

MANHATTAN COMMUNITY BOARD Six
Business Affairs & Licensing Committee
Policies & Guidelines

Prior to your application submission to the CB6 Board Office, please review the below criteria to ensure that you are adhering to the policies and guidelines set forth by the Business Affairs & Licensing (BALC) Committee.

These policies and guidelines have been established to ensure the safety and comfort of the community, as well as to support the success of new and continuing businesses in our district.

1. In order to appear on the BALC Committee's agenda, **applicants must complete the electronic CB6 Questionnaire and email the Board Office at basa@cbsix.org a copy of their Certificate of Occupancy or Letter of No Objection by the second Thursday of each month (2 weeks before the Committee meeting)**
 - Any applications received after this day will be added to the following month's agenda – if your application is time sensitive, please contact the Board Office as soon as possible
 - Once an application's receipt has been confirmed, **applicants must post official CB6 signage ([available on our website here](#)) at their proposed location** to inform the community that their application will be heard at a BALC Committee meeting
2. Applicants must appear before the Committee **with at least one physical copy of their questionnaire per committee member ([click here](#) for a list of BALC members)**
3. Applicants **must be represented at the Committee meeting by a proxy (i.e. a principal or legal representative) who has legal authority to sign official documentation**
4. Applicants who are not present for the Committee meeting, without prior notification, **will automatically receive a negative resolution – there will be no exceptions**
5. **New applicants to [Community District 6](#) will be required to have a 2 AM closing time** (at the latest), so that the applicant can establish a positive and productive presence for the surrounding neighbors and residents
 - Applicants **can request a later closing time after 6 months** of no community complaints or issues
 - However, the BALC Committee reserves the right to provide exceptions in the following cases:
 - Applicant is seeking a location in a **highly commercial area** (i.e. no residential or non-residential buildings in the vicinity of the establishment)

- Applicant has **significant experience** (as determined by the Committee) operating other establishments in New York City with:
 - A. No prior violations or community complaints
 - B. A Letter of Support from another Community Board
 - C. Signatures from residents in their neighborhood demonstrating community support for their application
6. Applicants **must close their windows at 10 PM on weekdays and 11 PM on weekends**
7. Applications for unenclosed sidewalk cafés must:
- **Close at 10 PM on weekdays and 11 PM on weekends**
 - Leave **at least 8 feet of space** for pedestrians between the proposed sidewalk café and any object
 - Objects include, but are not limited to: trash receptacles, benches, subway entrances, bus stops, telephone booths/kiosks, mailboxes, lampposts, street trees, bicycle racks, fire hydrants (DCA requires the café to be at least 10 feet away from a fire hydrant)
 - **Include pictures** that clearly demonstrate 8 feet of space for pedestrians
8. **Approved applicants must clearly display official CB6 signage** (available [here](#)) on the front door or window of their establishment with the contact information (work e-mail and work phone number) of an on-premises manager
- This on-premises manager must be responsive to all neighborhood queries and complaints – if there are issues with responsiveness to the community, the BALC Committee Chair will take official actions to address the situation