

## **DISTRICT MASTER PLAN FOR THE FIELDSTON HISTORIC DISTRICT**

### **1. Introduction**

(a) The Fieldston Historic District was designated a New York City historic district by the Landmarks Preservation Commission (the “Commission”) on January 10, 2006. As a result, the Commission must approve work on, or modifications to, buildings, other improvements, such as fences and paving, and landscape improvements within the boundaries of the historic district. This District Master Plan for the Fieldston Historic District (the “Master Plan”) will govern certain types of alterations to buildings, other improvements and landscape improvements within the Fieldston Historic District, and authorizes the staff to approve such work if it meets the requirements of the Master Plan. In particular, the Master Plan will govern certain additions to buildings, outbuildings and other new construction.

Work that is not covered by the Master Plan may be subject to the Commission’s existing rules. Certain work may be eligible for a staff-level permit as set forth in Title 63 of the Rules of the City of New York. Work that does not meet the requirements of either this Master Plan or the rules in Title 63 must be approved by the full, eleven-member Commission at a Certificate of Appropriateness public hearing.

#### (b) Description of the District

The Fieldston Historic District contains 257 houses and related structures set amidst a varied topography of winding tree-lined streets and dramatic rock outcroppings on a 140 acre development in the Riverdale section in the northwest Bronx. The houses in the historic district were built as part of a romantically planned suburb developed by the Delafield Estate. The layout was finalized in 1914 by engineer Albert Wheeler based on recommendations made by Frederick Law Olmsted and James R. Croe who surveyed the area in 1876. The district is characterized by an eclectic variety of residential styles including variants of the Colonial Revival, Craftsman, various picturesque revivals including Medieval, Tudor, and Mediterranean, as well as formal modernist houses. Because a large number of the houses were designed by a few architects, the district has visual consistency. Many of the architects who designed homes in Fieldston were well-respected and well-known home designers of the early decades of the 20<sup>th</sup> century and include Dwight James Baum, Julius Gregory, and W. Stanwood Phillips. One house in the district was designed by the prominent architectural firm McKim, Mead and White. The Fieldston Historic District survives today as a rare, largely intact example of a romantic planned suburban community that has evolved over time. The stylistically varied suburban residences, the distinctive topography and the landscaped setting create a distinct sense of place and give the district its special character. More information about the Fieldston Historic District can be found in the designation report, which is available on the Commission’s website at [www.nyc.gov/landmarks](http://www.nyc.gov/landmarks).

## **2. Statement of Regulatory Policy.**

The Master Plan is premised on the following regulatory principles:

As described in the designation report for the Fieldston Historic District, which contains entries for every building in the district, the Commission finds that the houses and other structures which are identified in the designation report by a particular style make a significant architectural contribution to the Fieldston Historic District. Houses and other structures, whose style is designated as “none”, do not make a significant contribution to the historic district. Consequently, the Master Plan provides greater flexibility for approving changes or additions to the latter structures.

The Commission also finds that significant landscape improvements contribute to the unique and special character of the Fieldston Historic District. These landscape improvements include rock outcroppings, stone retaining walls and steps, bluestone and concrete sidewalks and bluestone curbs.

Finally, because of its unusual and special topography, the Commission notes that houses in the Fieldston Historic District can be seen in part from many different viewpoints. Unlike in traditional row house districts, the sides, rears and even tops of houses can be seen from Commonly Accessible Thoroughfares. This visibility is further complicated by the heavily wooded character of the district, which means that means that visibility is often seasonal, partial, at oblique angles and from great distances.

The changes permitted in the Master Plan acknowledge these special conditions. The criteria for staff approvals ensure that staff approvals will have no effect on protected architectural and landscape features, will not detract from the special character of the historic district, and are otherwise always appropriate to the buildings and the historic district.

## **3. Special Natural Area.**

The Fieldston Historic District is subject to the Special Natural Area (“SNA”) requirements set forth in Article 10, Chapter 5 of the city’s Zoning Resolution. This zoning classification is designed to protect outstanding natural features or areas of natural beauty. Most types of development or work, including development of a new building or structure, an enlargement to an existing building or structure, changes to grade, drainage, tree cover, or other natural features, require the approval by the Department of City Planning or the City Planning Commission. To enhance coordination between the LPC and the DCP and CPC, applicants seeking an approval pursuant to this Master Plan for work that involves new or changes to existing landscape or hardscape features, must first obtain a staff sign-off from the DCP staff with respect to consistency with the SNA. Compliance or consistency with the SNA rules shall not be binding on the LPC staff, and approvals pursuant to this Master Plan shall be granted solely based on the standards and criteria set forth herein.

