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Chair

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District Manager

Manhattan Community Board 11
Liquor License Application Review Procedures
(rev. Sept 2025)

All liquor license applications will be reviewed by our Licenses & Permits Committee which meets regularly on the 1st Wednesday of each month except August. The committee issues recommendations which are then subject to ratification by our Full Board. To facilitate this review, applicants are required to comply with the following procedures:

Documentation. All applicants, including renewals*, are required to provide, at least 7 days prior to the Licenses & Permits Committee meeting, the following:

1. *CB11 Liquor License Application Questionnaire*. The board office will provide the applicant with the questionnaire form.
2. *Public Hearing Notice*. The applicant is required to display a *Public Hearing Notice* in the window of the premises and within 200 feet of the premises for no less than seven (7) full days prior to the Licenses & Permits Committee meeting at which the application will be reviewed. The board office will provide the applicant with the appropriate hearing notice form.
3. *Letters of Support*. The applicant is required to submit three letters of support. Each letter must be from businesses and/or organizations located within a two-block radius of the premises.
4. *Withdrawal Forms*. Applicants may withdraw their 30-day notice, in writing, no less than forty-eight (48) hours prior to the Licenses & Permits Committee meeting. The board office will provide the applicant with the appropriate withdrawal form. Please note: withdrawn applications will not automatically be scheduled for the following month's agenda without a new 30-day notice.
5. *Stipulations*. Applicants will be required to sign a written stipulation that confirms any changes to the proposed method of operation that are agreed to with the committee and/or board. This stipulation will be submitted to the State Liquor Authority as part of CB11's recommendation.

All documents should be submitted via email to **applications@cb11m.org**.

Applicants that fail to provide the required documentation by the submission deadline will be administratively denied.

It is the applicant's responsibility to confirm that Community Board 11 has received materials.

Attendance. Applicants for new licenses are required to attend the Licenses & Permits Committee meeting in person or must be present and visible on camera to discuss the application, as well as the information provided in the questionnaire and supporting documentation. Failure to attend will result in

a recommendation to deny the application. Applications for alteration, transfer, corporate change, etc, will be treated as new licenses.

***Exemptions.** Applicants for renewals of existing licenses will be exempt from the requirements to submit letters of support. They will also be exempt from the requirement to attend the committee meeting **if**,

1. the method of operation for the premises is consistent with the originally approved license; and
2. the premise has operated as a good neighbor (i.e. no significant record of noise complaints; no substantiated reports of underage drinking or other illicit activity) since the license was originally granted or was last renewed.

Failure to adhere to these procedures will result in a recommendation that the State Liquor Authority deny the application.

If you have any further questions, please do not hesitate to call our office at 212-831-8929.