

# THE CITY OF NEW YORK MANHATTAN COMMUNITY BOARD 3

59 East 4th Street - New York, NY 10003

Phone (212) 533-5300

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

Paul Rangel, Board Chair

Susan Stetzer, District Manager

Dear Applicants, Lawyers, Architects, and others who represent liquor license applicants,

Community Board 3 has received your notification of an application for a new or alteration liquor license. Your request has been placed on the agenda of the next meeting of the SLA (State Liquor Authority) Committee of Community Board 3. This committee will meet on

[date and time field]  
[meeting location field]  
[meeting address field]

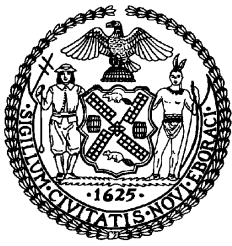
Please see text of email invite for due date and directions on how to submit the questionnaire.

- Submit completed questionnaires (**with requested diagrams**) to the Community Board office **by the due date listed in the email invite**. Send completed questionnaire, including diagrams, and any additional material as a single PDF file. Any revisions, addition of materials should also be sent as a complete package as a single PDF file.
- Petitions and proof of conspicuous posting of Community Board 3 notices at the site for **7 days** prior to the meeting (please include newspaper with date in photo or a timestamped photo) must be emailed to **[echan@cb.nyc.gov](mailto:echan@cb.nyc.gov) by Friday noon before the meeting**. Send petitions and proof of conspicuous postings as a separate PDF file.
- Notify the Community Board office of withdrawals by Friday noon before the Committee meeting. Notice must be in writing, by e-mail, stating that applicant will not file with the SLA until they appear before the Community Board. Applicant must submit a new notice to the Community Board to be included on agenda for a meeting at later date.
- Withdrawn applications **will not be rolled over** to next month as stated in previous paragraph.
- Applicant must be present at committee meeting. Applications without completed information - **including** petitions and proof of posting - will not be heard at the committee meeting.

Thank you for your help and cooperation. If there are any questions, please call the office.

Sincerely,

Susan Stetzer  
District Manager



Paul Rangel, Board Chair

Susan Stetzer, District Manager

**Community Board 3 Liquor License Application Questionnaire**

**NOTE: ALL ITEMS MUST BE SUBMITTED FOR APPLICATION TO BE CONSIDERED.**

**The following items and questionnaire package are due by date listed in email invite:**

- Schematics, floor plans or architectural drawings of the inside of the premise.
- A proposed food and or drink menu.

**The following items are due by noon Friday before the meeting:**

- Petition in support of proposed business or change in business with signatures from residential tenants at location and in buildings adjacent to, across the street from and behind proposed location. Petition must give proposed hours and method of operation. For example: restaurant, sports bar, combination restaurant/bar. (petition provided)
- Notice of proposed business to block or tenant association if one exists. You can find community groups and contact information on the CB 3 website:  
<https://www1.nyc.gov/site/manhattancb3/resources/community-groups.page>  
 (this is not required but strongly suggested if a relevant group exists)
- Proof of conspicuous posting of notices at the site for 7 days prior to the meeting (please include newspaper with date in photo or a timestamped photo).

Check which you are applying for:

- new liquor license     alteration of an existing liquor license     corporate change

Check if either of these apply:

- sale of assets     upgrade (change of class) of an existing liquor license

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

Is location currently licensed?  Yes  No    Type of license: \_\_\_\_\_

If alteration, describe nature of alteration: \_\_\_\_\_

Previous or current use of the location: \_\_\_\_\_

Corporation and trade name of current license: \_\_\_\_\_

**APPLICANT:**

Premise address: \_\_\_\_\_

Cross streets: \_\_\_\_\_

Name of applicant and all principals: \_\_\_\_\_

Trade name (DBA): \_\_\_\_\_

**PREMISE:**

Type of building and number of floors: \_\_\_\_\_

Does premise have a valid Certificate of Occupancy, including for any back/side yard or roof use?

