Community Board 8 Manhattan's Street Life Committee
Instruction to Applicants (for Sidewalk/Roadway Café Applications)

A. Submission in Advance of the Meeting:

In order for Committee Members to prepare for the meeting, please provide the Board Office with the following materials no later than **5 days** prior to the scheduled meeting.

PLEASE NOTE: IF THE DOCUMENTS ARE NOT SUBMITTED ON TIME, YOUR APPLICATION WILL BE ADJOURNED TO THE NEXT MEETING.

1. **The enclosed "Community Board 8 Sidewalk/Roadway Café Questionnaire"**
2. **Photographs of the storefront where the Sidewalk/Roadway Café is and/or will be.**
3. **The Sidewalk/Roadway Café Site Plan Form from your DOT application.**
4. **All relevant plans and diagrams for your establishment required by the DOT.**
5. **A notarized affidavit stating that you agree to:**
   i. **Abide by the NYC bicycle laws and guidelines and shall ensure that any third party delivery service you contract with abides by the laws and guidelines,**
   ii. **Will only use lawful vehicles and/or means of transportation for deliveries and ensure any third party delivery services do the same,**
   iii. **Have my delivery persons wear the proper attire such as helmets, identifiable clothing, etc. and ensure that any third party delivery service I contract with shall wear proper attire such as helmets, identifiable clothing, etc.**
   iv. **Not to participate in bar or pub crawls**
   v. **Remove any unlawful existing structures**
   vi. **If you have any outdoor dining space, either a sidewalk café or roadway dining, not serve alcohol in those outdoor spaces beyond 10 PM.**
   vii. **If you have the right to lawfully use any outdoor rear yard space (enclosed or unenclosed), cease use of such space no later than 10 PM.**
   viii. **Remove the Street Life Committee meeting notices you posted following the Street Life Committee meeting and prior to the next applicable Full Board meeting.**
6. **Proof of Posted Public Notice Flyers should be e-mailed to the office when posting is complete with the marked map and photos of the posted notices (details on next page)**
7. **PLEASE NOTE: IF THE DOCUMENTS ARE NOT SUBMITTED ON TIME, YOUR APPLICATION RISKS DENIAL OR BEING ADJOURNED TO THE NEXT MEETING**

All submissions should be made on 8 ½ x 11 or 8 ½ x 14 (legal size) paper. You may present additional materials (e.g. establishment menus, samples of delivery rider's shirts, etc.) at the meeting itself.

EMAIL the above materials to:

Will Brightbill, District Manager
Community Board 8 - Manhattan
505 Park Avenue, Suite 620 New York, NY 10022
Tel: 212-758-4340
Fax: 212-758-4616
E-mail: info@cb8m.com

Street Life Committee Submissions
Community Board 8 - Manhattan
505 Park Avenue, Suite 620
New York, NY 10022
Tel: 212-758-4340
Fax: 212-758-4616
E-mail: Submissions@cb8m.com

B. Posting and distribution of public notice flyers:

For maximum public notification of your application, please display copies of the attached flyer on bright colored paper in visible locations **by noon of the Thursday before** the Street Life Committee meeting.

These flyers should be posted as follows:

1. **Flyer must be visibly posted on the front window or door of the establishment**
2. **Generally post on lampposts, traffic signal posts and utility poles – do not post on trees**
3. **Post on block that faces north, south, east and west of the applicant's premises**
4. **A minimum number of 30 flyers must be distributed**
5. **Location of flyers must be marked on the CB8M Map, and submitted with application. Photographs of the posted notices should be provided as well.**
6. **Please notify the Community Board 8 office via e-mail when this posting is complete**
7. **After the meeting is held, take down the posted fliers.**

If you have any questions, please feel free to contact the Community Board 8 office at 212-758-4340.

Community Board 8 and the Street Life Committee appreciate your cooperation. Thank you.

Sincerely,

Community Board 8 Manhattan