

HELBRAUN || LEVEY

UNCLE BIAGIO LLC  
103 GREENWICH AVENUE  
NEW YORK, NY 10014

ALTERATION FOR MUNICIPAL SPACE



## COMMUNITY BOARD NO. 2, MANHATTAN

3 WASHINGTON SQUARE VILLAGE  
NEW YORK, NY 10012-1899

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Greenwich Village ✦ Little Italy ✦ SoHo ✦ NoHo ✦ Hudson Square ✦ Chinatown ✦ Gansevoort Market

### COMMUNITY BOARD 2 APPLICATION FOR A STATE LIQUOR AUTHORITY LICENSE For Existing Licensees – Alteration to add Contiguous or Noncontiguous Municipal Public Space

#### Instructions

For current licensees applying to add Municipal Public Space to their licensed premises, please supply the following **along with or immediately following submission of the 30-day Notice to Municipalities.**

The 30-day Notice can be found in the [Alteration for Adding or Removing Contiguous and/or Noncontiguous Municipal Public Space Application](#) located on the NYSLA website.

#### For Sidewalk:

- Submit the attached addendum along with the diagram included with your DOT Dining Out NYC application. The diagram should indicate restaurant frontage (*length*), length and width of set up area(s) inclusive of barriers, location of tables and chairs, service aisle area and sidewalk width.  
(Note: Restaurant staff must serve patrons from **within** the sidewalk cafe.)

#### For Roadway:

- Submit the attached addendum along with the diagram included with your DOT Dining Out NYC application. The diagram should indicate restaurant frontage (*length*), roadbed seating area (*length and width of set up area(s) inclusive of barriers*), location of tables and chairs and service aisle area.  
(Note: Restaurant staff must serve patrons from **within** the roadbed dining area.)

#### For Open Streets:

- Submit the attached addendum along with a diagram of the roadway seating area (*length and width of set up area*) including location of tables and chairs in the roadway. Diagram should include the restaurant frontage. Also include the full roadbed width including the midpoint measurement and the 15' emergency vehicle lane.

#### For Roadway and Sidewalk:

- Submit photos of the premises where the sidewalk café and/or roadbed will be located. Required photos show one frontal, one left and one right side view of proposed sidewalk café and/or roadbed.
  - For sidewalk café and/or roadbed, photos must show complete sidewalk and/or roadway area including views to curb and neighboring properties.

COMMUNITY BOARD 2 APPLICATION FOR A STATE LIQUOR AUTHORITY LICENSE

**FOR EXISTING LICENSEES –  
ALTERATION TO ADD CONTIGUOUS OR NONCONTIGUOUS MUNICIPAL PUBLIC SPACE**

Form to be Completed and Returned with 30-Day Notice

Name/email of Principal/Contact: \_\_\_\_\_

Name/email of Representative: \_\_\_\_\_

Applicant/Premises Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

Address of Premises (include zip code): \_\_\_\_\_

Cross Streets of Premises: \_\_\_\_\_

License ID #: \_\_\_\_\_

On Premise Liquor  Restaurant Wine  Tavern Wine  Other \_\_\_\_\_

**Sidewalk Café** will have no more than *(If premises is located on a corner please indicate for both streets):*

\_\_\_\_\_ tables and \_\_\_\_\_ seats on \_\_\_\_\_ Street

\_\_\_\_\_ tables and \_\_\_\_\_ seats on \_\_\_\_\_ Street

Will applicant agree to close sidewalk café area by 10 PM every night? Yes  No

Will open sidewalk café area at \_\_\_\_\_

**Roadbed / Open Streets** will have no more than *(If premises is located on a corner please indicate for both streets):*

\_\_\_\_\_ tables and \_\_\_\_\_ seats on \_\_\_\_\_ Street

\_\_\_\_\_ tables and \_\_\_\_\_ seats on \_\_\_\_\_ Street

Is roadbed in a floating parking lane separated from the curb by a bike path? Yes  No

Does DOT Dining Out NYC application include an FDNY waiver? Yes  No

Will applicant agree to close roadbed seating by 10 PM every night? Yes  No

Will open roadbed seating area at \_\_\_\_\_

**For all Applicants:**

Will agree there will be no host stands, bus or service stations on the sidewalk or in the roadbed? Yes  No

Will agree there will be no exterior music, speakers or TVs? Yes  No

Will agree that all patrons in any sidewalk café or roadbed will be seated? Yes  No

## SECTION 1: Site Plan

- This Site Plan form is required to be uploaded in the “**Sidewalk Site Plan**” field of your online application.
- Refer to the [How to Apply](#) page in the Dining Out NYC website for more information about the application process.

