

**COVID-19 STATE OF EMERGENCY
MUNICIPALITY APPLICATION TO TEMPORARILY EXTEND LICENSED
PREMISES TO A MUNICIPAL STREET, SIDEWALK, OR OTHER
OUTDOOR AREA**

Instructions to Municipalities: All fields below must be completed and submitted to the Authority. Include with your submission a detailed supervision and control plan to describe how licensees, to which you are extending space, will adhere to the Alcoholic Beverage Control Law. * A comprehensive, detailed, diagram must be included to identify each licensee's space which depicts how the licensed premises will be extended (including dimensions) and how it will be delineated as separate from other non-licensed areas. Additionally, this completed application must include a list of all on-premises establishments for whom you are granting permission to extend their premises onto municipal property. Information collected by the municipality, for each licensee, should include the following:

- Licensee Name and DBA (If applicable)
- Serial Number of the Licensee
- Licensee Address
- Licensee Certification (in the attached form)

To Be Filled Out By Municipality:

**Municipality Name:
(City, Town, Village)**

Name of Municipal Contact:

Title:

Contact E-Mail:

Contact Telephone:

certifies that he/ she is

Name

Title

of the municipality listed above. By submitting this application to the Authority, the municipality listed above acknowledges that they are granting an easement to the licensees included in the attached list to extend their premises onto municipal property. By doing so, each municipality agrees to cooperate with the Authority in policing the conduct of the licensee on the extended premises detailed in the documents required with this application.

Date

(Signature of Municipal Representative)

***DESCRIBE IN DETAIL HOW THE LICENSEE INTENDS TO EXPAND THEIR PREMISES. ONE DIAGRAM CAN BE USED TO ILLUSTRATE THE LAYOUT OF MULTIPLE LICENSEES IF APPLICABLE. PLANS SHOULD INCLUDE DETAILS ON HOW THE NEW SPACE WILL BE CONTAINED. YOU MUST ATTACH AND SUBMIT A DIAGRAM SHOWING THE EXPANSION (WITH DIMENSIONS), AND THE TABLE/CHAIR CONFIGURATION. ANY MUNICIPAL OWNED PROPERTY SHOULD BE CLEARLY IDENTIFIED.**

THIS APPLICATION MUST BE SUBMITTED BY THE MUNICIPALITY GRANTING PERMISSION TO THE LICENSEE AND SHOULD INCLUDE:

- **COMPLETED APPLICATION**
- **DETAILED DIAGRAMS**
- **SUPERVISION AND CONTROL PLAN**
- **LIST OF APPROVED LICENSEES
WITH ASSOCIATED DETAILS**
- **LICENSEE CERTIFICATION**

THE DOCUMENTS LISTED ABOVE, AND ANY ATTACHMENTS, MUST BE SENT TO THE FOLLOWING E-MAIL ADDRESS TO BE CONSIDERED:

temporaryalterations@sla.ny.gov

SUBMISSIONS MUST INCLUDE THE MUNICIPALITY NAME IN THE "SUBJECT" LINE.