

Manhattan Community Board 1
Licensing & Permits Committee Liquor License Application Guidelines
Revised 1- 2024

The Licensing & Permits Committee has established the following guidelines for review of Liquor License Applications. Please be accurate and complete with the information requested so the committee can properly address your application. The Committee asks applicants to give careful consideration to all quality of life issues, particularly with respect to hours of operation and noise, refuse removal and possible traffic/pedestrian congestion.

The Licensing & Permits Committee requires all applicants:

- 1) To post hearing notices – Notices, 8½" x 11" must be posted on the exterior of all doors of the proposed establishment, and on a minimum of three (3) conspicuous sites one city block in each direction from the proposed establishment. The notice must include the name, address, proposed hours and method of operation of the establishment and the date, time and place of the public hearing at least **15 days** before the date of such hearing (sample provided in this packet). A dated photograph of three of the postings must be submitted no later than 15 days before the hearing.

- 2) To provide to the Committee seven days prior to the meeting, an electronic copy of the Liquor License Questionnaire and Summary Sheet, including each item noted below:

Map and Drawings - A map of Community District 1 (8½" x 11"), showing the location of the establishment, a legible architectural floor plan(s) and section(s) of the proposed interior layout including seating plan on 8½" x 11" sized paper (minimum).

Photographs – Color photographs showing the existing current interior and exterior of the site at 8½" x 11" size (minimum).

Menu- Food and beverages with proposed pricing, if applicable.

Petition of Support- Signatures in support of the business are to be gathered from within the immediate location of the business, no more than 2 blocks in either direction.

NOTE: The Committee may postpone or decline review if a questionnaire is not complete or accurate or if proper public notice has not been posted. Applicant will then be asked to write a letter to the SLA and CB1 explaining that the applicant was not prepared in time and attesting that no application to the SLA will be made until an appearance before and review by the Committee and full Community Board.

- 3) To provide at the Committee ten (10) hard copies, double sided, of the complete questionnaire packets for review.
- 4) To sign and have notarized a Stipulation Sheet indicating terms of operation agreed upon at the Committee meeting - A copy of the agreed upon stipulations will be made after the vote and the applicant will be asked to notarize a copy either at that time if possible, or to return it notarized by the Friday before the full board meeting.
- 5) A principal must be present during the application review at the Committee meeting.

The Licensing & Permits Committee requires applicants to be prepared to stipulate to the following conditions of operation depending on which geographic area they are located:

Liquor Licenses (including beer and/or wine only):

TRIBECA	Closing Hours:	Weekdays	Weekends
	Avenues: Side	1:00AM	2:00AM
	streets:	12:00AM	1:00AM

(It is understood that all patrons must be cleared from the premises at the closing hour.)

The Committee will consider extending closing hours after the establishment has been in operation for one year.

Open Window Conditions:	Weekdays	Weekends
Avenues (closing hours): Side	9:00PM	10:00PM
Streets (closing hours):	8:00PM	9:00PM

Only background music is allowed with open windows. Background music is defined as music that cannot be heard by neighbors.

Rooftop Permits:

The Committee discourages permits for rooftops. The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a liquor license permit for a rooftop space.

Sidewalk Cafes:

The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a Sidewalk Café.

Additional Notes:

The Committee may ask for additional conditions on a case by case basis. The determination of what constitutes an Avenue or Side Street for an establishment is determined by the address of the main front entrance. In Tribeca, streets running east to west are generally considered side streets.

FINANCIAL DISTRICT

Closing Hours : **Weekdays** 12:00AM **Weekends** 1:00AM

(It is understood that all patrons must be cleared from the premises at the closing hour.)

The Committee will consider extending closing hours after the establishment has been in operation for one year.

Rooftop Permits:

The Committee discourages permits for rooftops. The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a liquor license permit for a rooftop space.

Sidewalk Cafes:

The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a Sidewalk Café.

Additional Notes:

The Committee may ask for additional conditions on a case by case basis.

SEAPORT/CIVIC CENTER

Hours:

Sunday: 12:00PM – 12:00AM

Monday - Wednesday- : 11:00AM – 12:00AM

Thursday - Friday: 11:00AM – 1:00AM

Saturday: 10:00AM – 1:00AM

(It is understood that all patrons must be cleared from the premises at the closing hour.)

The Committee will consider extending closing hours after the establishment has been in operation for one year.

Rooftop Permits:

The Committee discourages permits for rooftops. The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a liquor license permit for a rooftop space.

Sidewalk Cafes:

The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a Sidewalk Café.

Additional Notes:

The Committee may ask for additional conditions on a case by case basis.

BATTERY PARK CITY

The Committee will review applications on a case by case basis.