### Identify Clear Path Requirements:

- Clear path requirement for your sidewalk cafe can be found by identifying your corridor type on the DOT’s Pedestrian Mobility Plan [Pedestrian Demand Map](#).
- C1- Global Corridor (12 feet Clear Path)
- C2- Regional Corridor (10 feet Clear Path)
- C3- Neighborhood Corridor, Community Connector, or Baseline Street (8 feet Clear Path)

### Setup Area Identification :

- Please check this box if you plan to have outdoor dining located partially within private property. If you are uncertain, please request records from your property owner/manager.
- Please check this box if all or part of your sidewalk cafe is in a sidewalk widening area, developed pursuant to the NYC Zoning Resolution. If so, indicate the property line in the site plan drawing below.



## Sidewalk Cafe Site Plan Form

Applicant Name: \_\_\_\_\_

Restaurant Name: \_\_\_\_\_

FSEP Number: \_\_\_\_\_

Use the space below to draw or upload your Site Plan representing your cafe perimeters, furniture, and clearances.

### Drawing Requirements

#### Food service establishment frontage shown by:

- Line representing the establishment’s space facing the sidewalk
- Length
- Labels

#### Private Property shown as:

- Dashed line

#### Street names:

- Labels on each street

#### Sidewalk shown as:

- Line representing street curb
- Width measured from building line to curb line

#### Building entrances shown as:

- Label

#### Cafe perimeter shown as:

- Lines indicating perimeter
- Length and width

#### Set-up furniture (tables, chairs, etc.) shown as:

- Lines or symbols at approximate location within setup

#### Elements (in Section 2 of this form) within 15 feet of cafe perimeter, shown as:

- Lines or symbols
- Distance from cafe perimeter
- Labels

#### Utility coverings (water/gas valves, and pull boxes) shown as:

- Symbols representing the location within the setup

#### North arrow

Length of sidewalk cafe: \_\_\_\_\_feet

Width of sidewalk cafe: \_\_\_\_\_feet

## SECTION 2: Required Clearances

- Please provide distances from the following objects.
- Only provide a distance if the listed object is within 15 feet of your proposed setup.
- Refer to the [Setup Guides](#) in the Dining Out NYC website for more information regarding clearances.

### Elements with minimum 15 feet clearance from sidewalk cafe:

S01 - Subway Stair: Open End \_\_\_\_\_ feet

### Elements with minimum 10 feet clearance from sidewalk cafe:

S02 - Subway Elevator Entrance \_\_\_\_\_ feet  S04 - MTA Curb Cut \_\_\_\_\_ feet  
 S03 - Exhaust Duct \_\_\_\_\_ feet  S05 - FDNY Curb Cut \_\_\_\_\_ feet

### Elements with minimum 8 feet clearance from sidewalk cafe:

S06 - Street Tree Bed \_\_\_\_\_ feet  S13 - Newsstand \_\_\_\_\_ feet  
 S07 - Mailbox \_\_\_\_\_ feet  S14 - Streetlight \_\_\_\_\_ feet  
 S08 - LinkNYC Kiosk \_\_\_\_\_ feet  S15 - Bus Stop Pole \_\_\_\_\_ feet  
 S09 - Wayfinding Kiosk \_\_\_\_\_ feet  S16 - Fire Hydrant \_\_\_\_\_ feet  
 S10 - E-charging Station \_\_\_\_\_ feet  S17 - Bus Stop Shelter \_\_\_\_\_ feet  
 S11 - Parking Meter \_\_\_\_\_ feet  S18 - Traffic Signal \_\_\_\_\_ feet  
 S12 - SBS Fare Machine \_\_\_\_\_ feet

### Elements with minimum 5 feet clearance from sidewalk cafe:

S19 - CitiBike/Bike Share Station \_\_\_\_\_ feet  S24 - Emergency Exit Hatch \_\_\_\_\_ feet  
 S20 - Bike Corral \_\_\_\_\_ feet  S25 - Subway Stair: Closed End \_\_\_\_\_ feet  
 S21 - Micromobility Station \_\_\_\_\_ feet  S26 - Subway Elevator: Non-Entry \_\_\_\_\_ feet  
 S22 - Primary Building Entrance \_\_\_\_\_ feet  S27 - Siamese Connection \_\_\_\_\_ feet  
 S23 - Curb Cut \_\_\_\_\_ feet

