



The New York City Landmarks Preservation Commission

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<http://nyc.gov/landmarks>



Documentation Requirements for Request for Historic Clearance (Architectural and Archaeological) submitted to the Environmental Review Department

1. Address of property, including house numbers or ranges of numbers or each lot in the project area. When no address is available (e.g. for empty lots), house numbers of the nearest adjacent structures should be provided. A.K.A.'s should also be indicated.
2. Block(s) and lot(s) of property.
3. Nearest cross streets to property.
4. A land map with building outlines and addresses shown, such as the Sanborn Map. Boundaries of the project should be indicated, and a circle describing a 400' radius drawn around it. The New York City Map Portal <http://gis.nyc.gov/doitt/mp/Portal.do>, may be used for project site location and identification.
5. One set of color or black and white photographs, minimum size 3"x5", should be provided illustrating existing conditions of the project site and its visual context. The point at which each photo was taken should be indicated on the Sanborn or land map by a numbered circle with an arrow showing the direction in which the camera faced. The photograph should be numbered to correspond. The photographs may be digitized; however, large files should be submitted in CD form.

The required photographs are:

- Full view of each facade of each existing building on the project site.
 - Full view of each existing vacant lot on the project site.
 - If the project site is vacant or partially vacant, full view of the facade of each building adjoining the project site.
 - Views of buildings and lots that provide the architectural and visual context of the project site, including views towards the project site from all directions and view of frontages across the street from the project site.
6. If the project site is on or adjacent to a New York City landmark, or a National or State Register listed property, or a property determined eligible for Federal, state, or local designation or listing, the following must be provided: existing and proposed site plans and architectural elevations incorporating the historic resource and the proposal.