



INSTRUCTIONS FOR FILING F-1

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. 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has been notified by LPC staff that additional materials are required to complete the application shall be deemed to be withdrawn.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.

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. Filing may be done by mail or in person. There is no filing fee.

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.

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.

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 "C of A") 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 C of A 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 customarily holds public hearings on C of A applications on the fourth Tuesday of each month. In order to be considered at a public hearing, an application usually must be filed and certified as complete by the LPC staff during the last week of the month preceding that public hearing. The applicant should also contact the local community board before the public hearing; the community board may ask the applicant for more information about the application.

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.

SPECIAL PERMITS

DRAWINGS	<input type="checkbox"/> ELEVATIONS <input type="checkbox"/> Existing Condition <input type="checkbox"/> Original Condition <input type="checkbox"/> Proposed Condition	<input type="checkbox"/> DETAIL DRAWINGS <input type="checkbox"/> Original Condition <input type="checkbox"/> Proposed Condition
	<input type="checkbox"/> FLOOR PLANS <input type="checkbox"/> Existing Condition <input type="checkbox"/> Original Condition <input type="checkbox"/> Proposed Condition	<input type="checkbox"/> MAP SHOWING PROJECT'S LOCATION IN THE HISTORIC DISTRICT Historic district maps can be obtained from the LPC.
	<input type="checkbox"/> SECTIONS <input type="checkbox"/> Existing Condition <input type="checkbox"/> Original Condition <input type="checkbox"/> Proposed Condition	<input type="checkbox"/> SITE PLAN SHOWING THE PROJECT'S LOCATION ON THE BLOCK OR IN THE CONTEXT OF ITS SURROUNDING LANDSCAPE
SAMPLES	<input type="checkbox"/> OF ALL PROPOSED MATERIALS <input type="checkbox"/> Stone <input type="checkbox"/> Brick <input type="checkbox"/> Terra Cotta <input type="checkbox"/> Cast Stone <input type="checkbox"/> Concrete	<input type="checkbox"/> SIGHTLINE DRAWINGS <input type="checkbox"/> From a point where addition is most visible <input type="checkbox"/> From extreme points where addition first becomes visible
	<input type="checkbox"/> CHIPS OF ALL PROPOSED COATINGS, PAINTS, VARNISHES, ETC.	<input type="checkbox"/> Mortars <input type="checkbox"/> Asphalt Shingle <input type="checkbox"/> Metal Roofing <input type="checkbox"/> Cast Iron <input type="checkbox"/> Wrought Iron
	<input type="checkbox"/> SAMPLES OR FULL SIZE CONSTRUCTION DETAILS <input type="checkbox"/> Windows <input type="checkbox"/> Storefronts	<input type="checkbox"/> Fiberglass <input type="checkbox"/> Tile <input type="checkbox"/> Wood <input type="checkbox"/> Cornices <input type="checkbox"/> Doors <input type="checkbox"/> Fences <input type="checkbox"/> Gates
PHOTOGRAPHS	<input type="checkbox"/> EXISTING CONDITION OF: <input type="checkbox"/> Walls <input type="checkbox"/> Doors	<input type="checkbox"/> Windows <input type="checkbox"/> Roof
	<input type="checkbox"/> EXISTING CONDITION IN CONTEXT OF ITS SURROUNDINGS	<input type="checkbox"/> Facade
	<input type="checkbox"/> PROPOSED CONDITION IN CONTEXT OF ITS SURROUNDINGS IN PHOTO MONTAGE FORM	
	<input type="checkbox"/> PROPOSED PROJECT FROM _____ IN PHOTO MONTAGE FORM	
DETAILS	<input type="checkbox"/> EXISTING CONDITIONS WITH ADDITION DRAWN IN <input type="checkbox"/> From a point where addition is most visible <input type="checkbox"/> From extreme points where addition first becomes visible	
	<input type="checkbox"/> JOINT OF NEW CONSTRUCTION TO OLD	<input type="checkbox"/> INSTALLATION OF _____
	<input type="checkbox"/> ATTACHMENT OF SIGN(S) <input type="checkbox"/> To Original Fabric	<input type="checkbox"/> REMOVAL OF _____
SPECIFICATIONS	<input type="checkbox"/> BROWNSTONING	<input type="checkbox"/> EXTERIOR CLEANING
	<input type="checkbox"/> WATERPROOFING	<input type="checkbox"/> REPOINTING
OTHER	<input type="checkbox"/> EXTERIOR PAINT REMOVAL	<input type="checkbox"/> PAINTING
	<input type="checkbox"/> OBJECTION SHEET FROM THE BUILDINGS DEPARTMENT	