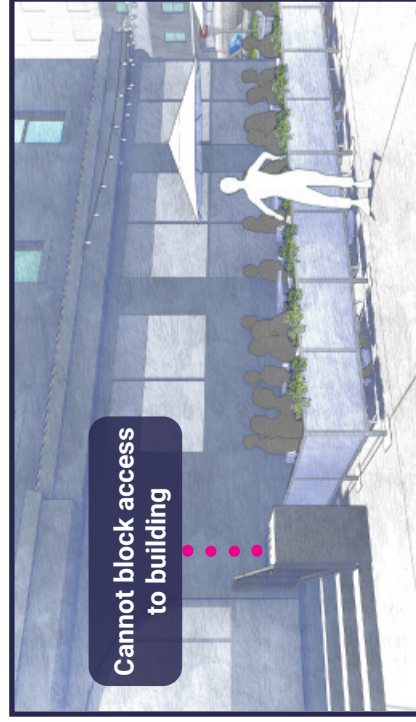
### Elements with minimum 3 feet clearance from sidewalk cafe:

S28 - Elevated Train Infrastructure \_\_\_\_\_ feet  S29 - Transformer Vault \_\_\_\_\_ feet

### Elements with minimum 1 foot 6 inches clearance from sidewalk cafe elements:

S30 - Vent Infrastructure: utility vent poles, vent grates, subway grates \_\_\_\_\_ inches  S31 - Manholes \_\_\_\_\_ inches

Check this box if none of the objects listed above are within 15 feet of the proposed setup.



## SECTION 3: Material Requirements

- Please indicate which of the following materials will be part of your sidewalk cafe by checking the box next to the category. If applicable, please confirm the materials comply with the Dining Out NYC requirements by checking the box next to the associated requirement.
- Refer to the [Setup Guides](#) in the Dining Out NYC website for more information regarding materials.

### Materials Checklist:

**\*Required\***

#### **Perimeter Demarcation (All of the following must be met)**

- Perimeter demarcation must be clear and visible by using a lightweight and removable self-supporting base wall, railing, planter, fence, or stanchion and rope.
- Maximum height is 2 feet 6 inches (excluding planting(s)).
- Not affixed to the sidewalk.

#### **\*Optional- Only check the material categories you intend to use in your sidewalk cafe\***

#### **Furnishings (if using, the first two below must be met)**

- Lightweight and easily movable.
- Not affixed to the sidewalk.
- Check here if you plan to place tables/chairs on top of a cellar or basement door. If so, please complete the [Cellar or Basement Door Certification](#)

#### **Awings Physically Attached to the Building (if using, all of the following must be met)**

- Minimum 8 feet height from the ground and does not exceed 10 feet height.
- Easily removable, comprised of fire-grade and wind resistant materials.
- Does not extend beyond the perimeter of the sidewalk cafe.
- Complies with the New York City Building Code. Please note that this may require additional permits from DOB, and/or approval from the Landmarks Preservation Commission (LPC) as applicable.

#### **Overhead Coverings/ Umbrellas (if using, all of the following must be met)**

- Minimum 7 feet height from the ground and does not exceed 10 feet height.
- Easily removable, comprised of fire-grade and wind resistant materials.
- Does not extend beyond the perimeter of the sidewalk cafe.
- The umbrella/overhead covering has a weighted base and any supports are not affixed to the sidewalk.
- Any support structures are of sufficient size and strength, made of durable materials, and free of defects.

#### **Lighting and Electrical Connections (if using, all of the following must be met)**

- Any lighting is outdoor rated, properly secured, and lightweight.
- Connection is directly connected to ground floor restaurant's power source and within the perimeter of the cafe.
- Does not extend beyond the perimeter of the sidewalk cafe.
- Does not exceed 10 feet in height.
- Not attached to any City property, including street trees.
- Electrical work complies with the applicable requirements set forth in DOT's rules and the New York City Electrical Code. Please note that this may require additional permits from DOB or FDNY, and/or approval from the Landmarks Preservation Commission (LPC) as applicable.