Yes  No What is maximum NUMBER of people permitted \_\_\_\_\_

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): \_\_\_\_\_

**PROPOSED METHOD OF OPERATION:**

What are the proposed days/hours of operation? (Specify days and hours each day and hours of outdoor space, if applicable) \_\_\_\_\_

Will any other business besides food or alcohol service be conducted at premise, i.e., retail?  Yes  No  
If yes, please describe what type: \_\_\_\_\_

Number of indoor tables? \_\_\_\_\_ Total number of indoor seats? \_\_\_\_\_

How many stand-up bars/bar seats are located on the premise (number, length, and location) \_\_\_\_\_

*(A **stand-up bar** is any bar or counter -with seating or not- where you can order, pay for, and receive alcohol)*

Does premise have a full kitchen?  Yes  No

Does it have a food preparation area?  Yes  No (If any, show on diagram)

Is food available for sale?  Yes  No If yes, describe type of food and submit a menu \_\_\_\_\_

What are the hours the kitchen will be open? \_\_\_\_\_

Will a manager or principal always be on site?  Yes  No If yes, which? \_\_\_\_\_

How many employees will there be? \_\_\_\_\_

Do you have or plan to install  French doors  accordion doors or  windows?

Will there be TVs/monitors?  Yes  No (If Yes, how many?) \_\_\_\_\_

Will premise have music?  Yes  No

If Yes, what type of music?  Live musician  DJs  Streaming services/playlists

If other type, please describe \_\_\_\_\_

What will be the music volume?  Background (conversational)  Entertainment (live music venue level) Please describe your sound system: \_\_\_\_\_

Will you host any promoted events, scheduled performances, or any event at which a cover fee is charged? If Yes, what type of events or performances are proposed and how often? \_\_\_\_\_

If promoted events, please explain the nature in which you plan to promote? Social media / online ads / outside promoters? \_\_\_\_\_

How do you plan to manage vehicular traffic and crowds on the sidewalk caused by your establishment? Please attach plans. (Please do not answer "we do not anticipate congestion.") \_\_\_\_\_

Will there be security personnel?  Yes  No (If Yes, how many and when) \_\_\_\_\_

How do you plan to manage noise inside and outside your business so neighbors will not be affected? Please attach plans. \_\_\_\_\_

Is sound proofing installed?  Yes  No

If not, do you plan to install sound proofing?  Yes  No

Are there current plans to use the Open Restaurants program for the sale or consumption of alcoholic beverages outdoors? (*includes roof & yard*)  Yes  No If Yes, describe and show on diagram: \_\_\_\_\_

#### **APPLICANT HISTORY:**

Has this corporation or any principal been licensed for sale of alcohol previously?  Yes  No

If yes, please indicate name of establishment: \_\_\_\_\_

Address: \_\_\_\_\_ Community Board # \_\_\_\_\_

Dates of operation: \_\_\_\_\_

Has any principal had work experience similar to the proposed business?  Yes  No If Yes, please attach explanation of experience or resume. Note: failure to disclose previous experience or information hampers the ability to evaluate this application.

Does any principal have other businesses in this area?  Yes  No If Yes, please give trade name, address and describe the business \_\_\_\_\_

Has any principal had SLA reports or action within the past 5 years?  Yes  No If Yes, attach list of violations and dates of violations and outcomes, if any.

Attach a separate diagram that indicates the location (**name and address**) and total number of establishments selling/serving beer, wine (B/W) or liquor (OP) for 2 blocks in each direction. Please indicate whether establishments have On-Premise (OP) licenses. Please label streets and avenues and identify your location. Use letters to indicate **Bar**, **Restaurant**, etc. The diagram must be submitted with the questionnaire to the Community Board before the meeting.