**4. Fieldston Property Owners Association (“FPOA”).**

Fieldston was developed according to a comprehensive plan established by the developers, which included private streets and other rights of way controlled by the homeowners association, the FPOA. Because the streets and, in many cases, areas of yards abutting the streets, are privately owned and controlled by the FPOA, applications to perform work in the streets or yards owned or controlled by the FPOA must be accompanied by a letter from the FPOA approving of the proposed work. Nothing in this Master Plan is intended to change, affect or alter the FPOA’s right to control and regulate use of, and access to, such streets and other property owned or controlled by FPOA.

**5. Definitions.**

"Addition" shall mean an extension or increase in the floor area or change in height of an existing building, or part of a building, that increases its external dimensions.

"Commission" shall mean the New York City Landmarks Preservation Commission as established by Section 3020 of the New York City Charter.

"Commonly Accessible Thoroughfare" shall mean any right of way including, but not limited to, a street, sidewalk, public park, path, and easement that is commonly accessible to Fieldston residents and members of the public.

“Contributing Building” shall mean a building in the Fieldston Historic District which is identified by a style in the Designation Report. In addition, a new building or a building with a substantial addition or modification approved by the Commission shall be deemed a Contributing Building for purposes of the master plan.

"Demolition" shall mean the dismantling or razing of all or part of an existing Improvement or Significant Landscape Improvement.

Distinctive Building Material” shall include fieldstone, half-timbering, heavily textured stucco, decorative or patterned brickwork, slate and ceramic tile, terra cotta and decorative shingle.

“Fence” shall mean all fences of whatever material but shall not include fencing designed to delineate planting areas where the proposed fencing is less than 18 inches in height.

"Improvement" shall mean any building, structure, place, work of art or other object constituting a physical betterment of real property, or any part of such betterment other than a Landscape Improvement.

"Landscape Improvement" shall mean a physical betterment of real property or any part thereof, consisting of natural or artificial landscape, including but not limited to grade, terrace, body of water, stream, mature tree, path, walkway, road, plaza, wall,

fence, step, fountain, or sculpture.

"Landmarks Law" shall refer to New York City Charter Section 3020 and Chapter 3 of Title 25 of the Administrative Code of the City of New York.

"LPC" shall mean the Landmarks Preservation Commission acting in its agency capacity to implement the Landmarks Law.

"LPC Staff" shall mean the staff of the Landmarks Preservation Commission.

"Main Entrance Façade" shall mean the façade that contains the building's primary entrance, and that possesses Significant Architectural Features.

"Minimally Visible" shall mean that something is barely or partially visible and does not call attention to itself or detract from any Significant Architectural Features. Visibility is measured from a Commonly Accessible Thoroughfare. For the purposes of determining visibility, the staff may take into account the distance and angle at which the addition becomes visible, and seasonal foliage.

"Non-Contributing Building" shall mean a building in the Fieldston Historic District whose style is designated as "none" in the Designation Report.

"Other Façade" shall mean any façade that is not the main entrance façade.

"Outbuildings" shall refer to any permanent structure, such as a garage or carriage house, gazebo, garden or tool shed, detached from, but dependent on and appertaining to, the main house.

"Permanent Fixture" shall mean a structure, ornament, or equipment that is anchored to the ground structurally, is plumbed for water circulation, or too heavy or massive to be easily moved.

"Permit" shall mean any permit or approval, other than an Authorization to Proceed, issued by the Landmarks Preservation Commission in accordance with the Landmarks Law.

- (1) "PMW" shall mean a Permit for Minor Work as defined by Section 25-310 of the Landmarks Law.
- (2) "CNE" shall mean a Certificate of No Effect as defined by Section 25-306 of the Landmarks Law.
- (3) "CofA" shall mean a Certificate of Appropriateness as defined by Section 25-307 of the Landmarks Law.

"Portable Furniture or Equipment" shall mean small items such as benches, bird baths, art, sculpture, or play equipment that are not anchored structurally to the ground, which can be easily moved because of their weight and size or by the removal of a few

screws or other attachments, and/or are not plumbed for water circulation.

"Significant Architectural Feature" shall mean any character-defining external architectural component of a building, including but not limited to an architectural ornament (such as decorative ironwork), roof, entranceway, porch, Distinctive Building Material (including the kind, color, and texture of the material), and the type and style of any window, door or light.

