



COMMUNITY BOARD 11
1741 COLDEN AVENUE
BRONX, NY 10462
(718) 892-6262
www.nyc.gov/bronxcb11

Borough President Vanessa L. Gibson
Chairman Bernadette M. Ferrara
District Manager Jeremy H. Warneke

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- Community Development & Budget Priorities*
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- Public Safety*
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On-Premises Liquor Licenses

New York State on-premises liquor licensees can sell and serve alcoholic beverages by the glass for consumption on the premises of their establishment (e.g., bars, restaurants, taverns, hotels).

Applicants for such licenses must notify the municipality, where the premises are or would be located, of their intent to file an application. Applicants must use a form approved by the [New York State Liquor Authority](#), and the notice of intent *must be submitted to the municipality at least 30 days before an on-premises application is filed with the Liquor Authority.*

In New York City, the municipality requiring advance notification is the establishment's local community board. New York City licensees must additionally notify their respective community board 30 days in advance of filing an application to 1) renew their license, 2) make alterations to the premises or 3) make substantial changes to corporate ownership. The advance notice requirement is intended to provide local government with an opportunity to make their views known to the Liquor Authority.

The Liquor Authority's application review period can vary depending on the type of license one applies for, the volume of applications being submitted, and the completeness of one's application. Any deficiencies in an application may result in delays or disapproval of the license by the Liquor Authority, **not Community Board 11**. As advisory bodies, community boards are not empowered to approve or deny liquor licenses. They may instead choose to submit complaints or recommendations to the Liquor Authority.

When a community board submits an opinion (also known as a recommendation) to the Liquor Authority, this opinion becomes part of the record used by the Authority in deciding whether or not to approve the application being considered. While opinions from community boards are not binding, the Liquor Authority considers input from local government in all licensing decisions. For applications not subject to the 500 Foot Law*, however, community opposition alone is not sufficient to disapprove an application.

*The "500 Foot Law" prohibits the State Liquor Authority from issuing an on-premises retail license for the sale and/or consumption of liquor to any premises which is within 500 feet of three establishments that are currently operating with on-premises liquor licenses. The restriction only applies in municipalities with a population of 20,000 or more, and a tavern or restaurant licensed only to serve wine or beer is not subject to the 500 Foot Law.

To request any special accommodations, please call us at (718) 892-6262 at least 72 hours prior to the meeting or event.



Community boards may work with on-premises licensees to place stipulations on a license. If the community board and applicant reach an agreement with respect to the operation of the establishment, the Authority can incorporate these conditions or stipulations into the application. These stipulations then become conditions of the license privilege, and the licensee may face disciplinary action if they fail to comply.

As part of the FY 2023 New York State Budget, the Alcoholic Beverage Control Law (the state law governing the manufacture, sale and distribution of alcohol products in New York) was amended to allow applicants to provide the required 30-day advanced notice to community boards via email, provided the individual community board elects to accept notices via email. Prior to this change in law, applicants were required to provide notification by 1) certified mail, return receipt requested, 2) overnight delivery service with proof of mailing or 3) personal service upon the offices of the clerk or community board.

Each community board may have its own procedures for how it chooses to review and give opinions on any given liquor license application. Bronx Community Board 11 requests new applicants complete the following four-page questionnaire.

Liquor License Application
Bronx Community Board 11 Questionnaire

<p>Type of application (check one):</p> <p><input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer <input type="checkbox"/> Alteration</p>	<p>Type of proposed establishment (check one):</p> <p><input type="checkbox"/> Banquet/Catering Hall <input type="checkbox"/> Bar <input type="checkbox"/> Deli/Grocery <input type="checkbox"/> Kiosk <input type="checkbox"/> Lounge <input type="checkbox"/> Nightclub <input type="checkbox"/> Tavern <input type="checkbox"/> Restaurant</p>
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Seeking license to sell (check all that apply): Beer Wine Liquor Cider

To be sold for: On-premise consumption Off-premise consumption

Name of establishment: _____

Address of establishment: _____

Cross streets of establishment: _____

Are there any buildings used primarily as schools, churches, synagogues or other places of worship within 200 feet of this establishment? Yes No

