



Community Board Ten

8119 5th Avenue • Brooklyn, NY 11209
(718) 745-6827 • Fax (718) 836-2447
BK10@cb.nyc.gov

Applicant: _____
Location: _____
Date Submitted: / /

----- ↓ OFFICIAL
Date Received:

Who should fill out this form?
(Check all that apply)

Any owner, or prospective owner of an establishment seeking:

- | | |
|---|--|
| <input type="checkbox"/> New Liquor License | <input type="checkbox"/> Catering |
| <input type="checkbox"/> Renewal Application | <input type="checkbox"/> Karaoke Bar |
| <input type="checkbox"/> Alteration Application | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Corporate Change | <input type="checkbox"/> Club |
| <input type="checkbox"/> On Premise | <input type="checkbox"/> Sidewalk Café |
| <input type="checkbox"/> Restaurant Wine | <input type="checkbox"/> Rear Yard |
| <input type="checkbox"/> Cabaret | <input type="checkbox"/> Patio/Deck |

If this questionnaire is for a LIQUOR LICENSE it should be filled out completely and returned to the Community Board Office not less than 30 days before your application is submitted to the State Liquor Authority. Deadline date for the Public Safety Committee’s review meeting will be provided. Without these attaches and 10 copies of this questionnaire completely filled out and presented to CB10 Public Safety Committee for the Board’s monthly meeting, your application will not be considered by the Committee and Community Board 10 will write to the SLA notifying the agency of your failure to cooperate with the community review process.

WHEN YOU RETURN THIS FORM YOU SHOULD INCLUDE THE FOLLOWING ATTACHMENTS:

- Photographs of the inside and outside of your establishment. Photos of the exterior should include context photos showing the buildings on each side of the premises. Applications for rear yards should include context photos of all surrounding buildings.
- Schematics/floor plans of the inside of your establishment and sidewalk café schematics (if applicable)
- If a **restaurant**, please include proposed menu.
- Postings of notice to file must be done at least 10 days before meeting. Posting should be prominently displayed on the premise, where it will be visible to passersby at all times. It must include all permits being sought and accompanied by a layout/plan/sketch of proposed use(s)
- Copy of the Certificate of Occupancy for the space (“C of O”), including rear yard/outside space if applied for.
- Maps/Street Schematic – Include an accurate map of what is in the area. Neighborhood map (ie: Googlemaps, OASIS NYC) with 5 block radius, showing schools and churches and other licensed establishments (RE: 200 ft and 500 ft. rules)
- Please attach SLA Liquor License Application.

Brooklyn Community Board #10 Liquor License Application Questionnaire

APPLICANT		DOING BUSINESS AS (DBA)	
STREET ADDRESS (please attach your map)		CROSS STREETS	
OWNER	NAME:	LAWYER	NAME:
	PHONE:		PHONE:
	CELL:		FAX:
	EMAIL:		EMAIL:
MANAGER	NAME:	LANDLORD	NAME:
	PHONE:		PHONE:
	CELL:		CELL:
	EMAIL:		EMAIL:

Emergency contact for when the establishment is operating:

Name: _____

Relationship to establishment: _____

Contact number: _____

ADDITIONAL OWNER(S) (please attach additional pages if needed)	NAME:
	PHONE:
	FAX:

DESCRIPTION OF BUSINESS

Please describe the nature of your proposed venue:

