

**‘Manhattan Community Board 8’s Street Life Committee  
Instruction to Applicants (for Liquor License 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.

- 1. The enclosed “Community Board 8 Liquor License Questionnaire”**
- 2. The Establishment Questionnaire, Methods of Operation, Statement of Area Plan and the 500 Foot Ruling portions of your SLA application.**
- 3. All relevant plans and diagrams for your establishment required by the SLA and a Certificate of Occupancy which can be obtained from the Dept. of Buildings website and a Place of Assembly (PA) Certificate (if applicable).**
- 4. Delivery cyclists must wear clothing that shows the business’ name and phone number and comply with the 19th Precinct regulations regarding cyclists. If the establishment has, or plans to have, bicycle deliveries, submit photographs as an example.**
- 5. 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. THE SLA WILL BE SO NOTIFIED AND YOU MAY HAVE TO SUBMIT A NEW 30-DAY NOTICE LETTER.**

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