



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

**Administrative Approval Policy for Certain SLA Applications**

Certain applications can be administratively approved without the applicant attending the committee meeting. Eligible applications are those that have no complaint history or community impact and generally include restaurants and food-service businesses, such as pizza and coffee shops. If the location is vacant, a history of complaints for the location will be considered.

- 1) **Alterations** - Any alteration that will not impact the community may be administratively approved. For example, creating storage space or moving a bar may be administratively approved. This also includes the longstanding CB 3 policy of administratively approving an alteration to extend a liquor license to a sidewalk café that has been approved at committee unless specifically stated otherwise.
- 2) **New licenses** - Applications for beer wine licenses closing by 12:00 a.m. all days. This will not apply to any application that includes outdoor use other than a pre-existing sidewalk café. The new café must have the same or lesser hours and seating except when applying for sidewalk and/or roadbed dining as allowed by the temporary Open Restaurants program but will close all outdoor dining by 10:00 p.m. all days and not have any music, speakers or tv monitors. There will not be commercial use of backyard, sideyard, or rooftop. Any approved outdoor space will close no later than 10:00 p.m. The general criteria for new licenses must also be agreed upon (see table on next page).
- 3) **Restructuring of a business** where some or all of the same people operating the existing business will continue to operate the same business with existing or more limited stipulations.
- 4) **Various license applications that have no impact**, such as a museum or gallery special event or catering, etc., or for businesses that do not serve liquor to the public on a daily basis.
- 5) Other applications not noted here if determined by the committee chair.

The applicant will be given a "SLA EXPRESS" notice to post on the proposed location to announce the application and provide contact information. This notice must be posted for 7 days prior to the committee meeting. Applicants not heard at committee and residents are still encouraged to meet.

**DISCLAIMER:** CB 3 may determine after reviewing the method of operation, or if there are resident concerns, that it is necessary for the application to be heard at the committee meeting. If the application is heard by committee, any previously agreed upon stipulations will be invalidated.

General Criteria for Administrative Approval of SLA License Applications	New WB Licenses
1. Closing at or before 12:00 a.m. all days.	<input checked="" type="checkbox"/>
2. Will not use outdoor space for commercial use unless pre-existing sidewalk café except that I may apply for sidewalk and/or roadbed dining as allowed by the temporary Open Restaurants program but will close all outdoor dining by 10:00 p.m. all days and not have any music, speakers or tv monitors. I will not have commercial use of backyard, sideyard, or rooftop. Any approved outdoor space will close no later than 10:00 p.m.	<input checked="" type="checkbox"/>
3. Will not apply for an upgrade to a full on-premise liquor license before business has been in operation for a minimum of one year and without first obtaining approval by CB 3.	<input checked="" type="checkbox"/>
4. Will close any front or rear facade doors and windows at 10:00 p.m. every night or during any amplified performances, including but not limited to DJs, live music and live nonmusical performances.	<input checked="" type="checkbox"/>
5. Will not have DJs, live music, promoted events, any event at which a cover fee is charged, or scheduled performances.	<input checked="" type="checkbox"/>
6. Will play ambient recorded background music only.	<input checked="" type="checkbox"/>
7. Will not apply for an alteration to the method of operation agreed to by this stipulation without first coming before CB 3.	<input checked="" type="checkbox"/>
8. Will not participate in pub crawls or have party buses come to establishment.	<input checked="" type="checkbox"/>
9. Will not have wait lines outside.	<input checked="" type="checkbox"/>
10. Residents may contact the manager/owner at a given phone number for complaints to be addressed immediately and will revisit the above-stated method of operation if necessary in order to minimize the establishment's impact on the neighbors.	<input checked="" type="checkbox"/>