - New York, NY 10003  
Phone (212) 533-5300  
[www.cb3manhattan.org](http://www.cb3manhattan.org) - [info@cb3manhattan.org](mailto:info@cb3manhattan.org)

Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

## Residents and Neighbors 居民和鄰居

---

(Bus Company Name) (巴士公司的名稱)

**Is applying for a designated bus stop at the following location:**  
正在申請讓以下地點成為一個指定的巴士站:

---

**(Street Number and Street Name) (街號和街名)**

**There will be an opportunity for public comment on:**  
將會有機會讓公眾表達意見在:

---

**(Day, Date, Address) (星期, 日期, 地址)**

**At the COMMUNITY BOARD 3**

**Transportation Committee Meeting**

**在第 3 號社區委員會的交通委員會會議**

**[info@cb3manhattan.org](mailto:info@cb3manhattan.org) - [www.cb3manhattan.org](http://www.cb3manhattan.org)**

---