

Standardized NOTICE FORM for Providing 30-Day Advance Notice to a Local Municipality or Community Board

1. Date Notice Sent: 1a. Delivered by:

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:
For premises outside the City of New York:

New Application Removal Class Change

For premises in the City of New York:

New Application New Application and Temporary Retail Permit Renewal Alteration Removal
 Class Change Method of Operation Corporate Change

For **New** and Temporary Retail Permit applicants, answer each question below using all information known to date
For **Renewal** applicants, answer all questions

For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alteration(s)

For **Corporate Change** applicants, attach a list of the current and proposed corporate principals

For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation

For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type

For **Method of Operation Change** applicants, although not required, if you choose to submit, attach an explanation detailing those changes

Please include all documents as noted above. Failure to do so may result in disapproval of the application.

This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:

3. Name of Municipality or Community Board:

Applicant/Licensee Information:

4. Licensee Serial Number (if applicable): Expiration Date (if applicable):

5. Applicant or Licensee Name:

6. Trade Name (if any):

7. Street Address of Establishment:

8. City, Town or Village: , NY Zip Code:

9. Business Telephone Number of applicant/ Licensee:

10. Business E-mail of Applicant/Licensee:

11. Type(s) of alcohol sold or to be sold: Beer & cider Wine, Beer & Cider Liquor, Wine, Beer & Cider

12. Extent of Food Service: Full Food menu; full kitchen run by a chef/cook Menu meets legal minimum food requirements; food prep area required

13. Type of Establishment:

Seasonal Establishment Juke Box Disc Jockey Recorded Music Karaoke

14. Method of Operation: (check all that apply) Live Music (give details i.e., rock bands, acoustic, jazz, etc.):

Patron Dancing Employee Dancing Exotic Dancing Topless Entertainment

Video/Arcade Games Third Party Promoters Security Personnel

Other (specify):

15. Licensed Outdoor Area: (check all that apply) None Patio or Deck Rooftop Garden/Grounds Freestanding Covered Structure
 Sidewalk Cafe Other (specify):

Chan, Edwin (CB)

From: Shinsen <boweryshinsen@gmail.com>
Sent: Wednesday, December 14, 2022 11:49 AM
To: Stetzer, Susan (CB)
Cc: Chan, Edwin (CB)
Subject: Re: [EXTERNAL] Re: 30 day notice for alteration

Thank you.

On Wed, Dec 14, 2022 at 11:43 AM Stetzer, Susan (CB) <SStetzer@cb.nyc.gov> wrote:

This will not require attendance at the meeting. We will write a letter of no objection

Susan Stetzer
District Manager
Community Board 3, Manhattan
212-533-6015

[sstetzer@cb.nyc.gov](mailto:ssstetzer@cb.nyc.gov)

www.cb3manhattan.org

From: Shinsen <boweryshinsen@gmail.com>
Sent: Wednesday, December 14, 2022 11:41 AM
To: Chan, Edwin (CB) <echan@cb.nyc.gov>
Cc: Stetzer, Susan (CB) <SStetzer@cb.nyc.gov>
Subject: Re: [EXTERNAL] Re: 30 day notice for alteration

You don't often get email from boweryshinsen@gmail.com. [Learn why this is important](#)

Not at all.

On Wed, Dec 14, 2022 at 11:40 AM Chan, Edwin (CB) <echan@cb.nyc.gov> wrote:

will this alteration change the number of table/seating?

Edwin Chan, Senior Community Associate

Community Board 3, Manhattan

59 East 4th Street - New York, NY 10003

echan@cb.nyc.gov - 212.533.5300 x203

<http://www.cb3manhattan.org/>

Please visit the CB3 website to join the e-mail list.

From: Shinsen <boweryshinsen@gmail.com>
Sent: Wednesday, December 14, 2022 11:33 AM
To: Chan, Edwin (CB) <echan@cb.nyc.gov>
Subject: [EXTERNAL] Re: 30 day notice for alteration

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Forward suspect email to phish@oti.nyc.gov as an attachment (Click the More button, then forward as attachment).

Hello Edwin,

Thank you for your email. I am planning to move the bar to take up the front portion of the current sushi counter where we will

Utilize the existing bar counter. There will be no structural changes to the current bar and the sushi chefs will move to the other end of the counter.

The sushi bar is currently too large and this move will increase our efficiency and output. There will be no changes to the menu.

The SLA considers moving a bar within the restaurant as an alteration and notice to the community board. My move requires very little actual physical alterations.

Best regards,

Tony

On Wed, Dec 14, 2022 at 10:44 AM Chan, Edwin (CB) <echan@cb.nyc.gov> wrote:

Hi Tony,

We received your 30-day notice for an alteration. Please let us know what the alteration is. Please respond to this email. Thank you.

Edwin Chan, Senior Community Associate

Community Board 3, Manhattan

59 East 4th Street - New York, NY 10003

echan@cb.nyc.gov - 212.533.5300 x203

<http://www.cb3manhattan.org/>

Please visit the CB3 website to join the e-mail list.

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Tony Bo Chan

Owner

Bowery Gyokai LLC dba Shinsen

44 Bowery NY, NY 10013

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