"Significant Landscape Improvement" shall mean any Landscape Improvement that is a character-defining element in the historic district, contributing to the special aesthetic and historic character for which the district was designated, including but not limited to those Landscape Improvements identified in the Designation Report and mature trees located in the front and side yards.

## **6. Alterations to Buildings.**

### **(a) Additions and Outbuildings.**

- (1) Rear and side yard Additions to Contributing Houses. A proposal to add an Addition at the rear or side yard of a building shall meet all of the following criteria:
  - (i) The Addition is not on a façade that directly faces a Public Thoroughfare.
  - (ii) The Addition would not result in the alteration or loss of Significant Architectural Features.
  - (iii) The Addition is subordinate to and harmonious with the roof line of the existing building, and is at least 18 inches lower than the peak of the roof of the main portion of the house.
  - (iv) The Addition is a second floor addition to an existing one-story addition, and the roof matches the slope of the roof of the main portion of the house.
  - (v) A dormer added to the roof of the main portion of the building will match the existing dormer type in terms of shape, details, material and location or none exist is set back from the edges of the roof by at least two feet, and matches the existing roofing material.
  - (vi) The Addition is set back at least two feet from the main entrance façade. No Addition may be added to an existing one-story addition that preceded designation if the existing addition is not set back from the main entrance façade.

- (vii) The Addition will be designed to match or be harmonious with the original building in terms of massing, materials, details, fenestration, and finish.
  - (viii) The Addition will not result in the loss of or damage to Significant Landscape Improvements, and will be set harmoniously within the existing grading and terracing of the site.
  - (ix) The Addition, excluding decks, will increase the floor area of the original house no more than 15% if on a side elevation, or 20% if on a rear elevation, but in no event shall the staff approve Additions that cumulatively increase the size of the floor area by more than 25% of the floor area of the building at the time of designation. In applying these criteria the staff shall include in its calculations the size of Additions added to the building prior to designation and other staff and Commission-approved Additions.
  - (x) The lot coverage of the house with the Addition will be comparable to other properties on the street and in the immediate vicinity.
  - (xi) The Addition will not significantly alter the massing or orientation of the house.
  - (xii) An unenclosed Addition, such as a porch, may align with the plane of the Main Entrance Facade.
  - (xiii) An existing porch may be enclosed provided the enclosure is highly transparent, the existing columns and posts remain, and there is a significant reveal between the existing columns and posts and the new glass. Enclosing a porch shall be included in determining the overall increase in the floor area of a building set forth in subsection (ix) above.
- (2) Outbuildings to Contributing Buildings. Proposals to add an Outbuilding shall meet all of the following relevant criteria:
- (i) The Outbuilding is less than 100 square feet in floor area, except for garages which may be up to 500 square feet. An application for a garage shall not be approved if construction of the garage would significantly reduce the lot coverage on the site as compared to other lots that front on the street or are in the vicinity.
  - (ii) The Outbuilding is situated in the rear yard of the property, or elsewhere so as not to call undue attention to itself or detract from the main house, and is set behind the plane of the Main Entrance

Facade of the existing building and is subordinate to such building. New garages must be located substantially behind the house.

- (iii) The Outbuilding is lower than the original building and the roof slope and configuration match or are harmonious with the original structure.
  - (iv) The Outbuilding is designed to match or be harmonious with the original house in terms of materials, details, and finish, though substitute materials that closely match the appearance of the original are acceptable.
  - (v) The construction of the Outbuilding will not result in the loss of or damage to Significant Landscape Improvements, and the Outbuilding will be set harmoniously within the existing grading and terracing of the site.
  - (vi) The approval of a detached garage under this subsection shall be included in the floor area calculations for staff approvals under section 6(1)(ix).
- (3) Additions and Outbuildings to Non-Contributing Buildings.
- (i) The work does not increase the overall height of the building, as measured from the highest roof ridge line.
  - (ii) The Addition, excluding decks, will increase the floor area of the building at the time of designation by no more than 30%. In applying this criterion the staff shall include in its calculations the size of Additions added to the building prior to designation and other staff and Commission-approved Additions.
  - (iii) The Addition is not to be added to the main entrance façade, except that a vestibule for a front door may be approved if it meets the following criteria:
    - (1) It is no greater than 30 square feet;
    - (2) It is subordinate and relates to the composition of the primary facade; and
    - (3) It does not change the orientation of the front door.
  - (iv) The proposed materials and finishes shall match the materials and finishes on the existing structure, or blend with the façade materials of contributing structures. For example, if the existing

house has a brick veneer, this veneer may be matched and used at the Addition. Alternatively, wood shingle or stucco, materials typically found at the contributing houses within the district, may be employed in the Addition, if the LPC staff determines that the material will be compatible with that of the existing structure.

