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Community Board 11 Livery Base Station License Application Review Procedures

All applications for new and renewal livery base station licenses must be brought before the Community Board 11 Licenses & Permits Committee for a vote and recommendation to our Full Board. The Full Board will issue its recommendation in writing to the NYC Taxi and Limousine Commission (TLC).

Procedures for an application to be reviewed by the Licenses & Permits Committee:

1. Applicants must submit a letter addressed to the Chairperson of Community Board 11 requesting a Letter of No Objection. In addition, in accordance with TLC application instructions for new and renewal livery base station licenses, the applicant must also submit:
 - a. Copies of pages 1 & 2 of the application form and affirmation page
 - b. A copy of the formal lease or contract for the Off-Street Parking (OSP).
 - i. This document must include: the address and contact information for the facility; the total number of spaces being leased (at least half of the vehicles affiliated with the base); the term of the contract; the name, title, signature and contact information for all parties involved. The OSP must be in a location zoned for the operation of a parking facility and within 1.5 miles of the base location.
 - c. A current Certificate of Occupancy, or Letter of No Objection from the NYC Department of Buildings for the base station location
2. Applicants are required to submit a petition of support for the base station location which clearly states the exact location of the proposed base station and off-street parking. This petition must contain a minimum of 50 signatures primarily from residents of the *immediate* area of the proposed base location; the address of each signee is required (see attached petition).
3. Applicants are required to submit signed letters of support for the proposed base station location which clearly state the exact location of the proposed base station and off-street parking. Applicants are encouraged to obtain as many letters of support as possible from tenant groups, businesses, and community-based organizations located in the immediate area of the base station.
4. Applicants must submit all required documentation to the Board Office at least fourteen (14) days in advance of the next meeting of the Licenses & Permits Committee. Documents may be delivered or mailed to **Manhattan Community Board 11, 1664 Park Avenue, New York, NY 10035, attn.: Licenses & Permits Committee**. Only original signed letters and petitions will be accepted.
5. Applicants are required to appear before **both** the Licenses & Permits Committee and the Full Board to address questions and/or concerns about the application. The Board staff will notify the applicant of the meeting dates and locations at which they are required to appear.

The Committee and/or Board may request additional information or documentation it deems necessary.

(Revised Jan. 2013)