



THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD NO. 3

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Dominic Pisciotta, Board Chair

Susan Stetzer, District Manager

Community Board 3 Liquor License Application Questionnaire

Please complete and return (with requested diagram) to the Community Board office by fax or email. In addition, bring **6 copies (double sided) plus supporting material requested to the meeting.** Failure to complete and return this form on time will result in your item being placed at the end of the agenda. **Application must be complete to be heard, including petitions and all items on check list below. Use N/A for answer if appropriate.**

Conspicuously display the enclosed posters on the outside of your establishment for 7 days prior to the meeting. Bring a photo with a newspaper showing date as proof of the posting.

Check which you are applying for: new liquor license upgrade of an existing liquor license
 alteration of an existing liquor license transfer of an existing liquor license

If applying for transfer, you must bring letter from current owner confirming that you are buying business.

Type of license: On Premises Liquor Is location currently licensed? Yes No

If alteration, describe nature of alteration: _____

Previous or current use of the location: clothing boutique

Corporation and trade name of current/previous license: N/A

Please bring the following items to the meeting:

NOTE: ALL ITEMS MUST BE SUBMITTED FOR APPLICATION TO BE CONSIDERED.

- Photographs of the inside and outside of your establishment;
- Schematics/floor plans of the inside of your establishment;
- If a restaurant, please include a proposed menu (including drink menu);
- Petition in support of proposed business or change in business with signatures from residential tenants at location and in surrounding buildings and also letter from block association if one exists. E-mail the CB office at info@cb3manhattan.org for help to find block associations. Petition must give proposed hours and method of operations. For example: restaurant, sports bar, combination restaurant/bar.
Petitions are required and application will not be heard without petitions.
- Photographs of proof of conspicuous posting with newspaper showing date.

APPLICANT:

Name of applicant and all principals: Plan A Group LLC / Abbey Sicras

Trade name (DBA): Forgetmenot

Premises address: 138 Division Street

Between what streets: B/n Orchard & Ludlow sts

PREMISES:

Type of building and number of floors: 5 story brick

Prior use of premises: clothing boutique

Any outside area or sidewalk cafe used for the sale or consumption of alcoholic beverages? (includes roof & yard) Yes No If Yes, describe and show on diagram: _____

Does premises have a valid Certificate of Occupancy and all appropriate permits? Yes No

Do you plan to apply for Public Assembly permit? Yes No

Zoning designation: C-7 Walk up Maximum number of persons that can legally occupy the premises? 30 Number of tables? 6 Number of seats at tables? 22

BARS:

How many *stand-up bars/ bar seats are located on the premises (and how many seats)? 1

How many service bars? - - -

Describe all bars (length, shape and location): rectangle approx. 20'

Any food counters? Yes No If Yes, describe: _____

* A **stand up bar** is any bar or counter (whether seating or not) over which a member of the public can order, pay for and receive an alcoholic beverage.

KITCHEN:

Does premises have a full kitchen or food preparation area? (If any, show on diagram)

Is food available for sale? Yes No If yes, describe type of food and submit a menu Mediterranean Grill

PROPOSED METHOD OF OPERATION:

What type of establishment will this be? (i.e.: restaurant, tavern, sports bar, etc.) Restaurant

Will any other business besides food or alcohol service be conducted at said premises? Yes No

If yes, details: _____

What are the proposed days/hours of operation? (Specify days and hours each day) _____

MON-FRI 11AM-1AM SAT/SUN 12:00AM-1:00AM

Will the business employ a manager? Yes No

How many employees? 6-8

Will there be security personnel? Yes No (If Yes, how many?) _____

Do you have or plan to install French doors, accordion doors, or windows? none of these

Will there be TV's? Yes No (If Yes, how many?) _____

Will premises have music? Yes No

If Yes, what type of music? Explain in detail: Ambient Background Music

Type of music/entertainment: Live musician Live DJ Juke box Ipod
Volume level: Background (quiet) Entertainment level

Do you have or plan to install sound-proofing? Please describe your sound system:
Ipod generated with 2 small Base speakers

Will you host promoted events, scheduled performances or any event at which a cover fee is charged?
No

Do you have plans to manage or address vehicular traffic and crowd control on the sidewalk caused by your establishment? Yes No If "Yes" please attach plans.
1 employee designated to insure outside area remains free of patrons
Is this establishment wheel chair accessible? Yes No

Has this corporation or any principal been licensed previously? Yes No

If yes, please indicate name of establishment: _____

Address: _____ Community Board # _____

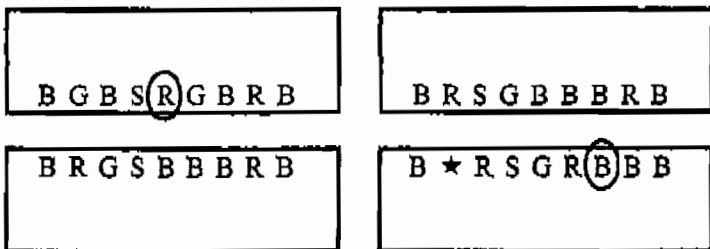
Dates: _____

If you answered "Yes" to the above question, please provide a letter from the community board indicating history of complaints or other comments.