- (v) The roof profile shall match the profile of the existing structure or is compatible with the character of the historic district.
  - (vi) The work is otherwise compatible with the massing and form (i.e.: symmetry or asymmetry) of the existing building and the scale of the Addition will not overwhelm the existing building.
  - (vii) The lot coverage of the existing house with the new Addition will be comparable to other properties on the street and in the vicinity.
  - (viii) The work does not adversely affect any Significant Landscape Improvement and will be set harmoniously within the existing grading and terracing of the site.
  - (ix) Outbuildings. Proposals to add Outbuildings shall follow the criteria listed in Section 6(a)(2) of these rules.
- (b) Alterations to Windows. The LPC's window guidelines, as set forth in Title 63, sections 3-01 through 3-04, of the Rules of the City of New York shall apply with the exceptions noted below.
- (1) Replacement Window Sash and Frames on Contributing Buildings.
    - (i) Main Entrance Facade. Replacement windows on the Main Entrance Facade shall replicate the historic sash and frames in terms of configuration, operation, material, finish and details. If no historic documentation on the particular house exists, other houses of similar style in the historic district may be used as models for determining the characteristics of the sash and frames. In the case of leaded glass windows that were replaced prior to designation, a substitute material that recalls the configuration of the historic window may be used in a replacement window.
    - (ii) Other Facades. Replacement windows on a side facade that is not the main entrance façade shall match the historic sash and frames in terms of details, operation, configuration and finish. Special windows, such as leaded glass, shall follow the requirements for replacement windows on the main entrance façade set forth in subsection (i) above. Replacement windows on a rear façade that does not face a street shall match the historic windows in terms of

configuration and finish.

- (2) Replacement Window Sash and Frames on Non-Contributing Buildings.
    - (i) Replacement windows may differ from the existing windows in materials. However, new windows at the main entrance facade must be consistent with the predominant fenestration pattern of the building and regular in shape, pattern and finish.
  - (3) Altering existing window openings and creating new window openings on Non-Main Entrance Facades of Contributing Buildings, and new sash and frames in altered and new window openings.
    - (i) A new window opening and altered window opening on a non-Main Entrance Facade that is visible from a Commonly Accessible Thoroughfare shall be consistent with the style of the building and the symmetry or asymmetry of the original or historic fenestration, and shall not result in destruction or modification of Significant Architectural Features or by their proximity detract from such Significant Architectural Features.
    - (ii) New sash and frames on side facades shall match the original or historic sash and frames in terms of details, operation, configuration and finish. On rear facades not facing a Public Thoroughfare, new sash and frames shall match the original or historic sash and frames in terms of configuration and finish. If the original sash has been replaced, the new sash may match the existing.
  - (4) Altering existing window openings, and creating new window openings on Non-Contributing Buildings, and new sash and frames in altered and new window openings.
    - (i) Altered and new window openings may differ from the existing window openings in size and material. However, altered and new window openings at the Main Entrance Façade must be consistent with the predominant fenestration pattern of the building and regular in shape, pattern and finish.
    - (ii) Sash and frames in altered and new window openings shall be consistent with the existing in terms of configuration and finish.
- (c) Heating, Ventilation and Air Conditioning. No permit is required for installations of HVAC equipment where the installation requires only raising the lower sash of a double-hung window, or opening a casement leaf, transom, hopper or awning window. The LPC's rules governing the installation of heating, ventilation and air conditioning

(“HVAC”) equipment, as set forth in Title 63, section 2-11, of the Rules of the City of New York shall apply with the exceptions noted below.

