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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

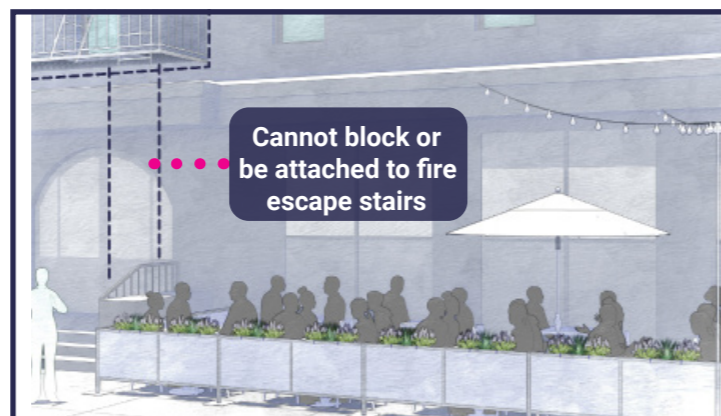
Elements with minimum 3 feet clearance from sidewalk cafe:

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](#)

Awnings 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.









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