



OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____



## Standardized NOTICE FORM for Providing 30-Day Notice to a Local Municipality or Community Board for Expansion onto Municipal Property

1. Date Notice was Sent:  1a. Method of Delivery:

**This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:**

2. Name of Municipality or Community Board:

3. Applicant/Licensee Name:

4. Licensee Serial Number:  Expiration Date:

5. Trade Name (if any):

6. Street Address of Establishment:

7. City, Town or Village:  , NY Zip Code:

8. Business Telephone Number of Applicant/Licensee:

9. Business Email of Applicant/Licensee:

I am the applicant and/or the licensee, or a principal of the entity that is an applicant and/or licensee, for the premises indicated above. I have reviewed the information and representations set forth in this form personally, and carefully, and hereby confirm that such information and representations are accurate and consistent with the information and representations provided to the Authority in connection with the granting of the license. I understand that, like prior information and representations provided to the Authority, the information and representations made in this form will also be relied upon by the Authority, and that false or incomplete representations may result in disapproval of the application and/or cancellation or revocation of the license.

Name of Licensee or Principal of the entity (Printed):

Title:

Signature of Licensee or Principal as noted above:  Date:

**NOTE:** Licensees utilizing this notice form must obtain approval in the form of a permit or other written device from the municipal entity that is allowing the use of the public municipal space. Such permit or other written device may be obtained before or after this municipal notice form is sent. At least 30 days after the filing of this notice, you may apply to the SLA to incorporate the public municipal space into your premises by sending an email to [municipalexpansion@sla.ny.gov](mailto:municipalexpansion@sla.ny.gov) with your serial number as the subject line and the following items as attachments:

- The completed Standardized Notice Form with proof of receipt as described in Section 110-b of the Alcoholic Beverage Control Law
- A block plot diagram detailing the municipal space the licensee will expand to
- Documentation that supports the municipality's approval to use the space