PUBLIC MEETING NOTICE FOR LIQUOR LICENSE APPLICATION

SUBJECT: [ADDRESS]

Application for [type of license/ permit application]

Type of Establishment [Restaurant, Bar, Tavern, Hotel, Catering, etc

Applicant name [Entity Name; LLC, Inc, Corp, Ltd]

d/b/a [Establishment name]

Hours: [Proposed hours of operation]

for all licensed areas such as [List licensed areas/floors]

There will be an opportunity for public comment at the following
Community Board Meeting:

DATE: [Day of the week], [MM/DD/YYYY]

TIME: [Time]

LOCATION: Manhattan Community Board 1

[Address of Licensing & Permits Committee Meeting]

(Please bring photo ID if attending)

Any member of the public interested in learning more about this application or in expressing their opinion about it is urged to attend this meeting. Please contact Community Board 1 via email at man01@cb.nyc.gov with any questions or comments.

CB 1 website <https://www.nyc.gov/site/manhattancb1/index.page>

A summary of this application is available from CB1 upon request.

PUBLIC MEETING

NOTICE FOR LIQUOR LICENSE

APPLICATION

SUBJECT: _____

Application for _____

Type of Establishment _____

Applicant Name _____

d/b/a _____

Hours: Sunday: _____, Monday - Wednesday: _____

Thursday: _____, Friday - Saturday: _____.

for all licensed area such as _____

There will be an opportunity for public comment at the following
Community Board Meeting:

DATE:

TIME:

LOCATION: Manhattan Community Board 1

(Please bring photo ID if attending)

Any member of the public interested in learning more about this application or in expressing their opinion about it is urged to attend this meeting. Please contact Community Board 1 via email at man01@cb.nyc.gov with any questions or comments.

CB 1 website <https://www.nyc.gov/site/manhattancb1/index.page>

A summary of this application is available from CB1 upon request.

MANHATTAN COMMUNITY BOARD 1
Liquor License Application Questionnaire Summary
Revised 10/2023

1- Applicant Name

2- Establishment Name (Corporate & DBA)

3- Address for Proposed License

4- Proposed Days/Hours of Operation

4.1 What floor(s) is the establishment on?

4.2 Any ☐ Rooftop, ☐ Terrace, ☐ Sidewalk ☐ Roadbed or ☐ other outside usage?

5- Square Footage of Location

6- Method of Operations (bar restaurant, Catering, etc)

7- Type of License (Full liquor/OP, beer and wine, etc.)

7.1 Type of application

☐ New ☐ Alteration ☐ Change in Method of Operation, ☐ Corporate Change,
☐ Class Change

8- Outdoor Seating? ☐ Sidewalk ☐ Roadbed

9- Type of Music ? ☐ Live ☐ Recorded ☐ DJ

10- Volume of Music? ☐ Background ☐ Other

(no sound from events, performances or music will be heard outside the premises or by neighbors)

11- Where will the kitchen exhaust system vent to?

12- Applicant's Previous Licensed Establishments and Addresses

This Liquor License Application Questionnaire Summary will be made available to the public one week prior to the Licensing and Permits Committee meeting. Any information provided herein is superseded by that described in the final stipulation sheet that will be agreed upon by the applicant and the Licensing and Permits Committee of Community Board 1.

Liquor License Application
Community Board One Questionnaire
Revised 9/2025

Any information provided herein is superseded by that described, **if different**, in the final stipulation sheet that will be agreed upon by the applicant and the Licensing & Permits Committee of Manhattan Community Board 1.

Section 1: General Information

Type of application: New application Method of Operation Change Alteration
 Temporary Retail Permit Corporate Change Transfer

Describe the method of operation, alteration or corporate change:

Type of proposed establishment (check one):

Restaurant	Cafe	Hotel	Sportsbar
Bar	Catering	Kiosk	Adult Entertainment
Tavern	Banquet Hall	Club	Other: _____

Seeking license to sell: Beer & Cider Wine, Beer & Cider Liquor, Wine, Beer & Cider

To be sold: On-premise Off-premise

Description of Establishment: _____

Applicant name: _____

(d/b/a) Name of establishment: _____

Previous establishment name, *if Transfer*:

Address of establishment: _____

Cross Street of establishment: _____

Are there any buildings with a primary function as a school, church, synagogue 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 feet of this establishment? Yes No
If Yes, please attach a list of establishments and distances.

What is the area zoned for? Residential Commercial Mixed
What is the zoning designation of the property?