**LOCATION:**

How many licensed establishments are within 1 block? \_\_\_\_\_

How many On-Premise (OP) liquor licenses are within 500 feet? \_\_\_\_\_

Is the premise within 200 feet on the same street of any school or place of worship?  Yes  No

**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, but it is not required. Also use provided petitions, which clearly state the name, address, license for which you are applying, and the hours and method of operation of your establishment at the top of each page. (Attach additional sheets of paper as necessary)

***We are including the following questions to be able to prepare stipulations and have the meeting be faster and more efficient. Please answer per your business plan; do not plan to negotiate at the meeting.***

- 1. My license type is:  beer & cider  wine, beer & cider  liquor, wine, beer & cider
- 2.  I will operate a full-service restaurant, specifically a (type of restaurant) \_\_\_\_\_ restaurant, or

- I will operate a \_\_\_\_\_,
- with a kitchen open and serving food during all hours of operation OR  with less than a full-service kitchen but serving food during all hours of operation OR  Other

- 3. My hours of operation will be:  
 Mon \_\_\_\_\_; Tue \_\_\_\_\_; Wed \_\_\_\_\_;  
 Thu \_\_\_\_\_; Fri \_\_\_\_\_; Sat \_\_\_\_\_;  
 Sun \_\_\_\_\_. (I understand opening is "no later than" specified opening hour, and all patrons are to be cleared from business at specified closing hour.)

- 4.  I will not use outdoor space for commercial use (including Open Restaurants) OR
- My sidewalk café hours or other outside hours (including Open Restaurants) will be \_\_\_\_\_

- 5.  I will employ a doorman/security personnel: \_\_\_\_\_

- 6.  I will install soundproofing, \_\_\_\_\_

7.  I will close any front or rear façade doors and windows at 10:00 P.M. every night or when amplified sound is playing, including but not limited to DJs, live music and live nonmusical performances, or during unamplified performances or televised sports.
- I will have a closed fixed façade with no open doors or windows except my entrance door, which will close by 10:00 P.M. or when amplified sound is playing, including but not limited to DJs, live music and live nonmusical performances, or during unamplified performances or televised sports.
8. I will not have  DJs,  live music,  third-party promoted events,  any event at which a cover fee is charged,  scheduled performances,  more than \_\_\_\_\_ DJs per \_\_\_\_\_,  more than \_\_\_\_\_ private parties per \_\_\_\_\_
9.  I will play ambient recorded background music only.
10.  I will not participate in pub crawls or have party buses come to my establishment.
11.  I will not have unlimited drink specials, including boozy brunches, with food.
12.  I will not have a happy hour or drink specials with or without time restrictions OR  I will have happy hour and it will end by \_\_\_\_\_.
13.  I will not have wait lines outside.  I will have a staff person responsible for ensuring no loitering, noise or crowds outside.
14.  I will conspicuously post this stipulation form beside my liquor license inside of my business.
15.  Residents may contact the manager/owner at the number below. Any complaints will be addressed immediately. 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: \_\_\_\_\_

# **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/Wine & Liquor**

**There will be an opportunity for public comment on**

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**Date/Time/Location**

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**Applicant Contact Information**

**At COMMUNITY BOARD 3  
SLA & DCA Licensing Committee Meeting  
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)

### Public meeting for comments

第 3 社區的居民有權利提出自己的意見和建議。

### (CB3 SLA & DCA Committee Meeting)

曼哈頓第 3 社區委員會

酒牌和紐約市消費局有關小商業牌照委員會

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時間 (Time) 和地點 (Location)

[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

**Public meeting  
for comments**

**Reunión público  
para comentarios**

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**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**

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

**Petition to Support Proposed Liquor License**

Date: \_\_\_\_\_

The following undersigned residents of the area support the following liquor license (indicate the type of license such as full-liquor or beer-wine) \_\_\_\_\_

\_\_\_\_\_

to the following applicant/establishment (company and/or trade name) \_\_\_\_\_

\_\_\_\_\_

Address of premises: \_\_\_\_\_

This business will be a: (circle) Bar      Restaurant      Other: \_\_\_\_\_

The hours of operation will be: \_\_\_\_\_

**PLEASE NOTE: Signatures should be from residents of building, adjoining buildings, and within 2-blocks on the same street.**

Other information regarding the license:

Name	Signature	Address and Apt # (required)