

**Manhattan Community Board Six  
Newsstand License Application and Procedures**

**Section 1 – Introduction**

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 an application to DCA. The Community Board Six (CB6) Transportation Committee reviews newsstand license applications and submits its recommendation to its Full Board for a vote on its recommendation.

CB6 has historically supported newsstand operators and small business owners and entrepreneurship generally in its neighborhoods. CB6 believes that newsstands succeed in environments in which the community also wishes for them and benefits from their placement. As such, CB6 has a right and responsibility to review all newsstand applications carefully in the context of several factors which impact the quality of life of residents and business owners. CB6 requests that applicants for newsstands in its District take into consideration neighborhood standards before submitting an application.

**Section 2 – CB6 Newsstand Policies**

Newsstand applications to CB6 must conform with all criteria outlined in the Rules of New York City pertaining to newsstands in addition to the following minimum criteria which have been designated as priorities in this District:

- A. A newsstand shall not be installed on a block unless the sidewalk length is substantially free of obstructions;
- B. There shall be no more than one newsstand within three “between street” blocks – or 750 feet (instead of the 15 feet requirement in the regulations);
- C. There shall be no new newsstand within 500 feet of any preexisting business whose primary merchandise is the same as that which would be sold by the proposed newsstand;
- D. Newsstands shall not interfere with visibility or safe passage within pedestrian crosswalks or bicycle paths;
- E. A proposal to install a newsstand at a location or intersection where CB6 has previously issued an objection within the past four years shall automatically be objected to;
- F. The quality of life of residents in buildings adjacent to a proposed newsstand shall not be infringed upon and will be taken into high consideration;
- G. Preexisting buildings or structures deemed to have architectural or historic significance should not have their view obstructed by the placement of a newsstand;
- H. Owners of newsstands shall be responsible for the storage of any materials associated with their business and may not store those materials on the sidewalk.

**Section 3 – Questionnaire**

Name of applicant	
Email address	
Mailing address	
Phone number	
Will you operate the newsstand yourself? If no, state the name of the operator	
Will you be the sole owner of this newsstand or will it be owned by another company or entity? Please clarify.  <i>The actual owner of the newsstand must appear in person before the Transportation Committee</i>	
Hours of operation of the newsstand	
Have you ever had a license to operate a newsstand revoked or suspended?	
Do you have any similar businesses in NYC?  If yes, please describe them.	
Have you ever been denied for a newsstand application?  If yes, please explain why	
Description of proposed location	
Purpose for opening the business	
Explain how the proposed newsstand will benefit the community	

**Check that you have read and understand the policies outlined in Section 2**

#### **Section 4 – Requirements**

The following materials must be submitted to the CB6 Board Office either in person, or electronically, within 14 days of appearing before the Committee in addition to other criteria outlined below:

- A. The completed questionnaire from Section 3 of this document;
- B. Photos of the proposed location as submitted to DCA;
- C. Scale drawings of the proposed newsstand and location as submitted to DCA;
- D. A copy of the notification letter sent to the owner of the building(s) or lot(s), and store manager(s) of businesses located within 500 feet to the site of the proposed newsstand and copies of the date- stamped certified mail receipt for each notification letter;
- E. Applicants are required to appear before the Transportation Committee to address questions and concerns about an application. The Board Office will notify the applicant of the meeting date;
- F. CB6 reserves the right to request additional materials as needed;

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