Visit <https://zola.planning.nyc.gov> _____

Approximately how many residential buildings are there neighboring or across the street from the property? _____

How many residential units are within the property? _____

Liquor License Application
Community Board One Questionnaire
Revised 9/2023

Section 2: Size and capacity of establishment

Which floor(s) will the establishment be on? _____

List use of each floor:

Total square footage: _____ Number of bathrooms: _____

Public Assembly Capacity: _____ ADA Compliant bathrooms: _____

	Total Square Footage	# of Tables	# of Seats
Dining Area	_____	_____	_____
Bar Area	_____	_____	_____
Kitchen Area	_____	_____	_____
Terrace Area	_____	_____	_____
Rooftop Area	_____	_____	_____

Number of stand-up bars*: _____ Number of service bars: _____

Any food counters? Yes No

Describe all bars (length, shape, and location):

	Monday - Thursday	Friday - Saturday	Sunday
Hours of Operation	_____	_____	_____
Food Service hours	_____	_____	_____
Bar Service Hours	_____	_____	_____
Rooftop Service Hours	_____	_____	_____
Outdoor seating hours	_____	_____	_____

I understand this to mean that all patrons will be cleared from the establishment at the specified hour.

Liquor License Application
Community Board One Questionnaire
Revised 9/2023

Section 3

Will there be music? Yes No

Will you have subwoofers? Yes No

If yes, what type of music? (Check all that apply) Live Recorded DJ Jukebox

 Background *(If checked, the applicant has agreed to abide by the CBI definition of background music, such that no sound from events, performances or music will be heard outside the premises or by neighbors)*

 Other, describe

Type of sound equipment: _____

Size and number of speakers and amperage: _____

Where will the speakers be installed? _____

Type of sound proofing to be used: _____

How many TVs or monitors will you have? _____

Will there be non-musical entertainment? Yes No

 Describe:

Will the premises permit dancing? Yes No

The Cabaret Liquor License from the New York State Liquor Authority is a license that is required for businesses with musical entertainment for more than 600 people to serve alcohol.

Will the windows be opened or closed Open Closed

 If open, what hours?

I have/intend to apply for outside seating, through the DOT open restaurant program

 Sidewalk Roadbed

What type of security and crowd control will you employ?

Do you intend to have bicycle delivery personnel? Yes No

(If Yes, you guarantee to inform them of the Department of Transportation bicycle rules)

At what times of day or night will you receive deliveries of supplies? _____

At what time will you have garbage pickup? _____

Liquor License Application
Community Board One Questionnaire
Revised 9/2023

Section 4

Have you signed a lease for the space? Yes No

Does the premise have a valid certificate of occupancy? Yes No

Will you require any other permits to operate your establishment at this location? If so, when will you have them?

Are the premises to be licensed divided in any way by a public or private passageway etc over which the applicant does not have exclusive possession and control? Yes No

Is there interior access to any other floor(s) that will not be part of the licensed premises?

Yes No

If yes, list floors and means of access to each floor(i.e, stairs, elevator, etc.)

Will the basement or any other floors be used for storage of alcoholic beverages?

Yes No

If yes, does any other person/entity have access to this area?

Will new kitchen exhaust equipment be installed? Yes No

What type of kitchen exhaust system will be used and where will it vent to?

Where will the air conditioning system be placed?

What is the tonnage of the air conditioner system?

Is a membership or reward program required to access any of the licensed areas?

Explain:

Are premises within a hotel? Yes No

How many rooms? How many floors?

Finally, please submit the following items with this questionnaire:

- latest copy of your menu
- floor plan
- Certificate of occupancy

Liquor License Application
Community Board One Questionnaire
Revised 9/2023

Section 5: Corporate Background information

Corporate name: _____

Corporate address: _____ Phone number: _____

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

Manager: _____ Manager phone contact: _____

Previous related experience of the manager: _____

Name(s) and addresses of all principals: _____

Have any of the principals been previously licensed by the SLA?

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

Were there any violations on previous establishments for which you served as a principal? If so, please list type, date and which establishment

I will not apply to the SLA for an alteration to the method of operation or the hours of operation without first notifying the community board.

This page must be printed, signed and scanned back into PDF form so we have a hand written signature.

Signature of Principal

Date (mm/dd/yyyy)

Printed name of Principal

Signature of Presenter (if different from Principal)

Date (mm/dd/yyyy)

Printed name of Presenter (if different from Principal)

We recommend that you attend the community board meeting at which the full board will vote on your liquor license application.

_____ (please indicate type of license) license to the following applicant/establishment:

The business will be a ☐ restaurant ☐ tavern-restaurant ☐ other: _____

PLEASE NOTE: signatures should be from residents of buildings, adjoining buildings, and within 2-block area of property in question.

