

**Manhattan Community Board 8's Street Life Committee  
Instruction to Applicants (for Sidewalk Cafe Applications)**

**A. Submission in Advance of the Meeting:**

In order for Committee Members to prepare for the meeting, please provide the Board Office with the following materials **no later than 4 days prior to the scheduled meeting date.**

**PLEASE NOTE: IF THE DOCUMENTS ARE NOT SUBMITTED ON TIME, YOUR APPLICATION WILL BE ADJOURNED TO THE NEXT MEETING.**

1. *The enclosed "Community Board 8 Sidewalk Café Questionnaire"*
2. *The Sidewalk Café Compliance Checklist from your DCA application.*
3. *All relevant plans and diagrams for your establishment required by the DCA.*

All submissions should be made on 8 ½ x 11 or 8 ½ x 14 (legal size) paper only. You may present additional materials (e.g. establishment menus, samples of delivery rider's shirts, etc.) at the meeting itself. It is helpful if you can bring originals of any relevant plans and diagrams, along with photos of the front of your establishment from several angles.

**Hand deliver, express mail, fax or email the above materials to:**

Lovaeta K. Amoako, Community Associate  
Manhattan Community Board 8  
505 Park Avenue, Suite 620  
New York, NY 10022  
Tel: 212-758-4340  
Fax: 212-758-4616  
E-mail: amoako@cb8m.com

**B. Posting and distribution of public notice flyers:**

Please display and distribute copies of the attached flyer on bright colored paper **no later than 4 days prior to the scheduled meeting date.** These flyers should be posted as follows:

1. *Flyer must be visibly posted on the front window or door of the establishment*
2. *Generally post on lampposts, traffic signal posts and utility poles – do not post on trees*
3. *Post on block that faces north, south, east and west of the applicant's premises*
4. *Provide flyers to private residences by slipping flyers under a door or asking a doorman to put the flyer where residents will see it*
5. *A minimum number of 12 flyers must be distributed*
6. *Please notify the Community Board 8 office via electronic mail when this posting is complete*

If you have any questions, please feel free to contact the Community Board 8 office at 212-758-4340.