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Community Board 11 Newsstand License Application Review Procedures

As part of the newsstand license application process, the Community Board has sixty (60) days, upon receipt of notification from the NYC Department of Consumer Affairs (DCA), to submit comments and/or recommendations on the application to DCA. The CB11 Licenses & Permits Committee reviews newsstand license applications and submits its recommendation to our Full Board.

Process for newsstand applications to be reviewed by the Licenses & Permits Committee:

1. As part of its review process, the Board requires the applicant to submit the following documentation:
 - a. A letter of introduction addressed to the board chairperson explaining the applicants' purpose for opening the business, if they have any similar businesses in NYC and if they have ever been denied for a newsstand application or had a license to operate a newsstand revoked or suspended.
 - b. A copy of the notification letter sent to the owner of the building(s) or lot(s), and store manager(s) of businesses located directly adjacent to the site of the proposed newsstand AND copies of the date-stamped certified mail receipt for each notification letter.
 - c. Signed petitions of support and/or letters of support for the proposed newsstand location from residents, tenant groups, businesses, and/or community-based organizations in the *immediate* area of the proposed newsstand location. Applicants are encouraged to obtain as many letters and/or petition signatures as possible; an address for each petition signee is required (see attached petition).
2. 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. Only original signed letters and petitions will be accepted. Documents may be delivered or mailed to:

Manhattan Community Board 11
1664 Park Avenue, New York, NY 10035
Attn.: Licenses & Permits Committee

3. The applicant is required to appear before **both** the Licenses & Permits Committee and the Full Board meetings to address questions and/or concerns. The board office will notify the applicant of the respective meeting dates.

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

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