

INSTRUCTIONS FOR FILING

Work that Requires LPC Approval: If an owner wishes to perform any work on a designated landmark or on a property in a designated historic district, he or she must obtain a permit from the Landmarks Preservation Commission ("LPC") approving such work before carrying it out. The LPC reviews the proposed work to determine its effect on the significant features of the property and, in a historic district, its effect on nearby designated properties.

Applications: An application consists of an application form and all other information necessary to describe the proposed work adequately. Only complete applications can be processed. If, upon review, the LPC staff finds that an application is incomplete, the staff will send a checklist of materials to the applicant, indicating what additional materials are required. An application that remains incomplete three months after the applicant has been notified by LPC staff that additional materials are required to complete the application shall be deemed to be withdrawn.

The LPC uses a single application form. Any person seeking to perform alterations, construction, reconstruction, demolition or minor work on a landmark (including work on an interior landmark or a landmark site) or in a historic district must complete the application form in order to secure a permit. Filing may be done by mail or in person.

All application forms must be signed by the owner of the property. An application for work on or in a cooperative building must be signed by the President or other appropriate officer of the Co-op Board. An application for work on or in the portions of a condominium building in common ownership must be signed by the President or other appropriate officer of the Condominium Association. The signature of the managing agent of the building is not sufficient, unless the managing agent is also the President or other appropriate officer of the Co-op Board or Condominium Association. An application for work on or in an individual condominium unit must be signed by the owner of that unit. An attorney may sign on behalf of the building owner if the attorney has power of attorney for the owner, provided that the attorney notes (below his or her signature) that he or she has power of attorney. Owners and their architects are encouraged to consult with LPC staff after filing an application form.

Descriptive materials will usually have to be submitted to complete the application. The applicant should use photographs, drawings, photo-montages, material samples and written specifications to explain and describe the **Existing Condition** of the building, the **Proposed Condition** of the building, and, if the information is available, the **Historic or Original Condition** of the building.

Depending on the type of work proposed, the descriptive materials submitted for the application should include floor plans, elevations, sections, perspective views, and/or details of building elements. In a historic district, photographs showing the building in the context of the nearby designated buildings and the surrounding streetscape are required.

Types of Permits

A CERTIFICATE OF NO EFFECT ON PROTECTED ARCHITECTURAL FEATURES (a "CNE") is issued when the proposed work requires a Buildings Department permit but does not affect the significant, protected architectural features of a designated building. For example, the LPC staff may issue a CNE for projects requiring alterations to an undesignated interior or to non-significant features of a rear wall. The LPC has 30 working days from the date that the LPC staff certifies the application is complete to process a CNE. However, the issuance of a CNE usually takes less time.

A PERMIT FOR MINOR WORK (a "PMW") is issued for work on protected architectural features of a designated property when a Buildings Department permit is not required. LPC staff may issue a PMW for projects such as exterior painting, replacing doors or window sashes, installing storm windows, or masonry restoration. A member of the LPC staff may need to visit the site before issuing a PMW. The LPC has 20 working days from the date that the LPC staff certifies that the application is complete to process a PMW.

A CERTIFICATE OF APPROPRIATENESS (a "COFA") is issued for work that requires a Buildings Department permit and affects the significant, protected features of a building, or when any proposed changes cannot be found to be appropriate by the LPC staff. A CofA may be issued only after the proposal has been brought to a public hearing before the LPC and has been formally approved and, where applicable, any conditions of the approval have been satisfied. The LPC holds public hearings on C of A applications on Tuesdays, two or three times each month. In order to be considered at a public hearing, an application must be filed and certified as complete by the LPC staff during the month preceding that public hearing. The applicant is required to contact their local community board before the public hearing. When an applicant's work requires a C of A, the LPC must make a determination on the application within 90 working days of the date that the LPC staff certifies that the application is complete.

NOTE: All new buildings proposed to be built in historic districts, and most enlargements to existing designated buildings, require a Certificate of Appropriateness. All applicants must file plans for such projects with the Buildings Department and submit to the LPC an Objection Sheet from the Buildings Department in order for the LPC staff to certify the application as complete and calendar the application for a public hearing.