Using the diagram below as an example, attach a separate similar diagram that indicates the location (name and address) and total number of establishments selling/serving beer, wine (B/W) or liquor (OP) for 2 blocks in each direction. Please indicate whether establishments have On-Premises (OP) licenses by circling the letter on diagram. Please label streets and avenues and identify your location near the middle of the diagram and indicate it with a [★]. Use the letters to indicate Bar, Restaurant, etc. The diagram must be submitted with the questionnaire to the Community Board before the meeting.

Bar (B) Hotel Restaurant (R) Sidewalk Café (S)
OP ___ B/W ___ HL ___ OP ___ B/W ___ OP ___ B/W ___

Example:



How many licensed establishments are within 1 block? SEE ATTACHED
How many licensed establishments are within 500 feet? _____
How many within 500 feet are On-Premises (OP) liquor licenses? _____

If there are block associations or tenant associations in the immediate vicinity of your location, you must contact them. **Please attach proof (copies of letters and poster) that you have advised these groups of your application. Petitions should clearly state the name, address, license for which you are applying, and the hours and method of operation of your establishment at the top of each page.** (Attach additional sheets of paper as necessary). You may contact the Community Board at info@cb3manhattan.org for any contact information that is on file.

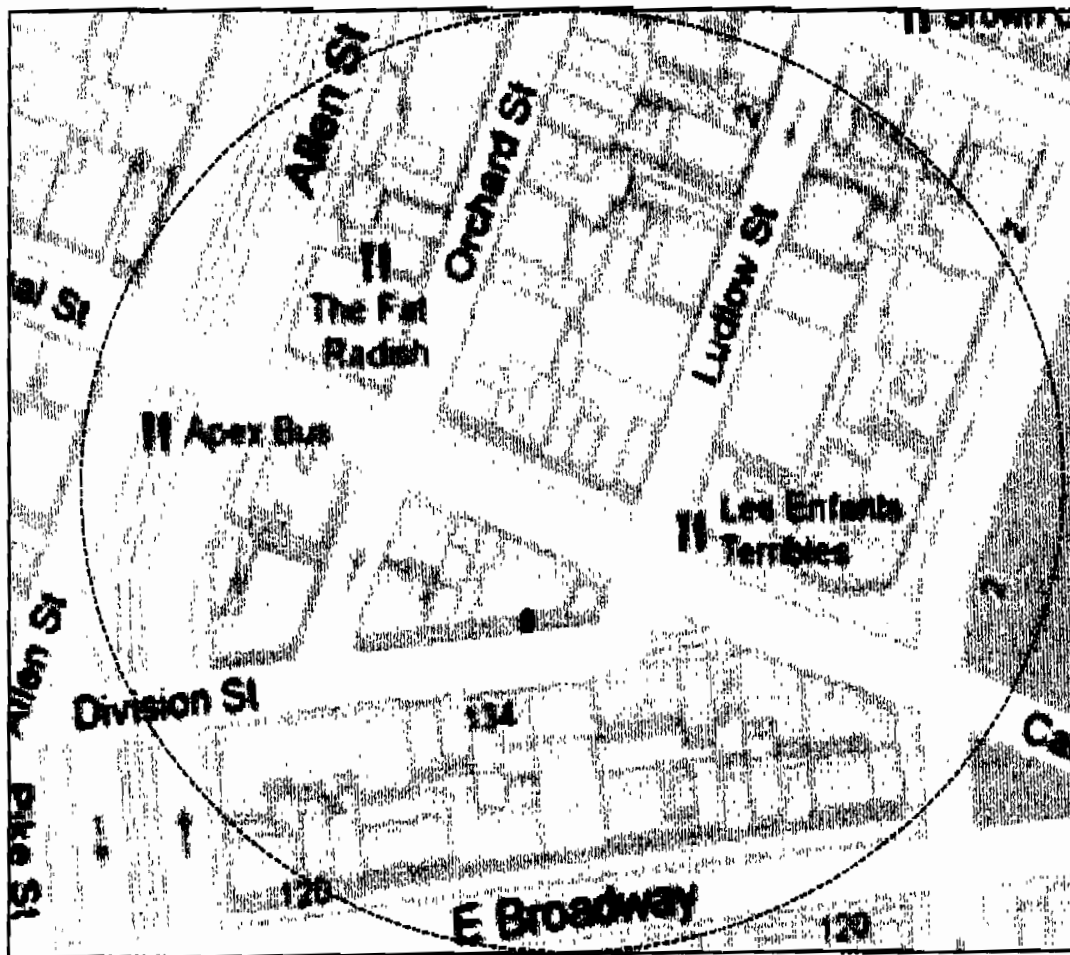
INFORMATION REGARDING NEARBY LOCATIONS:

Premises is within a 500 foot radius of three or more establishments with OP license. Yes No

Premises is within 200 feet of any school or place of worship? Yes No

If there is a school place of worship within 200 feet of your premises on the same block, submit a block plot diagram or area map showing its location in proximity to your applicant premises (8 1/2" x 11") and indicate the distance and name and address.

138 DIVISION STREET : SURROUNDING DEMOGRAPIC



Existing Liquor Licenses

Restaurants

- The Fat Radish
- Les enfant Terribles
- Bacaro

Bars

- Sweet Paradise
- 39 Canal