

THE CITY OF NEW YORK MANHATTAN COMMUNITY BOARD 3

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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 food-based businesses, such as restaurants, pizza and coffee shops. Licenses approved under the administrative approval process may not apply for an upgrade to a full on-premise liquor license, method of operation change, or alteration before business has been in operation for a minimum of two years and without first obtaining approval by CB 3.











The administrative approval process is for businesses that intend to operate with a low impact method of operation. This process should not be used as the first step to eventually applying for a method of operation that has a greater impact on the community.

Applicants are encouraged to reach out to nearby community groups and residents to inform them of your plans (see CB3's website for list of community groups).

- 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 or full liquor licenses closing by 12:00 a.m. all days. The administrative approval process for full liquor licenses only applies to locations that are previously licensed with a full liquor license. This will not apply to any application that includes outdoor use other than sidewalk, roadbed, or Open Streets dining as allowed under the Dining Out NYC and Open Streets programs. The sidewalk, roadbed, or Open Streets dining will close 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 may be eligible for administrative approval on a case by case 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 Licenses
1. Closing at or before 12:00 a.m. all days.	
2. Will not use outdoor space for commercial use except that I may apply for the Dining Out NYC program or Open Streets 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.	
3. Will not apply for an upgrade to a full on-premise liquor license, a method of operation change, or alteration before business has been in operation for a minimum of two years and without first obtaining approval by CB 3.	
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.	
5. Will not have DJs, live music, promoted events, any event at which a cover fee is charged, or scheduled performances.	
6. Will play ambient recorded background music only.	
7. Will not apply for an alteration to the method of operation agreed to by this stipulation without first coming before CB 3.	
8. Will not participate in pub crawls or have party buses come to establishment.	
9. Will not have wait lines outside.	
10. Will not have unlimited drink specials with food, including Boozy Brunches.	
11. 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.	