APPLICATION FORM

FOR WORK ON DESIGNATED PROPERTIES

*This application will not be deemed complete until it is so certified by the Landmarks Preservation Commission. An application consists of an application form and the materials necessary to describe the project fully. If being submitted in response to a **Warning Letter** or **Notice of Violation**, please enter the number below. Please print or type all items. If not applicable, mark N.A.*

STAFF USE ONLY	LPC DOCKET # _____	DATE RECEIVED _____	STAFF _____
	ACTION <input type="checkbox"/> PMW <input type="checkbox"/> CNE <input type="checkbox"/> COFA <input type="checkbox"/> REPORT <input type="checkbox"/> OTHER: _____		WORK TYPE _____

DESIGNATED PROPERTY

ADDRESS _____	FLOOR OR APARTMENT # _____
BOROUGH _____	ZONING _____
BLOCK _____	LOT _____

WARNING LETTER / NOV # (IF WORK IS TO ADDRESS A VIOLATION) _____

DESCRIPTION OF WORK
(CHECK ALL THAT APPLY)

<input type="checkbox"/> INTERIOR ALTERATIONS	<input type="checkbox"/> ROOFTOP OR REAR YARD ADDITION: VISIBLE? ____ (YES OR NO)	<input type="checkbox"/> SIDEWALK OR STREET PAVING
<input type="checkbox"/> RESTORATION WORK	<input type="checkbox"/> AWNINGS / SIGNAGE / LIGHTING	<input type="checkbox"/> BARRIER-FREE ACCESS
<input type="checkbox"/> REPLACE WINDOW(S) OR DOOR(S)	<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> SIDEWALK CAFE
<input type="checkbox"/> THRU-WALL / WINDOW AIR CONDITIONING EQUIPMENT	<input type="checkbox"/> STOREFRONTS	<input type="checkbox"/> TEMPORARY INSTALLATION(S)
<input type="checkbox"/> ROOFTOP OR REAR YARD HVAC	<input type="checkbox"/> NEW WINDOW OR DOOR OPENING	<input type="checkbox"/> OTHER: _____

IS THIS APPLICATION TO AMEND OR EXTEND AN EXISTING PERMIT? NO YES, DOCKET # _____

IS THIS APPLICATION A REQUEST FOR A NOTICE OF COMPLIANCE (SIGN OFF)? NO YES, DOCKET # _____

IS THERE AN EASEMENT ON THE PROPERTY? NO YES (PLEASE PROVIDE CONTACT INFORMATION FOR EASEMENT HOLDER ON SEPARATE SHEET)

ARE YOU APPLYING TO ANY OF THE FOLLOWING? DEPT. OF BUILDINGS CITY PLANNING COMM. BOARD OF STANDARDS AND APPEALS

TENANT / LESSEE / CO-OP SHAREHOLDER

NAME, TITLE, AND FIRM (IF APPLICABLE) _____

ADDRESS _____ CITY, STATE, ZIP CODE _____

PHONE (DAY) _____ FAX _____ EMAIL ADDRESS _____

ARCHITECT / ENGINEER / CONTRACTOR (IF APPLICABLE)

NAME, TITLE, AND FIRM (IF APPLICABLE) _____

ADDRESS _____ CITY, STATE, ZIP CODE _____

PHONE (DAY) _____ FAX _____ EMAIL ADDRESS _____

PERSON FILING APPLICATION (E.G., EXPEDITOR, ATTORNEY, MANAGING AGENT)

NAME, TITLE, AND FIRM (IF APPLICABLE) _____

ADDRESS _____ CITY, STATE, ZIP CODE _____

PHONE (DAY) _____ FAX _____ EMAIL ADDRESS _____

I am the owner of the above-listed property. I am familiar with the work proposed to be carried out on my property and give my permission for this application to be filed. The information entered is correct and complete, to the best of my knowledge.

NAME, TITLE, AND FIRM (IF APPLICABLE) _____

OWNER For applications for work on or in a cooperative or condominium building, the "owner" is the Co-op Board or Condominium Association. An officer of the Co-op Board or Condominium Association must sign this application. Please consult the Instructions for Filing for additional information.

COMPANY, CORPORATION, OR ORGANIZATION (IF APPLICABLE) _____

ADDRESS _____ CITY, STATE, ZIP CODE _____

PHONE (DAY) _____ FAX _____ EMAIL ADDRESS _____

SIGNATURE

SIGNATURE OF OWNER

DATE