

# Guidelines and Materials Checklists for Performing Work on Landmarked Buildings



New York City's built environment reflects nearly four centuries of architectural style and building types. While the city is world famous for its twentieth century skyscrapers, it is in large part a nineteenth century city. A great deal of its architectural character derives from the numerous blocks of rowhouses which make up the predominant building type within a majority of New York's historic districts. New York also has many important nineteenth and early 20<sup>th</sup> century commercial districts, featuring store and loft buildings, and warehouses and office buildings, as well as residential districts featuring wood frame buildings of the nineteenth and early twentieth centuries. The variety of these building types and styles make up the city's rich architectural and historic character.

In order to protect the character of the city's landmarks and historic districts, the Landmarks Law requires that owners of landmark buildings apply to the Landmarks Preservation Commission to obtain permits for certain types of work. The Commission reviews proposed changes to ensure that they are architecturally and historically appropriate to the building and the surrounding streetscape within the historic district. This publication is intended to serve as a practical guide for owners of landmark buildings contemplating changes to their buildings.

# AIR CONDITIONERS

## **Introduction**

The most common type of air-conditioning installation is the window unit. Such an installation is reversible and does not require alteration or damage to architectural features of a building. Other types of air-conditioning systems, including through-the-wall and central systems, must be judged by their effect on architectural features and their visibility.

The number and size of air-conditioning units (as well as energy costs) can be minimized by reducing heat gain from sun shining through unprotected windows. If windows are kept shaded, heat gain can be cut dramatically. In the past, windows were shaded by closing interior or exterior shutters or by lowering seasonally-installed canvas window awnings. These methods work just as well today.

## **Ordinary Maintenance (No permit required)**

The following is an example of the type of work that is considered a temporary installation and does not generally require a permit from the Commission:

- installing window air-conditioning units or fans in windows, when the window sash and frame are not to be altered and no bracket supports are to be permanently affixed to the building.

## **When Approvals are Required**

The following are examples of the types of work that require a permit from the Commission:

- installing window air-conditioning units in window openings which require the use of brackets affixed to the building or the alteration of window sash or frames;
- installing central air-conditioning systems which require exterior condenser units, chillers, or fresh air intakes; and
- installing through-the-wall air-conditioning units on primary, rear or secondary facades.

# **MATERIALS TO BE FILED WITH APPLICATION**

## **Through-the-wall Air Conditioners**

If the air conditioner **is** visible from the street, the applicant **must submit:**

1. Photo(s) of building with proposed A/C locations indicated.
2. Elevation drawing showing A/C centered under window(s) and dimensions of the exterior grille.
3. Section drawing showing grille flush with masonry and dimension beneath sill.
4. Catalogue cut sheet showing grille type and unit (architectural grille).
5. Paint card showing finish to match surrounding masonry.

If the air conditioner **is not** visible from the street, the applicant **must submit:**

1. Building footprint plan, block plan, or Sanborn map showing location of work.
2. Photo(s) of proposed location (if work may affect protected features).
3. Elevation drawing showing A/C centered under window(s) and dimensions of the exterior grille.
4. Section drawing showing grille flush with masonry and dimension beneath sill.

A staff member will contact you if additional materials are required.

# AWNINGS

## **Introduction**

The Commission bases its approval for the installation of awnings on the following principles:

1. Awnings were historically employed for weather protection above residential windows and doors and for advertising as well as weather protection above storefronts.
2. The location of awnings historically corresponded to the size and shape of the openings they covered, and awnings were installed directly above the wall openings they covered.
3. Removal or damage of any significant feature is to be avoided in connection with the installation of awnings.

Applicants are encouraged to submit applications for master plans, for commercial portions of buildings with multiple storefronts or for residential buildings, which will permit the installation of awnings over a period of time in a single building or building complex.

## **Ordinary Maintenance (No permit required)**

The following are examples of the type of work that are considered ordinary maintenance and does not generally require a permit from the Commission:

- seasonal removal and installation of LPC approved window awnings.
- fabric patching in a matching material.
- minor repairs or adjustments to the rolling or folding arm mechanism or an awning's frame.
- cleaning of awning.

## **When Approvals are Required**

The following are examples of the types of work that require a permit from the Commission:

- recladding of existing awnings;
- installation of new awnings on residential windows, doors and porches; and
- installation of new awnings on storefronts.

# MATERIALS TO BE FILED WITH APPLICATION

## **Awnings**

1. Photo(s) of building with proposed location of awning indicated.
2. Closeup photo of proposed location of awning.
3. Drawing of awning with dimensions.
4. Detail drawing showing point of installation, and how it will be installed.
5. Color samples.
6. Material sample(s) or description of material(s).