## SECTION 2: Required Clearances

- Please provide distances from the following objects.
- Only provide a distance if the listed object is within 15 feet of your proposed setup.
- Refer to the [Setup Guides](#) in the Dining Out NYC website for more information regarding clearances.

### Elements with minimum 15 feet clearance from roadway cafe:

R01- Subway Stair: Open End \_\_\_\_\_ feet  R02- Fire Hydrant \_\_\_\_\_ feet

### Elements with minimum 10 feet clearance from roadway cafe:

R03- Subway Elevator Entrance \_\_\_\_\_ feet  R05- MTA Curb Cut \_\_\_\_\_ feet

R04- FDNY Curb Cut \_\_\_\_\_ feet

### Elements with minimum 5 feet clearance from roadway cafe:

R06- Curb Cut \_\_\_\_\_ feet  R11- CitiBike/Bike Share Station \_\_\_\_\_ feet

R07- Emergency Exit Hatch \_\_\_\_\_ feet  R12- Bike Corral \_\_\_\_\_ feet

R08- Subway Stair: Closed End \_\_\_\_\_ feet  R13- Micromobility Station \_\_\_\_\_ feet

R09- Subway Elevator: Non-Entry \_\_\_\_\_ feet  R14- Drainage Infrastructure \_\_\_\_\_ feet

R10- Bus Stop Pole: \_\_\_\_\_ feet

Non- Approaching Side \_\_\_\_\_ feet

### Elements with minimum 3 feet clearance from roadway cafe:

R15- Elevated Train Infrastructure \_\_\_\_\_ feet  R16- Transformer Vault \_\_\_\_\_ feet

### Elements with minimum 1 foot and 6 inches clearance from roadway cafe:

R17- Vent Infrastructure: utility vent poles, vent grates, subway grates \_\_\_\_\_ feet \_\_\_\_\_ inches

R18- Manholes \_\_\_\_\_ inches

### Elements with minimum 6 inches clearance from roadway cafe:

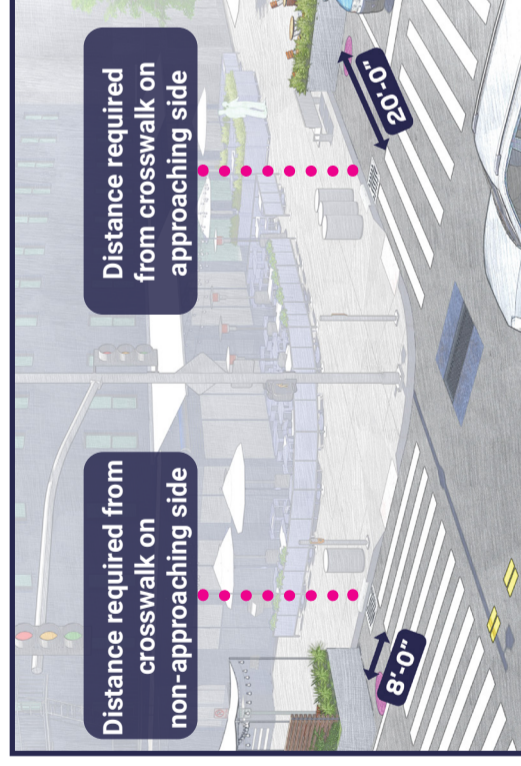
R19- Thermoplastic Marking \_\_\_\_\_ feet

### Roadway cafe distance from crosswalks:

R20- Adjacent to non-approaching side of crosswalk (min. 8 foot distance) \_\_\_\_\_ feet

R21- Adjacent to approaching (stopping) side of crosswalk (min. 20 foot distance) \_\_\_\_\_ feet

R22- No crosswalk present (maintain 20 feet from curb line of intersecting street) \_\_\_\_\_ feet



## SECTION 3: Material Requirements

- Please indicate which of the following materials will be part of your roadway cafe by checking the box next to the category. If applicable, please confirm the materials comply with the Dining Out NYC requirements.
- Refer to the [Setup Guides](#) in the Dining Out NYC website for more information regarding materials.

### Materials Checklist:

**Barriers (All of the following must be met)** **\*Required\***

Maintained on all sides of the cafe except the side fronting the ground floor restaurant.

Not permanently affixed to the roadway.

