

Manhattan Community Board 1
Licensing & Permits Committee Liquor License Application Guidelines
Revised 4-2018

The Licensing & Permits Committee has established the following guidelines for review of Liquor License Applications. Please be accurate and complete with the information requested so the committee can properly address your application. The Committee asks applicants to give careful consideration to all quality of life issues, particularly with respect to hours of operation and noise, refuse removal and possible traffic/pedestrian congestion.

The Licensing & Permits Committee requires all applicants:

- 1) To post hearing notices – Notices, 8½” x 11” must be posted on the exterior of all doors of the proposed establishment, and on a minimum of three (3) conspicuous sites one city block in each direction from the proposed establishment. The notice must include the name, address, proposed hours and method of operation of the establishment and the date, time and place of the public hearing at least **15 days** before the date of such hearing (sample provided in questionnaire). A dated photograph of three of the postings must be submitted with the questionnaire.

- 2) To provide to the Committee seven days prior to the meeting, an electronic copy of the Liquor License Questionnaire and Summary Sheet, including each item noted below:

Map and Drawings - A map of Community District 1 (8½” x 11”), showing the location of the establishment, a legible architectural floor plan(s) and section(s) of the proposed interior layout including seating plan on 8½” x 11” sized paper (minimum).

Photographs – Color photographs showing the existing current interior and exterior of the site at 8½” x 11” size (minimum).

Notice - If the applicant has been or is licensed anywhere in New York City, the applicant must submit a letter from the applicable Community Board indicating any history of complaints.

Menu- Food and beverages with proposed pricing, if applicable.

NOTE: The Committee may postpone or decline review if a questionnaire is not complete or accurate or if proper public notice has not been posted. Applicant will then be asked to write a letter to the SLA and CB1 explaining that the applicant was not prepared in time and attesting that no application to the SLA will be made until an appearance before and review by the Committee and full Community Board.

- 3) To provide at the Committee twenty (20) hard copies, double sided, of the complete questionnaire packets for review.

- 4) To sign and have notarized a Stipulation Sheet indicating terms of operation agreed upon at the Committee meeting - A copy of the agreed upon stipulations will be made after the vote and the applicant will be asked to notarize a copy either at that time if possible, or to return it notarized by the Friday before the full board meeting.

- 5) A principal must be present during the application review at the Committee meeting.

The Licensing & Permits Committee requires applicants to be prepared to stipulate to the following conditions of operation depending on which geographic area they are located:

Liquor Licenses (including beer and/or wine only):

TRIBECA

Closing Hours:	Weekdays	Weekends
Avenues:	1:00AM	2:00AM
Side streets:	12:00AM	1:00AM

(It is understood that all patrons must be cleared from the premises at the closing hour.)

The Committee will consider extending closing hours after the establishment has been in operation for one year.

Open Window Conditions:	Weekdays	Weekends
Avenues (closing hours):	9:00PM	10:00PM
Side Streets (closing hours):	8:00PM	9:00PM

Only background music is allowed with open windows. Background music is defined as music that cannot be heard by neighbors.

Rooftop Permits:

The Committee discourages permits for rooftops. The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a liquor license permit for a rooftop space.

Sidewalk Cafes:

The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a Sidewalk Café.

Additional Notes:

The Committee may ask for additional conditions on a case by case basis.

The determination of what constitutes an Avenue or Side Street for an establishment is determined by the address of the main front entrance. In Tribeca, streets running east to west are generally considered side streets.

SEAPORT/CIVIC CENTER

Hours:

Sunday: 12:00PM – 12:00AM

Monday: 11:00AM – 12:00AM

Tuesday: 11:00AM – 12:00AM

Wednesday: 11:00AM – 12:00AM

Thursday: 11:00AM – 1:00AM

Friday: 11:00AM – 1:00AM

Saturday: 10:00AM – 1:00AM

(It is understood that all patrons must be cleared from the premises at the closing hour.)

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Additional Notes:

The Committee may ask for additional conditions on a case by case basis.

FINANCIAL DISTRICT**Closing Hours :****Weekdays****Weekends**

12:00AM

1:00AM

(It is understood that all patrons must be cleared from the premises at the closing hour.)

The Committee will consider extending closing hours after the establishment has been in operation for one year.

Rooftop Permits:

The Committee discourages permits for rooftops. The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a liquor license permit for a rooftop space.

Sidewalk Cafes:

The Committee requires applicants to wait a minimum of a year after commencing operation before seeking a Sidewalk Café.

Additional Notes:

The Committee may ask for additional conditions on a case by case basis.

BATTERY PARK CITY

The Committee will review applications on a case by case basis.