A staff member will contact you if additional materials are required.

# CORNICES

## Introduction

Roof cornices are significant architectural elements, both functionally and aesthetically. They are an important part of the design of most buildings in New York City's historic districts. Most cornices are constructed of sheet metal or wood, but they are sometimes made of masonry, cast iron, or copper. A cornice prevents rain and melted snow from washing down the face of the building, capping the facade and establishing continuity with adjacent buildings. Removal of a cornice will expose the facade of the building to excessive weathering and will significantly reduce its historic and architectural character.



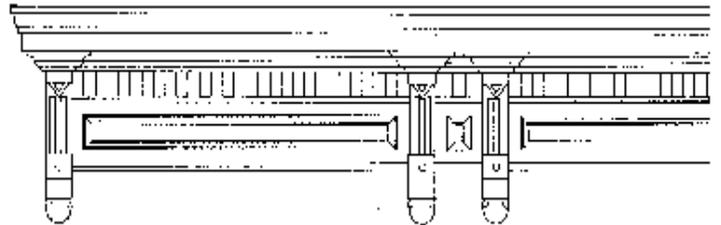
*A transitional Italianate/Neo-Grec style cornice.*

Original cornices should be retained, kept watertight and painted, and repaired when necessary. If a cornice is missing, it should be replaced with a new cornice of an appropriate style.

## Ordinary Maintenance (No permit required)

The following are examples of the types of work that are considered ordinary maintenance and do not generally require a permit from the Commission:

- removing scaling paint or superficial rust from wood or metal cornices;
- painting cornices the same color;
- repairing or replacing cap flashing; and
- patching holes and dents in cornices to restore their original appearance.

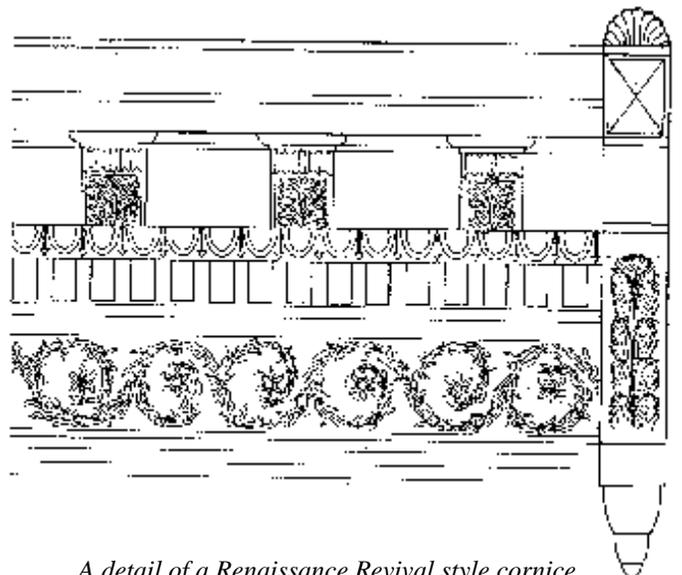


*A Neo-Grec style cornice*

## When Approvals are Required

The following are examples of the types of work that require a permit from the Commission:

- painting wood or metal cornices a different color;
- replacing surfaces or decorative components of cornices;
- repairing, repainting, or otherwise treating masonry cornices (other than ordinary



*A detail of a Renaissance Revival style cornice*

# MATERIALS TO BE FILED WITH APPLICATION

## **Cornices**

1. Photo of entire building
2. Closeup photos of existing cornice to show its condition
3. Written specifications for repair or replacement
4. Color samples
5. Detail drawing of the proposed cornice, if a cornice, or a portion of a cornice, is being replaced

A staff member will contact you if additional materials are required.

# DOORS

## **Introduction**

Doors and doorways have always had great symbolic importance, and in historic buildings the doorway is often the most richly ornamented part of the building. Therefore, it is important to retain any original, historic or significant doorway components, including the door, sidelights or transom, door frame, and wood or masonry hood and decorative moldings. If it is necessary to replace or alter any of these elements, changes should be compatible with the architectural character of the building. An inappropriate alteration will change the character of a doorway from an architecturally important and harmonious part of the house to an awkward and obtrusive modernization.

