



MAKING CHANGES TO A LANDMARK PROPERTY

An Overview of the Landmarks Preservation Commission's Permit Process



NYC

Landmarks Preservation
Commission

The Landmarks Preservation Commission (LPC) is the mayoral agency responsible for identifying, designating and regulating New York City's landmarks and historic districts.

Since it was founded in 1965, the Commission has extended landmark protection to more than 31,000 sites in all five boroughs, and approves thousands of permits for changes to them each year. Owners or their representatives are required by law to obtain an LPC permit before working on a landmark property.



This brochure provides an overview of the permit application process. Detailed instructions for obtaining a permit for a specific type of work can be found in our Permit Application Guide, available at <http://on.nyc.gov/Xet2u4>

When do I need to get an LPC permit to change my landmark property?

You must obtain an LPC permit before working on a landmark property if the project involves:

- Restoration, alteration or additions to the exterior of a landmark property, including buildings in historic districts
- Interior work that requires a permit from the Department of Buildings
- Changes to interior spaces that are part of a designated interior landmark

If you are unsure whether the change/s you want to make require an LPC permit, please contact LPC at 212-669-7700, or send an e-mail to info@lpc.nyc.gov

How do I apply for a permit?

To obtain a permit, owners or their representatives must file an application with LPC and provide drawings, photos, samples and other materials that describe your project and its effect on the landmark property.

Application forms are available on LPC's website at <http://on.nyc.gov/UoKL36>. After completing the form and including your descriptive materials, you may mail them to us or drop them off at our offices.



What kinds of materials do I need to include with my application?

You need to submit materials that explain the existing condition and how your proposed work does or does not meet LPC's rules. Depending on the type of work you propose, the materials may include the following:

- Color photographs that show the existing conditions of the building
- Historic photographs
- Architectural drawings
- Color and material samples
- Specifications for repair and restoration work

LPC's Permit Application Guide, available on our website <http://on.nyc.gov/Xet2u4>, explains the process and includes checklists of the materials you must submit with your permit application. If you have questions about the types of materials you should submit, please contact LPC at 212-669-7700, or send an e-mail to info@lpc.nyc.gov

What happens to my application after I submit it to LPC?

It's important to note that LPC permit applications are reviewed and approved by either a staff preservationist or the full Commission at a public hearing. Work that meets LPC's rules can be approved by a staff preservationist. Work that does not meet LPC rules must be reviewed by the full Commission. LPC's rules are available on our website at <http://on.nyc.gov/9kytL5>

The following occurs when LPC receives a permit application:

- The staff preservationist reviews the application and determines whether the application can be approved by a staff preservationist, or by the full Commission at a public hearing or requires additional descriptive materials.
- If the proposed work meets LPC's rules and the application includes the required materials, the staff preservationist will issue a permit.
- If the application requires review by the full Commission at a public hearing or if it does not include the correct materials or information, the staff preservationist will contact you to discuss the process.
- If you choose to present your application to the full Commission at a public hearing, the staff preservationist will assist you through the process.



What if my permit application requires a review by the full Commission at a public hearing?

If you've chosen to present your project to the full Commission at a public hearing, your assigned staff preservationist will assist you through the process and ensure your presentation successfully explains your proposal.

You can expect the following to occur:

- Your assigned staff preservationist will contact you to arrange a consultation about your proposal and the required materials.
- After you submit all of the required materials, a date for the next available public hearing will be scheduled, at least one month later.
- You must contact the local community board where the property is located, and schedule an appointment to present your project to the community board before you present it to the full Commission.
- At the LPC public hearing, you will present your proposal, and the public is given the opportunity to comment on it. Immediately after, the Commission will discuss the project and either approve, deny or modify the project. Revisions are considered at a later date.
- If your project is approved, you must submit the Department of Buildings filing drawings to your staff preservationist, who will review them and issue the permit.

More information on the public hearing process is available in Appendix C of our Permit Application Guide:

<http://on.nyc.gov/9kytL5>

Can my permit be expedited?

LPC can issue permits quickly for certain types of work that do not require a review by the full Commission. Work that qualifies for Expedited Certificates of No Effect or FasTrack Service is listed below:

Expedited Certificates of No Effect

(for interior work only)

These permits can be issued within five business days if the interior work:

- Is only in the basement or above the second story
- Will not be performed in any portion of a space that is designated an interior landmark
- Does not require excavation, change to, replacement of, or penetration of an exterior wall, window, skylight or roof
- Does not involve a dropped ceiling or a partition which is less than 1'-0" back from any interior window sill or frame, whichever is farther from the glass

FasTrack Service

Through this service, permits for certain types of work, such as first and second floor interior alterations and installation of HVAC equipment, will be approved within 10 business days if:

- The required documentation and descriptive materials are submitted with the application
- There are no outstanding LPC violations on the associated property
- The proposed work meets LPC's rules

More information about FasTrack Service is available on our website:

<http://on.nyc.gov/l809nY>

How long does it take to get a permit?

It depends on whether your project can be approved by a staff preservationist or the full Commission.

Staff-Level Permits

Permit applications that include the required materials and meet LPC's rules can be approved within 10 business days. Permit applications that do not include the required materials or do not meet LPC's rules will require more correspondence with your assigned staff preservationist.

Please note that any requested revisions or additions to your application will be reviewed by your assigned staff preservationist in the order in which they are received.

Commission-Level Permits

Permit applications that are reviewed by the full Commission and include the correct materials require a consultation with the staff preservationist assigned to your application.

After you have submitted all of the required materials, your staff preservationist will schedule a public hearing date a month later. Once the full Commission approves your project, you must submit two copies of your Department of Buildings filing drawings to your staff preservationist. Your permit will be issued shortly afterward. The entire process can take at least three months.

If you do not submit all of the requested materials for more than 90 days, your application may be withdrawn.

Need more information?

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Follow us on Twitter at [nyclandmarks](https://twitter.com/nyclandmarks)
Call us at 212-669-7700



FINANCIAL ASSISTANCE FOR PROPOSED WORK

There are some tax incentives and funding sources available for certain types of restoration or renovation work performed on a landmark property.

The Landmarks Preservation Commission's **Historic Preservation Grant Program** offers assistance to income-eligible owners of landmark properties for proposed repair work and alterations. Funded by the federal Department of Housing and Urban Development, the program provides up to \$15,000 to income-eligible owners for the restoration or repair of their homes. The HPGP also provides grants of up to \$25,000 to non-profit organizations that own or occupy landmark properties. More information is available at <http://on.nyc.gov/17CUau0>

Federal law provides a tax credit against income to the owners of eligible income-producing historic structures for certain "substantial" rehabilitation work. In addition, New York State has a limited tax credit program for eligible properties in identified low-income census tracts. Both programs are administered in New York State through the **State Historic Preservation Office**. More information is available at <http://bit.ly/w1AjBs>

The **Federal Historic Preservation Tax Incentive Program** allows an owner of a historic property to donate a historic preservation easement on the exterior of the property and claim a tax deduction for the appraised value of the easement. More information is available at <http://www.nps.gov/tps/tax-incentives.htm>

The **New York Landmarks Conservancy** is a non-profit, private organization that provides financial and project management assistance to owners of historic residential, nonprofit, religious and commercial properties. More information is available at http://www.nylandmarks.org/programs_services/



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www.nyc.gov/landmarks