
(Date)

(Building Owner Name)

(Building Owner Mailing Address)

To Whom It May Concern:

Per section 2-64 of Title 6 of the Rules of the City of New York, I send this letter to notify you that I will be submitting an application for a Newsstand license to the Department of Consumer Affairs within 30 calendar days. You are listed as the owner of record or the agent who represents the owner's building or lot directly adjacent to the site of the proposed newsstand.

My Contact Information (*Newsstand applicants must complete all fields.*)

| | |
|--------------------------|--|
| Name: | |
| Mailing Address: | |
| Telephone Number: | |
| E-mail Address: | |

- I have included basic information about the proposed newsstand below. OR
 I have attached a site plan to this letter. As required, the plan includes the *dimensions of the proposed newsstand* and its *distance and direction from the closest intersection*.

Proposed Newsstand Information

| | | | |
|--|---|---|--|
| Dimensions: | _____ feet wide by _____ feet long | | |
| Borough: | <input type="checkbox"/> Bronx <input type="checkbox"/> Brooklyn | <input type="checkbox"/> Manhattan <input type="checkbox"/> Queens | <input type="checkbox"/> Staten Island |
| The newsstand will be in front of this building address: | | | |
| The newsstand's closest intersection: | | | |
| Distance of proposed newsstand from closest intersection: | _____ feet | Direction of proposed newsstand from closest intersection: | |

Please contact me if you have any questions.

Sincerely,