

FASTRACK SERVICE APPLICANT ACKNOWLEDGEMENT

As the applicant for a permit for work on the landmarked property referenced on the attached Application Form, I acknowledge that:

1. I have reviewed the FasTrack service requirements on LPC’s website.
2. I understand that a permit can be issued within 10 days ONLY IF I have submitted a complete application, which includes all of the required descriptive materials below.
3. I have completed the below checklist associated with the proposed work type.
4. There are no outstanding LPC violations on the subject property.

NAME	FIRM
ADDRESS	CITY, STATE, ZIP
SIGNATURE	DATE

APPLICATION CHECKLIST FOR THRU-WINDOW HVAC UNITS ON SECONDARY AND NON-VISIBLE FAÇADES

LPC can FasTrack permits for through-window HVAC equipment that isn’t visible from any public thoroughfare and if it’s installed in an existing opening, its louvers are finished to blend with the building’s fenestration patterns, it’s installation does not affect the building’s significant architectural features or decorative masonry and the building’s existing windows are not “special windows”. **Please note your project will not be eligible for FasTrack Service if there are outstanding LPC violations against the property where the work is proposed.**

For FasTrack service, you’ll need to submit:

- A permit application form signed by the owner of the building
- Photo(s) of building indicating the proposed unit location(s)
- Site plan, building footprint plan, block plan, or Sanborn map showing the location of the work
- Elevation drawing showing unit's relationship to window(s) and dimensions of existing grille
- Section drawing showing grille set within the opening color sample of the grille, or indication of the color to be used to match the window frames