ADDRESS

[illegible]

Manhattan Community Board 1 Liquor License Stipulations

I, _____, as a qualified representative of _____
_____ located at _____, New York, New York,
agree to the following stipulations for the applicant's Method of Operation for their _____ license

Complete all sections

- (1) My hours of operation will be _____ Mon – Wed, _____ Thurs, _____ Fri – Sat, _____ Sun
(I understand this to mean that all patrons will be cleared from the establishment at the specified hour).
- (2) I will operate a full-service restaurant, (please describe type of restaurant): _____
_____ with full food service until _____ hour(s) before closing.
- (3) I will install soundproofing Yes No N/A
(please describe type and locations) _____
- (4) I will have: DJs ☐Yes ☐No Live music ☐Yes ☐No Recorded Music ☐Yes ☐No Dancing ☐Yes ☐No Promoted
events ☐Yes ☐No Cover fee events ☐Yes ☐No Scheduled performances ☐Yes ☐No
- (5) Volume of all music, events or performances will be at background levels only. If it can be heard outside, or by neighbors, it
is not background music. ☒
- (6) I will close all doors and windows by _____ Sun-Thurs and _____ Fri-Sat. ☐ I will not have French doors or windows.
- (7) I will have delivery of supplies, goods and services during the hours of

- (8) I will employ a doorman/security personnel on the following days and hours: _____
- (9) I will actively manage crowds congregating on the street at night, to minimize disturbances to residents. ☒
- (10) I will not apply to the SLA for an alteration to the method of operation agreed to by this stipulation without first
notifying Community Board 1. ☒
- (11) I will wait at least one year after beginning operation before applying for a sidewalk café license. ☐Yes ☐No N/A
- (12) I will conspicuously post this stipulation form beside my liquor license inside of my business. ☒
- (13) I confirm that I have _____ violations from previous establishments for which I have served as a principal.
- (14) I will (additionally): _____

(15) Residents may contact the manager/owner at the below number. Complaints will be addressed immediately and I will revisit
the above-stated method of operation if necessary in order to minimize my establishment's impact on my neighbors.

Name: _____ Phone Number: _____

Alternate Contact: _____ Phone Number: _____

I hereby certify that the information provided above is truthful and accurate based upon my personal belief.

Signed

Dated

Sworn to this _____ day of _____

Notary Public

Community Board 1 requests that the SLA add these stipulations to the license of the above-mentioned applicant. These
stipulations and board resolution shall supersede all other documents.

Rev. 9/2025

Manhattan Community Board 1 Liquor License Stipulations for Large Venue Establishments

A "large venue" as defined by the NYC Department of Building designation on public assembly is an establishment designed to hold 75 persons or more

Name of Establishment:

Address:

- (1) I will follow the recommendations made by the sound engineer and outlined in the acoustical testing report. I will make sure that noise including sound and bass vibrations cannot be heard outside of the premises of my establishment.
- (2) I will take the steps outlined in the resolution and in the traffic plan to manage vehicular and pedestrian activity.
- (3) I will follow and abide by the conditions set forth in the resolution regarding garbage disposal and collection. Garbage will be collected on the follows days and hours: _____
- (4) I will have delivery of supplies, goods and services during the hours of _____
- (5) Lighting that affects the security of the community and quality of life of nearby residents must be considered, and must be appropriately lit while not attracting unsavory elements (e.g. rodents, flies, mold, hazardous substances, etc.)
- (6) I understand that I must submit a notice to the community board for a street activity permit for my licensed establishment at least 45 days in advance
- (7) I understand that I must appear before the Licensing & Permits Committee if I am applying for an expansion onto municipal property and provide proof of receipt of the 30-day Standardized Notice form, a block plot diagram detailing the municipal space I am expanding to, and documentation confirming the municipal's approval to use the space. I also agree that I must sign the stipulations sheet outlining the conditions that must be adhered to for the roadbed/sidewalk seating.
- (8) Cameras will be used for viewing the entrance and egress.
- (9) I agree to follow the conditions outlined in the resolution on security oversight of the establishment to prevent noise, congestion and unruly patrons.
- (10) I will (additionally):

(15) Residents may contact the manager/owner at the below number. Complaints will be addressed immediately and I will revisit the above-stated method of operation if necessary in order to minimize my establishment's impact on my neighbors.

Name: _____ Phone Number: _____

Alternate Contact: _____ Phone Number: _____

I hereby certify that the information provided above is truthful and accurate based upon my personal belief.

Signed

Dated

Sworn to this _____ day of _____

Notary Public

Community Board 1 requests that the SLA add these stipulations to the license of the above-mentioned applicant. These stipulations and board resolution shall supersede all other documents.

Rev. 9/2023