



# The New York City Landmarks Preservation Commission

1 Centre Street, 9th Floor North New York NY 10007 (212) 669-7855 Fax (212) 669-3844  
http://nyc.gov/landmarks



## APPOINTMENT REQUEST FOR RECORDS ACCESS

Date: \_\_\_\_\_

OFFICE USE-- # \_\_\_\_\_

PLEASE TYPE OR PRINT

NAME	DAYTIME TELEPHONE	
AFFILIATION	REPRESENTING	
FAX	E-MAIL ADDRESS	
ADDRESS	APT. NO.	
CITY	STATE	ZIP CODE

**IDENTIFICATION:**

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Property Owner       | <input type="checkbox"/> Managing Agent           | <input type="checkbox"/> Journalist  |
| <input type="checkbox"/> Owner Representative | <input type="checkbox"/> Archaeologist            | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Architect            | <input type="checkbox"/> Architectural Historian  | _____                                |
| <input type="checkbox"/> Engineer             | <input type="checkbox"/> Civic Organization       | _____                                |
| <input type="checkbox"/> Lawyer               | <input type="checkbox"/> Community Resident       | _____                                |
| <input type="checkbox"/> Student/School       | <input type="checkbox"/> Gov't. Employee/Official | _____                                |

**SUBJECT/S OF INQUIRY:**

Site Name(s) and Address(es) \_\_\_\_\_ Docket/Permit #/s \_\_\_\_\_

\_\_\_\_\_

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ / Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**MATERIAL REQUESTED:** \*If you check multiple boxes it may involve multiple departments & there may be delays. If you are unsure of what you seek contact the Public Information Officer at 212 669-7817 before sending in this form.

Permit Copy. Docket # \_\_\_\_\_ Permit # \_\_\_\_\_ (if known). \*Some Permits are available online at <http://www.citylaw.org/cityadmin.php>

Files/Building Plans related to a Permit request to modify a landmarked building. \*Original building plans are all at the Dept. of Buildings.

Copies of Public Hearing Tapes related to requesting a permit to do work on a designated property.

Designation Reports, Historical Info., Historic District Maps etc. \*Some reports online- <http://www.nyc.gov/html/lpc/html/forms/reports.shtml>

Copies of Designation Photos. \*The Municipal Archives has the older 1940s Tax Photos at <http://nyc.gov/html/records/html/taxphotos/home.shtml>

Pre-Designation Research Files (Letters requesting designation, Public Hearing Tapes where Landmarking was discussed etc.)

Archaeological Reports –Further Information- [http://www.nyc.gov/html/lpc/html/faqs/faq\\_archaeology.shtml](http://www.nyc.gov/html/lpc/html/faqs/faq_archaeology.shtml)

Enforcement Files \*If you just want copies of Violations call 212 669-7950.

Environmental Review Records –Further Information - [http://www.nyc.gov/html/lpc/html/faqs/faq\\_ereview.shtml](http://www.nyc.gov/html/lpc/html/faqs/faq_ereview.shtml)

Further Details/Other \_\_\_\_\_

**PURPOSE OF INQUIRY**

- Preparation for Permit Application/ upcoming Public Hearing/Meeting on what date? \_\_\_\_\_
- Research for paper, article, book or report (explain) \_\_\_\_\_

I would like an appointment at a mutually convenient time. I can be reached at the telephone number or e-mail address above. In signing this form I agree to observe the procedures for use of Landmark Preservation Commission materials as described by Commission Staff.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**ROUTED TO:**

- / Research Department
- / Preservation Department
- / Legal Department
- / Archaeology Department
- / Environmental Review

APPOINTMENT DATE AND TIME: \_\_\_\_\_

COPIES SENT: Yes \_\_\_\_\_ No \_\_\_\_\_

COMPLETE: Yes \_\_\_\_\_ No \_\_\_\_\_

## **PROCEDURES FOR THE USE OF LANDMARKS PRESERVATION COMMISSION MATERIALS**

The Landmarks Preservation Commission is responsible for safeguarding the architectural, historical and cultural heritage on New York City. It maintains records relating to the identification, designation, alteration and preservation of New York City Landmarks. The Commission is pleased to assist you but asks that you observe the following procedures to ensure the protection of their records.

1. Visitors must make an appointment in advance by filling out and returning the Appointment Request form. A Staff Member will contact visitors to schedule the appointment.
2. Visitors must sign the register for each visit.
3. Identification may be required.
4. *Users damaging, removing or altering records will be subject to use restrictions and penalties applicable to destruction of public property.*

### **DOCUMENT RESEARCH AREA PROCEDURES**

1. When records access applications are received, a staff member will call the applicant to arrange a mutually convenient time for record reviewed. The requested records will be pulled and available for the day of your appointment.
2. Smoking, eating and drinking are NOT permitted.
3. Commission records are sometimes fragile. Do not write upon, mark, lean, or otherwise mishandle them. Any damaged materials should be reported to Staff. Please preserve the existing order of the material and do not remove items for any reason.

### **REPRODUCTION PROCEDURE AND COSTS**

1. Staff will provide colored clips for marking pages to be photocopied.
2. Visitors ARE NOT ALLOWED TO OPERATE THE Commission's photocopying machines. Staff will arrange for photocopies to be made as soon as possible (usually within one week.)
3. **The fee schedule for photocopies is:**  
Photocopies: \$.25 per page (per side) + tax  
Tax is additional (tax exempt organizations must provide New York State tax exempt certificate.)  
**ALL FEES MUST BE PAID BY CHECK OR MONEY ORDER** at the time the photocopy order is placed.

### **PUBLICATION AND CITATION**

If photographs or other material deriving from the Landmarks Commission are printed, published or quoted, appropriate credit should be given. The suggested citations are:

- Photo Credit:            Photographer's name, if known, N.Y.C. Landmarks Preservation Commission, year if known.
- Research Credit:        Landmarks Preservation Commission [*Name of Landmark*] *Designation Report* [LP-0000], New York, City of New York [year]. Prepared by [*Staff Member's Name*].

### **MAILING INFORMATION**

**Mail to: Public Information Specialist  
Landmarks Preservation Commission  
Municipal Building  
1 Centre Street, 9<sup>th</sup> Floor North  
New York, NY 10007  
212-669-7817**

The Commission would appreciate receiving copies of any reports papers, articles and published or unpublished research on the history, architecture and culture of New York City.

Updated: 3/07/06