

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 WINDOW/DOOR OPENING MODIFICATIONS ON NON-VISIBLE FAÇADES

LPC can FasTrack permits for modifying existing window and/or door openings on facades that are not visible from any public thoroughfare, as long as the alterations have no effect on the building’s significant features or decorative masonry and do not involve replacing “special windows” or the top floor windows of the rear façade of rowhouses.

Modifications can include enlarging the opening in height or width, reducing the opening in height or width, and combining two or more horizontally adjacent window openings provided that the new window opening is in the same room and is not enlarged more than 10 percent in height. **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
- A block plan or site plan showing the window(s)/door(s) will not be visible from any surrounding street
- Photo of the window/door opening(s) proposed to be modified
- Elevation drawing of existing and proposed new window/door opening(s)
- Two copies of Department of Buildings filing drawings signed and sealed by an architect or engineer