30-42 inches tall (excluding planting), and at least 4 inches in width.

Barriers are interconnected with each other.

Any cladding over the barriers is securely fastened or affixed.

Minimum 4 inches wide reflective strip on each barrier on the outward facing side.

Water-filled with a minimum of 150 pounds per linear foot of barrier length.

### \*Optional - Only check the material categories you intend to use in your roadway cafe\*

**Flooring (if using, all of the following must be met)**

Durable, lightweight, easily removable, mold-resistant, elevated from the ground level to allow for drainage, and removable to allow for cleaning.

Flush with the curb line (except if located on a slope, be flush to the greatest extent feasible), and compliant with applicable accessibility requirements.

Maintains a 6 inch covered channel between curb and base of flooring to allow for drainage.

### **Furnishings (if using, all of the following must be met)**

Lightweight and easily movable.

### **Vertical Screenings (if using, all of the following must be met)**

Located between the barrier and 6 feet above the cafe base or floor.

Located on the roadway facing side, does not extend the beyond the perimeter of the roadway cafe, and is not affixed to the outward facing side of barriers.

Easily removable, comprised of non-opaque, fire-grade, and wind resistant materials.

If within 50 feet of any regulatory or warning signs, does not exceed 46 inches in height.

### **Overhead Coverings/ Umbrellas (if using, all of the following must be met)**

Minimum of 7 feet and maximum of 10 feet from the base or floor of the roadway cafe.

Has a weighted base and any support structures are not affixed to the outward facing side of barriers, are of sufficient size and strength, made of durable materials, and free of defects.

Easily removable, comprised of fire-grade and wind resistant materials.

If within 50 feet of any regulatory or warning signs, does not exceed 46 inches in height.

### **Lighting and Electrical Connections (if using, all of the following must be met)**

Any lighting is outdoor rated, properly secured, and lightweight.

At least 14 feet above sidewalk, and 18 feet above roadway.

Not attached to any City property, including street trees.

Electrical work complies with the applicable requirements set forth in DOT's rules and the New York City Electrical Code. Please note that this may require additional permits from DOB or FDNY, and/or approval from the Landmarks Preservation Commission (LPC) as applicable.

Check this box if none of the objects listed above are within 15 feet of the proposed setup.

## SECTION 1: Site Plan

- This Site Plan form is required to be uploaded in the “**Roadway Site Plan**” field of your online application.
- Refer to the [How to Apply](#) page in the Dining Out NYC website for more information about the application process.

### Identify Permitted Parking Location:

- Identify the Parking Sign in front of or around the area where your roadway setup would be located.
- Roadway cafes can only be placed in:
  1. Parking spaces, which include: metered and non-metered spaces, commercial parking, alternate side parking, angled parking, and seasonally restricted parking.
  2. Loading areas, including loading only, truck loading, hotel loading, and no parking zones.
  3. Floating Parking Lane- a parking lane that is separated from the curb by a protected bicycle lane that is adjacent to the curb.

P1- Parking Space

P2- Loading Area

P3- Floating Parking Lane

## Roadway Cafe Site Plan Form

Applicant Name: \_\_\_\_\_

Restaurant Name: \_\_\_\_\_

FSEP Number: \_\_\_\_\_

Use the space below to draw or upload your Site Plan representing your cafe perimeters, furniture, and clearances.

### Drawing Requirements

#### Food service establishment frontage shown as:

- Line representing the establishment's space facing the sidewalk
- Length
- Label

#### Street names:

- Labels on each street

#### Sidewalk shown as:

- Line representing street curb

#### Roadway shown as:

- Width of curbside lane

#### Cafe perimeter shown as:

- Lines indicating perimeter
- Length and width

#### Set-up furniture (tables, chairs, etc.) shown as:

- Lines or symbols at approximate location within setup

#### Elements (in Section 2 of this form) within 15 feet of cafe perimeter, shown as:

- Lines or symbols
- Distance from cafe perimeter
- Labels

#### Utility coverings (water/gas valves, and pull boxes) shown as:

- Symbols representing the location within the setup

#### North arrow

Length of roadway cafe: \_\_\_\_\_feet

Width of roadway cafe: \_\_\_\_\_feet



FENIX & BROTHER  
JASCO INC.  
2024 CONTRACTORS

THERMO KING

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Google



W 4th St









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Except Sun

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East Side  
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