



THE CITY OF NEW YORK  
 MANHATTAN COMMUNITY BOARD 3  
 59 East 4th Street - New York, NY 10003  
 Phone (212) 533-5300  
 www.cb3manhattan.org - mn03@cb.nyc.gov

Paul Rangel, Board Chair

Susan Stetzer, District Manager

**Community Board 3 Liquor License Application Questionnaire for Administrative Approval**

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

**APPLICANT**

1. Name of applicant and principle(s): \_\_\_\_\_
2. Premise address: \_\_\_\_\_
3. Cross streets: \_\_\_\_\_
4. Trade name (DBA): \_\_\_\_\_
5. Check which you are applying to:  New liquor license  Alteration of an existing license  Sale of assets
6. If alteration, describe nature of alteration: \_\_\_\_\_
7. Is location currently licensed?  Yes  No
8. Type of license: \_\_\_\_\_
9. Previous or current use of the location: \_\_\_\_\_
10. Corporation and trade name of current location: \_\_\_\_\_
11. Type of building and number of floors: \_\_\_\_\_
12. Does premise have a valid Certificate of Occupancy and all appropriate permits, including for any back or side yard use?  Yes  No 12a. What is the permitted occupancy indoors and outdoors? \_\_\_\_\_
13. Do you plan to apply for Public Assembly permit?  Yes  No
14. What is the zoning designation (check zoning using map: <http://gis.nyc.gov/doitt/nycitymap/> - please give specific zoning designation, such as R8 or C2): \_\_\_\_\_
15. How many licensed establishments are within 1 block? \_\_\_\_\_
16. How many On-Premise (OP) liquor licenses are within 500 feet? \_\_\_\_\_
17. Is premise within 200 feet of any school or place of worship?  Yes  No

**PROPOSED METHOD OF OPERATION**

18. Describe your method of operation: \_\_\_\_\_
19. Will any other business besides food or alcohol service be conducted at premise?  Yes  No
20. If yes, please describe what type: \_\_\_\_\_
21. What are the proposed days / hours of operation (specify days / hours each day and hours of outdoor space if applicable): \_\_\_\_\_
22. Total number of table: \_\_\_\_\_ 23. Total number of seats: \_\_\_\_\_
24. How many stand-up bars / bar seats are located on the premise? \_\_\_\_\_  
 (A stand-up bar is any bar or counter, whether with seating or not, over which a patron can order, pay for, and receive an alcoholic beverage.)

25. Describe all bars (length, shape, and location): \_\_\_\_\_
26. Does premise have a full kitchen?  Yes  No
27. What are the hours kitchen will be open? \_\_\_\_\_
28. What type of food is available for sale? \_\_\_\_\_
29. Will a manager or principal always be on site?  Yes  No If yes, which? \_\_\_\_\_
30. How many employees will there be? \_\_\_\_\_
31. Do you have or plan to install?  French doors  accordion doors  windows
32. Will there be TVs / monitors?  Yes  No If Yes, how many? \_\_\_\_\_
33. Will premise have music?  Yes  No 33a. If Yes, what type of music?  Live Music  Jukebox  
 DJ  Tapes / CDs / iPod
34. If other type, please describe: \_\_\_\_\_
35. What will be the music volume?  Background (quiet)  Entertainment level
36. Please describe your sound system: \_\_\_\_\_
37. Will you host any promoted events, scheduled performances or any event at which a cover fee is charged?  
 Yes  No
38. If Yes, what type of events or performances are proposed and how often? \_\_\_\_\_
39. How do you plan to manage vehicular traffic and crowds on the sidewalk caused by your establishment? \_\_\_\_\_  
\_\_\_\_\_
40. Will there be security personnel?  Yes  No 40a. If Yes, how many and when? \_\_\_\_\_
41. How do you plan to manage noise inside and outside your business so neighbors will not be affected? \_\_\_\_\_  
\_\_\_\_\_
42. Do you have sound proofing installed?  Yes  No
43. If not, do you plan to install sound-proofing?  Yes  No

#### **APPLICANT HISTORY**

44. Has this corporation or any principal been licensed previously?  Yes  No If yes, please indicate name of establishment(s): \_\_\_\_\_
45. Address: \_\_\_\_\_ 45a. Community Board \_\_\_\_\_
46. Dates of operation: \_\_\_\_\_
47. Has any principal had work experience similar to the proposed business?  Yes  No If yes, explanation of experience or resume.
48. Does any principal have other business in the area?  Yes  No If yes, give trade name and describe type of business: \_\_\_\_\_
49. Has any principal had SLA reports or action within the past 3 years?  Yes  No If yes, attach list of violations and dates of violations and outcomes.

#### **COMMUNITY OUTREACH**

Please see the Community Board website to find block associations or tenant associations in the immediate vicinity of your location for community outreach. Applicants are encouraged to reach out to community groups.

# **ATTENTION RESIDENTS & NEIGHBORS**

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Company/DBA Name and Contact Number for Questions

**plans to open a**

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(Please choose) Bar/Restaurant/Club and indicate if there will be a Sidewalk Café or Backyard Garden

**at the following location**

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Building Number and Street Name (Address)

**This establishment is seeking a license to serve**

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Beer & Wine or Beer

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Applicant Contact Information

**Contact the Applicant or COMMUNITY BOARD 3  
With any questions or concerns.  
mn03@cb.nyc.gov - www.cb3manhattan.org**

# ATTENTION RESIDENTS & NEIGHBORS

## 第 3 社區居民 請注意

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公司名字(Company) and/和 聯繫人的資料 (Contact Info)

**Plans to open a** (以上的店主想要在第 3 社區申請生意相關牌照擴展生意)

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(請選擇/please choose) 酒吧 (Bar)/餐館 (Restaurant)  
戶外咖啡 (Sidewalk Café) or 或者  
後院花園咖啡(Backyard Use)

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Address/生意地址

**seeking a license to serve**(以上的店主想要請以下相關酒牌照)

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(請選擇/please choose) 啤酒和酒牌照 (Beer & Wine) or/或者  
啤酒牌照 (Beer) or/或者  
酒和烈酒牌照 (Wine & Liquor)

如有任何疑問或關注，請聯繫申請者或第三社區委員會  
[mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov) - [www.cb3manhattan.org](http://www.cb3manhattan.org)

# NEIGHBORING RESIDENTS VECINOS DE LA COMUNIDAD

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Company Name/ Contact Info

Nombre de la Compañía/el teléfono de contacto

Plans to open a:

Planifique abrir un/una:

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(Please choose) Bar/Restaurant  
sidewalk café/backyard use

(Favor de escoger) una Barra/un Restaurante  
un café de acera o un patio de atrás

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address

dirección

Seeking a license to serve

En búsqueda de una  
licencia para servir:

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Beer & Wine or Beer/Wine & Liquor

Cerveza y vino o cerveza/vino y bebidas alcohólicas

At COMMUNITY BOARD 3  
SLA & DCA Licensing  
Committee Meeting

En la JUNTA COMUNITARIA 3  
La reunión del Comité  
de Licencias del SLA y del DCA

Si hay preguntas o inquietudes, favor de comuníquese con el solicitante o  
la Junta Comunitaria 3.

[mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov) - [www.cb3manhattan.org](http://www.cb3manhattan.org)