- (1) Installation of HVAC equipment within window openings.
  - (i) The installation of HVAC equipment within window openings shall be permitted on all facades provided the installation meets all of the following criteria:
    - (A) Only operable sash shall be removed and the frame retained.
    - (B) If an HVAC installation only occupies a portion of a sash, the new partial sash must match the configuration, material and details of the existing.
    - (C) If a sash is removed, or a window altered to accommodate the installation of HVAC equipment, the window shall be restored to its historic condition in the event that the equipment is removed.
- (1) Installation of through-wall HVAC.
  - (i) Through-wall installation of HVAC equipment shall not be permitted on Main Entrance Facades of Contributing Buildings.
  - (ii) Through-wall installation of HVAC equipment shall be permitted on Other Facades of Contributing Buildings and all facades of Non-Contributing Buildings provided the installation meets all of the following criteria:
    - (A) The installation will not result in damage to Significant Architectural Features.
    - (B) The HVAC unit will be mounted with an exterior rimless architectural grille that is mounted flush with the exterior wall and is finished in a manner that matches or blends in with the surrounding facade material. For dryer, kitchen, bathroom and boiler vents that are no more than 144 square inches, a projection of up to 6 inches is permitted.
- (2) Installation of HVAC equipment, including cooling units and piping for split systems, in side or rear yards not facing a Commonly Accessible Thoroughfare is permitted provided the installation meets all of the following criteria:

- (A) The HVAC equipment is not visible or is Minimally Visible from a Commonly Accessible Thoroughfare or is made not visible or Minimally Visible by the installation of a Fence in accordance with section 5 of this Master Plan, or by planting and maintenance of permanent vegetation designed to screen such equipment from view throughout the year.
  - (B) The installation of the HVAC equipment does not damage or eliminate Significant Architectural Features or Significant Landscape Improvements.
- (d) Replacement of Roofing Material. Replacement roofing shall be of the same roofing material as the existing roof or match the style and material of the original or historic roof, except that replacement roofing material that is not the original or historic material shall be upgraded to better recall the historic roofing material in terms of color, texture, size and finish. For example, existing asphalt shingles shall be upgraded with alternative asphalt or other roofing material that better approximates the color, shape, size, reflectivity, texture and details of the historic or original materials.
- (e) Shutters and Doors.
  - (1) Shutters. New shutters shall match the details and finish of the existing shutters. If the building does not have shutters, new shutters may be installed if appropriate to the style of the building. The new shutters shall be proportioned to fit the window opening and shall match the details and finish of shutters appropriate to the architecture of the building. All shutters shall be hinged, but they may be permanently affixed in the open position.
  - (2) Doors. A new door on a Main Entrance Façade of a contributing building shall match the materials, details and operation of the original or historic door or, if the original or historic door does not exist, of other original or historic doors of buildings of the same or similar period and style. New doors on Other Facades shall relate to the architectural style of the building. Storm doors are permitted providing they are installed within the existing door frame, have large glazed areas with no bars or decorative metalwork, and are finished to be harmonious with the finish of the door. A new garage door shall match the finish and details of a historic garage door. The material and operation may differ from a historic garage door.
- (f) Replacement of Synthetic (e.g., metal and vinyl) Siding. New synthetic siding shall not be permitted, except that 25 percent of existing siding may be replaced with new siding that matches the detail and color of the existing. In determining the percentage of grandfathered siding that can be replaced, the staff shall take

into account previous approvals for replacement of siding. If the building was originally constructed with synthetic siding, replacement siding that matches details and color of the original or existing siding shall be permitted.

- (g) Outdoor Lighting. New or replacement light fixtures shall be of a size that is proportional to the scale of the building, shall be finished in a manner that is harmonious with the color and materials palette of the building, and shall be installed in locations that will not cause damage to any Significant Architectural or Landscape Features.
- (h) Telecommunications Equipment. No permit is required for the installation of a conventional television antenna or for a single installation of a satellite dish not more than 24" in diameter, if such dish is installed on the roof of a non-Main Entrance Facade. The installation of other telecommunications equipment shall meet the following requirements:
  - (1) Satellite dishes and antennae of more than 24" in diameter may be installed on a roof or non-Main Entrance Facade if such equipment will be either not visible or Minimally Visible from a Commonly Accessible Thoroughfare and the installation shall not damage or destroy significant historic fabric, including but not limited to slate. Installation of satellite dishes on asphalt roofs or other non-historic roof material is encouraged. Satellite dishes may also be installed on the chimney above the eave of the roof.

## **7. Alterations to Significant Landscape Improvements.**

- (a) General Principles. The design and maintenance of Landscape Improvements was an integral part of the character of Fieldston historically, and such features contribute to the special character of the historic district. Proposed work on Significant Landscape Improvements, including driveways, sidewalks, stone walls and steps, and distinctive yard paving, must be approved by the LPC staff or the Commission.
- (b) The following types of work do not require approval from the Commission:
  - (1) Pruning or planting of trees, hedges or shrubs.
  - (2) Removal of hedges.
  - (3) Planting of seasonal flower beds or vegetable gardens.
  - (4) Installation of garden furniture, ornaments or play equipment.
  - (5) Installation of holiday ornaments.

- (6) Installation of temporary enclosures, such as party tents or structures related to religious observance. For purposes of this subsection, temporary shall mean for a period not to exceed four weeks.
  - (7) Repairing existing paving areas with matching materials.
  - (8) Installation of temporary wood or metal ramps and associated railings that are not permanently attached to the house or steps.
- (c) The LPC staff shall approve the following work if it meets all of the relevant criteria set forth below:
- (1) Modifications to an existing wall, step, path, driveway, railing, Fence, gate, and gate post, permanent garden structure or pavilion, sidewalk or street gutter. The proposed work shall match the existing or historic condition or style in terms of the materials, details, finish and design, or match materials traditionally found throughout the district. In the latter case, the substitute material shall be installed in a manner that is consistent with the installation of such material elsewhere in the district in terms of details, finish and design. For example, driveways may be modified using the existing materials or be replaced with the historic paving material or a paving material traditionally found throughout the district, such as Belgian block, concrete, or asphalt. Porous paving material that resembles historic paving materials in terms of color and texture, will be considered.
  - (2) Construction of new Landscape Improvements.
    - (i) Fencing. Fences visible from a Commonly Accessible Thoroughfare shall be constructed of painted metal that matches the finish and details of historic fences found in the district, or wood. The finished side of a wood fence shall face away from the property. Chain link fences shall be permitted only at the rear of properties where there is no or minimal visibility from Commonly Accessible Thoroughfares.
      - (A) Fences at front lot lines, or the side lot lines in front of the plane of the Main Entrance Façade, shall be no higher than 42” and be of a simple and transparent design. A metal fence shall have a substantially lower solid to void ratio than a wood fence.
      - (B) Fences at rear lot lines, or side lot lines behind the plane of the main entrance façade, shall be no higher than 6 feet, including the height of any retaining wall or curb on which it rests, and be of a simple design without ornamentation except for decorative finials or caps.

- (ii) Driveways, paths, patios, decks and walkways shall be constructed of materials that match the existing or historic paving materials, or materials traditionally found throughout the district.
  - (A) New driveways to new garages shall be no wider than 11 feet and shall be placed to provide the most direct line of access to the garage consistent with the topography and to preserve significant landscape improvements. A driveway may have a turn-around to permit a three-point turn. A new driveway may have a wider dimension as it approaches and meets the garage.
  - (B) New patios shall be appropriately scaled in relation to the building and facade and shall be located in the side or rear yard.
  - (C) Decks may be constructed on a rear or side elevation that is not facing a street. The structure of a deck, including supports, railings and steps, shall be wood, though deck flooring may be stone. Where the floor of the deck is greater than three and a half feet above grade, the piers shall be constructed of substantial wooden posts or stone or masonry. The underside of a deck shall be open with no infill between supports. The size of the deck shall be proportional to the size of the house
- (iii) Stone walls. Stone retaining walls shall be constructed of materials that match the existing or historic materials. Free standing stone walls are not permitted other than around planting beds, which shall be no higher than 8 inches and be constructed of materials that blend into the landscape features, such as natural colored stone or dark masonry. In addition, natural wood may be used around planting beds if appropriate to the style and materials of the house.
- (iv) Swimming pools shall be installed at the rear or side of a property behind the plane of the main entrance façade, and shall be screened by a Fence so that it will either not be visible, or Minimally Visible from Commonly Accessible Thoroughfares.

**8. Procedures.** Applicants shall submit a properly signed application and all necessary materials in support of their application. In accordance with the procedures set forth in the Implementation Rules, the LPC staff shall issue a permit for work that complies with the criteria set forth in the Master Plan. Applications that do not meet the requirements of this Master Plan shall, depending on the work being proposed, be treated as a request for a Certificate of No Effect or Permit for Minor Work or a Certificate of Appropriateness and shall

be processed accordingly. Where the Commission's rules and the provisions of this Master Plan cover the same type of work, the requirements and standards of the Master Plan shall govern, and the LPC Staff shall not issue a permit or approval pursuant to the rules that is inconsistent with the requirements and standards of the Master Plan.