

**‘Manhattan Community Board 8’s Street Life Committee
Instruction to Applicants (for Sidewalk Cafe Applications)**

A. Submission in Advance of the Meeting:

In order for Committee Members to prepare for the meeting, please provide the Board Office with the following materials no later than **4 days prior** to the scheduled meeting.

PLEASE NOTE: IF THE DOCUMENTS ARE NOT SUBMITTED ON TIME, YOUR APPLICATION WILL BE ADJOURNED TO THE NEXT MEETING.

1. The enclosed “Community Board 8 Sidewalk Café Questionnaire”
2. The Sidewalk Café Compliance Checklist from your DCA application.
3. All relevant plans and diagrams for your establishment required by the DCA.
4. A notarized affidavit stating that you agree to:
 - Abide by the NYC bicycle laws and guidelines and shall ensure that any third party delivery service you contract with abides by the laws and guidelines,
 - Not use electric bikes for deliveries and ensure that any third party delivery service you contract with does not use electric bikes,
 - Have my delivery persons wear the proper attire such as helmets, identifiable clothing, etc. and ensure that any third party delivery service I contract with shall wear proper attire such as helmets, identifiable clothing, etc.
 - Not to participate in bar or pub crawls

PLEASE NOTE: IF DOCUMENTS ARE NOT SUBMITTED ON TIME, YOUR APPLICATION WILL BE MOVED TO THE NEXT MONTHS MEETING.

All submissions should be made on 8 ½ x 11 or 8 ½ x 14 (legal size) paper only. You may present additional materials (e.g. establishment menus, samples of delivery rider’s shirts, etc.) at the meeting itself. It is helpful if you can bring originals of any relevant plans and diagrams, along with photos of the front of your establishment from several angles.

EMAIL the above materials to:

Will Brighthill, District Manager
Manhattan Community Board 8
505 Park Avenue, Suite 620
New York, NY 10022
Tel: 212-758-4340
Fax: 212-758-4616
E-mail: info@cb8m.com

B. Posting and distribution of public notice flyers:

For maximum public notification of your application, please display copies of the attached flyer on bright colored paper in a visible location **no later than one week before the Committee meeting.**

These flyers should be posted as follows:

- 1. Flyer must be visibly posted on the front window or door of the establishment**
- 2. Generally post on lampposts, traffic signal posts and utility poles – do not post on trees**
- 3. Post on block that faces north, south, east and west of the applicant's premises**
- 4. A minimum number of 12 flyers must be distributed**
- 5. Please notify the Community Board 8 office via electronic mail when this posting is complete**

If you have any questions, please feel free to contact the Community Board 8 office at 212-758-4340.

Community Board 8 and the Street Life Committee appreciate your cooperation. Thank you.

Sincerely,

Community Board 8 Manhattan