Are there three or more other establishments with on-premises liquor licenses within 500 of this establishment?
 Yes No

Background information:

Corporate name: _____

Corporate address: _____

Phone number: _____

D/b/a: _____

Name(s), address and date of birth of all principals (including investors):

Have any of the principals been previously licensed by the SLA? Yes No

If YES, indicate name(s) and address of other establishments:

Previous or existing corporate name(s) and d/b/a: _____

Liquor License Application
Bronx Community Board 11 Questionnaire

Who will manage the establishment? _____

Previous related experience of the manager: _____

Building Use and History:

Are there any open or pending DOB and/or ECB violations on the building? Yes No

Do you plan on making any expansions or alterations? Yes No

If yes, have you consulted an architect and/or engineer? Yes No

Name of the architect/engineer consulted? _____

Will the outside areas be used and, if yes, in what capacity? _____

How many residential units are located *within* the building? _____

What is the zoning designation of the property in question? _____

What type of parking is or will be made available? _____

Hours of Operation:

	<i>Weekdays (Mon to Thu)</i>	<i>Weekends (Fri & Sat)</i>	<i>Sunday*</i>
Food Service Hours:			
Bar Service Hours:			
Final Closing Hour:			

*Note: New York State law prohibits the serving of alcohol before noon on Sunday.

Information Concerning Availability of Premises:

If you are a new applicant, explain on the top of the following page how you became aware of the availability of the proposed premises:

Music:

Will there be music? Yes No

If YES, what type of music (check all which apply)? Live Recorded DJ Juke Box

Karaoke Background only (If it can be heard outside or by neighbors, it's not background.)

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Type of sound equipment: _____

Size of speakers and amperage: _____

Type of sound proofing to be used: _____

Indicate if you will engage (check all that apply): Outside promoters
 Security personnel
 Independent DJs

Size and Capacity of Establishment:

Total square feet: _____

Kitchen Area

Place of Assembly Certificate? Yes No

Total square feet: _____

Place of Assembly capacity: _____

Dining Area

Bar Area

Outside Area

Total square feet: _____

Total square feet: _____

Total square feet: _____

of tables: _____

of tables: _____

of tables: _____

of seats: _____

of seats: _____

of seats: _____

Smoke, Fire and General Safety:

Will new kitchen exhaust equipment be installed? Yes No

What type of kitchen exhaust system will be used? _____

Where will the kitchen exhaust system vent to? _____

Name, model number and size of kitchen fire suppression system: _____

Will the fire suppression system be tied into the building's alarm system? Yes No

Number and type of portable fire extinguishers on premise: _____

Where will the air conditioning system be located? _____

What is the horsepower of the air conditioning system? _____

Will you store and/or use liquid CO2 for carbonating drinks? Yes No

Will there be lighting outside and, if so, what kind? _____

Will there be a clear view from the street into the establishment? Yes No

The number and means of egresses leading to a safe distance from the property in the event of a fire or other calamity: _____

Will there be cameras? If so, where and how many? _____

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Further Licensing:

Do you intend to apply for a cabaret license? Yes No

Do you intend to apply for a sidewalk café license? Yes No

The following **MUST** accompany your completed questionnaire or it will be considered **INCOMPLETE**:

- Menu
- Floor plan
- Certificate of Occupancy
- Standardized NOTICE FORM for Providing a 30-Day Advance Notice to the Community Board (completed in its entirety)

**A COPY OF THIS QUESTIONNAIRE—ALONG WITH THE BOARD’S RECOMMENDATION
BASED IN PART UPON THE TRUTH AND ACCURACY OF THE STATEMENTS ABOVE
INCLUDING ALL SUPPLEMENTARY DOCUMENTS AND INFORMATION—MAY BE SENT TO
THE NEW YORK STATE LIQUOR AUTHORITY FOR ITS REVIEW.**

**IF ENGLISH IS NOT YOUR NATIVE LANGUAGE, YOU MUST HAVE AN INTERPRETER
PRESENT WHEN ATTENDING ANY MEETINGS OF THE ECONOMIC DEVELOPMENT
COMMITTEE.**

Signature of Principal

Date

Signature of Presenter (if different from Principal)

Date

OFFICE USE ONLY:	
Date received:	Received by: