
(Date)

(Name of Recipient of Letter of Notification)

(Mailing Address of Recipient of Letter of Notification)

To Whom It May Concern:

I send this letter to notify you that I will be submitting an application for a **Sidewalk Café license** to the Department of Consumer Affairs. I am required to send a letter of notification to:

- All persons who occupy ground floor property, whether residential, commercial, or other use, within 50 feet of either side of the proposed sidewalk café
- Owners of all buildings on the same side of the block as the proposed sidewalk café
- The association or board of all residential cooperatives or condominiums on the same side of the block as the proposed sidewalk café

Proposed Sidewalk Café Information (<i>Sidewalk café applicants <u>must</u> complete all fields.</i>)	
Business Name:	
The proposed sidewalk café will be in front of/at this building address:	
The sidewalk café type is: <i>Check all that apply.</i>	<input type="checkbox"/> Enclosed sidewalk café <input type="checkbox"/> Unenclosed sidewalk café <input type="checkbox"/> Small unenclosed sidewalk café
Community Board:	

You are welcome to forward your comments to the relevant Community Board.

Sincerely,