APPLICATION TYPE (CHECK ONE)	<input type="checkbox"/> NEW	Has applicant owned or managed a similar business?	YES	NO
		List prior business ownership/interests. Existing name?	_____	
		What was the address of former premises?		
		What were the dates the applicant was involved with this former premise?		
	<input type="checkbox"/> TRANSFER	What is the prior license #?		
		What is the expiration date of the prior license?		
		Are you making any alterations or operational changes?	YES	NO
		<i>If alterations or operational changes are being made, please attach plans to this form</i>		
	<input type="checkbox"/> ALTERATION	What is the current license #?		
		What is the expiration date on the current license?		
		<i>Please describe the nature of the alterations and attach plans</i>		
	NYPD & COMMUNITY BOARD RECORDS APPROVED DOB APPLICATION	<input type="checkbox"/> LETTERS	<i>Please provide letters from NYPD and the respective Community Board about prior history of the proposed location and any other establishments that the applicant has operated.</i> <i>Please provide copy of the Department of Buildings approved application.</i>	
Is the 500 Foot Rule Triggered? (on provided map) show all establishments on your map	YES	NO	DATE OF SLA MEETING:	
Is the 200 Foot Rule Triggered? (on your map)	YES	NO	ATTACH YOUR MAP	
Are your plans filed with the DOB? (include copy of plan)	YES	NO	ATTACH COPY OF PLAN	
Is a Public Assembly permit required?	YES	NO	ATTACH PERMIT INFORMATION	

OPERATIONAL ISSUES									
HOURS		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
REMINDER: Hours for sidewalk cafes are per the NYC DCA guidelines unless stipulated differently.	Operation								
	Music								
	Kitchen								
	Outdoor Space								
OCCUPANCY	<u>INDOOR</u>				<u>BAR</u>			<u>OUTSIDE</u>	
	Capacity (certificate of occupancy)	Maximum # of persons you anticipate occupying premises	Number of Seats	Number of Tables	Number of Service Only Bars	Number of Stand-Up Bars	Number of Seats at Bar	Number of Seats	Number of Tables
Are you applying or do you in the future intend to apply for a cabaret license?					YES	NO			
Will you be hosting private parties and promotional events?					YES	NO			
Will you utilize outside promoters to host parties?					YES	NO			
Will State certified security personnel(s) be used?					YES	NO			
Have you reviewed New York Nightlife/NYPD recommendations? Will New York Nightlife Association/NYPD recommendations be followed?					YES YES	NO NO			
Will you be using delivery bicycles?					YES	NO			
Will applicant have music?					YES	NO			
If you plan to have music, what type(s)?					Background	Live Music Amplified Acoustical Music	DJ		
ATTACH YOUR SECURITY PLAN. WHO IMPLEMENTS IT? (EXPLAIN)									
In the event of change in method of operation or file an alteration, will you come back to Community Board 10?									

BUILDING DESIGN

The French doors, garage doors, retractable roofs and sliding windows will be closed when any amplified music is played (per law) and in the event of no amplified sound, will be closed by 11PM Friday and Saturday and 10PM on all other days	YES	NO	N/A	
Will the kitchen exhaust system be designed to compliant with the NYC building codes and be constructed to not disturb neighboring tenants? PROVIDE DOCUMENTATION	YES	NO	N/A	
If requested, will you follow the recommendations of a certified sound engineer to mitigate potential noise disturbances to the neighboring residents and buildings, including placing speakers on the floor of the establishment?	YES	NO	N/A	
Do you agree to comply with DOB rules concerning a storm closure? (Storm enclosures can be used November 15 th to April 15 th , but they may NOT project more than 18 inches from the store front)	YES	NO	N/A	
In the event that I apply for alterations, as defined by the SLA or DCA (as applicable) I agree to reappear before CB10 to describe these alterations before submitting my application to SLA/DCA.	YES	NO	N/A	

OUTDOOR ITEMS

STIPULATIONS FOR OUTDOOR USAGE: For any applications that have plans to use outdoor space for food or beverage service or for patrons to congregate outdoors, applicant must address the following with the Committee:

- A. Close 11PM Sunday through Thursday; 12:00 Midnight Friday & Saturday
- B. No speakers or live music in the backyard. No background music
- C. Only ambient lighting is to be used
- D. Self closing mechanism is to be used on every door leading to the backyard
- E. Umbrellas and/or soundproofing to be installed
- F. 6 Ft. fence to be installed at the perimeter of the backyard
- G. Must observe NYC Fire Department Codes (no open flame, no fire pits, no BBQ); No smoking regulations. Department of Health Codes and Building Department Codes (“C of O”) and Public Assembly Codes; and the NYC Department of Consumer Affairs regulations regarding sidewalk cafes.
- H. Outdoor spaces must have seated food service
- I. Sidewalk café furniture must be put away (stored inside) at night
- J. French doors, garage door windows that open/slide, rollups and retractable roofs: if installed, these doors/windows have hours to close them (Sun-Thurs. after 10PM and Fri-Sat. after 11PM). Tables are not to be out all night
- K. Observe NYC Department of Health & Mental Hygiene regulations on smoking, including designated smoking areas in outdoor spaces.

Will you use the rooftop, rear yard or any outdoor space?	YES	NO	N/A	
Do you agree to no smoking in outdoor space, backyard, and sidewalk?	YES	NO	N/A	
The rear yard, rooftop and any outdoor space will be closed and vacated by 12:00 Midnight on Friday & Saturday and 11 PM on all other days	YES	NO	N/A	
The rear yard, rooftop, and any other outdoor space will not allow standing space for patrons to drink or smoke	YES	NO	N/A	NOTE: No more than 25% of designated space allowed

The applicant will do everything in their power to provide an effective sound baffling or sound controlled environment through landscaping or some type of enclosure, where possible; provided they do not violate any fire or building code regulations? This includes working with landlords for soundproofing tenants apartments (such as installing soundproofing windows, acoustical tiles etc.)	YES	NO	N/A	ATTACH INFORMATION ON WHAT WILL BE IMPLEMENTED
The applicant will enforce a quiet environment in the outdoor space, so as not to disturb nearby residents (ex: there will be no amplified music, as per the law, and windows and doors to areas that play amplified music shall be closed). The applicant will make every effort possible to limit the noise emanating from patrons by posting signs outside and also on menus asking for respect for the neighbor's privacy and peaceful environment amongst the outdoor patrons	YES	NO	N/A	STIPULATIONS
Will applicant have a lighting plan that will allow safe usage of the outdoor space without disrupting neighbors? (ambient lighting)	YES	NO	N/A	STIPULATIONS

LOCATION & ZONING				
Primary Zoning District		Overlay (if applicable)		
Does the building have a Certificate of Occupancy ("C of O")?		YES	NO	ATTACH COPY WITH APPLICATION
Is the proposed occupancy permitted within the Current "C of O"?		YES	NO	ATTACH COPY WITH APPLICATION
<i>If not determined, please attach objection sheet from NYC DOB</i>				
BUILDING TYPE	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Other (describe)			
ADJACENT BUILDINGS	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Other (describe)			
NOTIFICATION: What organizations/community groups, if any, have you notified regarding your application?	#1			
	#2			
	#3			
	#4			
<u>BROOKLYN COMMUNITY BOARD TEN RESERVES ITS RIGHT TO DENY ANY APPLICATION THAT NEGATIVELY IMPACTS THE NEIGHBORHOOD AND QUALITY OF LIFE</u>				

STIPULATION AGREEMENT

POSTING: Posting is required for all applications. Posters must be placed in the window and advertise hearing date. Poster must show all permits the applicant is seeking and be accompanied by a schematic/layout. Posting is to be done 10 days before the advertised meeting.

APPLICANT AGREEMENT WITH THE COMMUNITY

Pursuant to these stipulations, this applicant agrees to have these provisions incorporated in the method of operation of their liquor license. Additionally, the applicant agrees to the community agreements as the basis for the community supporting this application. These stipulations are to be signed and notarized and submitted to the Board’s District Office for inclusion with the application.

SIGN HERE ⇒	SIGNATURE OF APPLICANT/ATTORNEY	PRINT NAME	/ / DATE
-----------------------	---------------------------------	------------	-------------

NOTARY

Sworn to before me on this _____ of _____ year _____

Notary Signature/ Stamp

BROOKLYN CB10 REPRESENTATIVES (print/date)	
District Manager	
Committee Chair	