



THE CITY OF NEW YORK **COMMUNITY BOARD SIX**

Eric Adams
Borough President

Sayar Lonial
Chairperson

Craig Hammerman
District Manager

Dear Applicant:

Our District Office has received a copy of your application for a proposed action in our district. This matter has been referred to our Permits & Licenses Committee for review at a meeting, where affected members of the public will be encouraged to attend. Attached are our public notification rules. This document outlines your responsibilities in making sure the public is informed of the upcoming meeting/public hearing. Here is a summary of those rules:

- **You must distribute a meeting/public hearing notice to all buildings (including tenants) within 500 feet of the site that is the subject of your application.** 500 feet is approximately two short blocks or half of a long block.
- You should distribute the meeting notice **at least three business (3) days**, but not more than ten business (10) days before the meeting date.
- Distribution is best accomplished either by hand or regular mail.
- We encourage you to do additional outreach in the form of advertisements in local newspapers, posting notices in legal space in the neighborhood or through contact with local organizations. Such outreach is NOT a substitute for hand or mail distribution to neighbors within 500 feet.
- You will be questioned on your outreach efforts during the meeting. Committee members will question you on your outreach efforts during the meeting. You should be prepared to explain when, how and on what blocks you distributed the meeting notice.

Please read the public notification rules carefully as they include more specific details on your obligations to notify members of the public about the upcoming meeting. **Failure to comply with these rules can be considered a negative factor when the committee reviews your application.** Kindly direct any questions about these rules and your notification responsibilities to the District Manager at our District Office during regular business hours.

Thank you for your cooperation.

Brooklyn Community Board 6 Public Notification Rules

- 1) Applicant shall make every effort to distribute meeting notices or public hearing notices as supplied by the District Office, or a reasonable facsimile thereof containing all pertinent meeting information (i.e., date, time, location and subject of meeting). Distribution shall be to all buildings (including tenants, particularly in multiple dwelling buildings) within a 500-foot radius (500 feet is approximately two short blocks or half of a long block) of the outer perimeter of the geographically-specific site which is the subject of the application before the Community Board. A 500-foot radius shall be deemed the minimum outreach distance in order to satisfy the Community Board that a good faith effort had been made by the Applicant to publicize the meeting. The distribution requirement may be waived or amended only by the Chairperson, District Manager and/or the Committee Chairperson.
- 2) Such distribution, as described above, may be by hand, direct mail, or other means or methods available to the Applicant.
- 3) Distribution should take place not less than three (3), nor more than ten (10), business days prior to the scheduled meeting.
- 4) An Applicant may perform additional forms of public notification and outreach that may include, but not be limited to:
 - a) taking out advertisements in local newspapers;
 - b) post meeting notice in visible and legal spaces within the affected neighborhood (examples of *illegal and/or improper* spaces include trees and all street hardware such as mailboxes, street light poles, traffic sign and signal poles, public telephones, etc.)
 - c) contacting local organizations and requesting their assistance. Lists of known local organizations are available on the Resource Directory section of the Community Board's website. District Office staff can also be consulted by interested Applicants as needed.