## **Ordinary Maintenance (No permit required)**

The following are examples of the types of work that are considered ordinary maintenance and do not generally require a permit from the Commission:

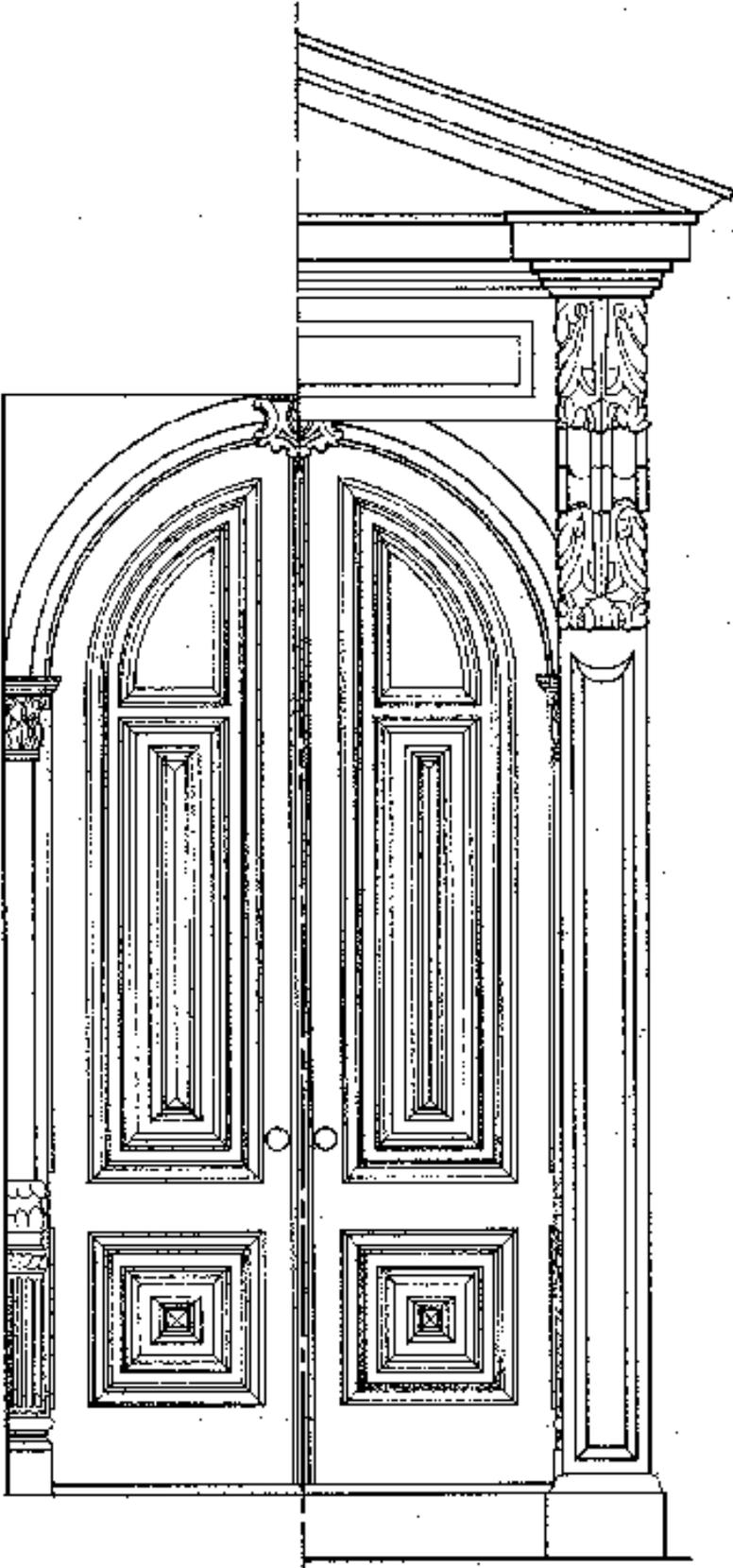
- re-painting doors or door frames the same color;
- sanding or refinishing doors or door frames that are already stained or varnished;
- repairing wood door and frame components by filling with wood putty or similar materials;
- replacing or installing new locks or hardware on doors;
- replacing broken glass; and
- weather stripping.

## **When Approvals are Required**

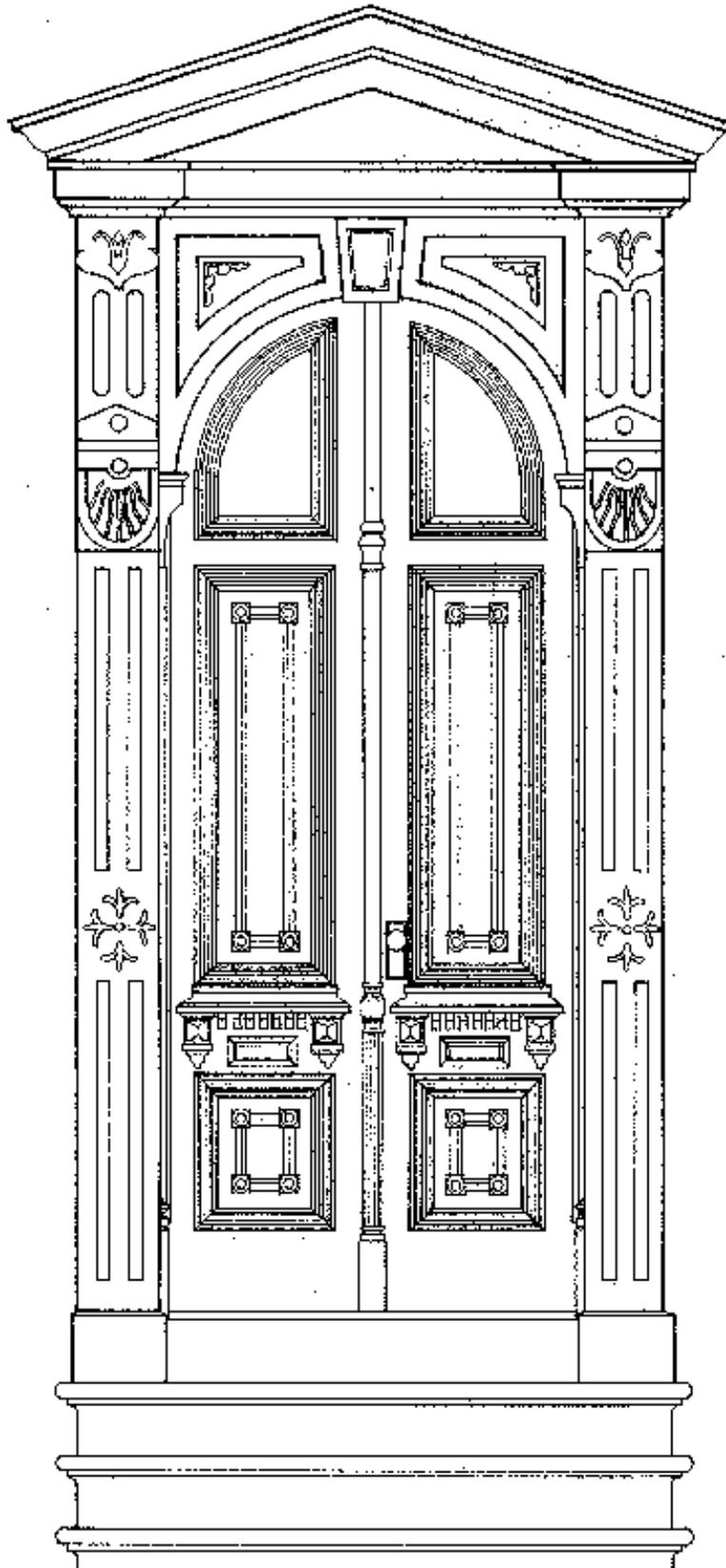
The following are examples of the types of work that require a permit from the Commission:

- painting doors or door frames a different color;
- installing intercom boxes on exterior of building;
- installing light fixtures on exterior of building;
- installing door awnings;
- installing protective grilles or bars on exterior of building;
- replacing solid panels with transparent materials;
- replacing transparent materials with solid panels;
- repairing (other than ordinary maintenance) or altering door entry enframing; and
- changing door configuration- material, shape, size, number of doors, transoms, or glazing within existing opening.

**An Italianate style double-leaf door and enframing**



**A Neo-Grec style door and enframingent**



# MATERIALS TO BE FILED WITH APPLICATION

## Doors

1. Photo of entire building
2. Closeup photos of the existing door to be replaced
3. If the building was originally built as part of a row of houses, photos of the doors on the other buildings in the row.
4. Large scale elevation and section drawings of the proposed door
5. If the existing door is the historic door, large scale elevation and section drawings of the existing door
6. Color sample

A staff member will contact you if additional materials are required.

# Lighting

The Commission bases its approval for light fixtures on the following principles:

1. Removal or damage of any significant feature is to be avoided in connection with the installation of light fixtures. Light fixtures should be installed into window door framing, or on flat masonry with attachments at the masonry joints. Fixtures should not be installed directly into cast iron, decorative sheet metal, or ornamental stone.
2. Light fixtures should be installed in a location that corresponds to building or storefront entrances. Smaller light fixtures may be attached at other discreet locations if they do not call undue attention to themselves and away from the significant features of a building.
3. Light fixtures should be of a simple design, small size and neutral finish so that these fixtures do not detract from the significant architectural features of a building.

## **MATERIALS TO BE FILED WITH APPLICATION**

### **Lighting**

1. Photo(s) of building with proposed location of light fixtures indicated.
2. Drawings showing method of installation, including location of any exposed conduit.
3. Catalogue cut sheet showing type, dimensions and finishes of fixtures.

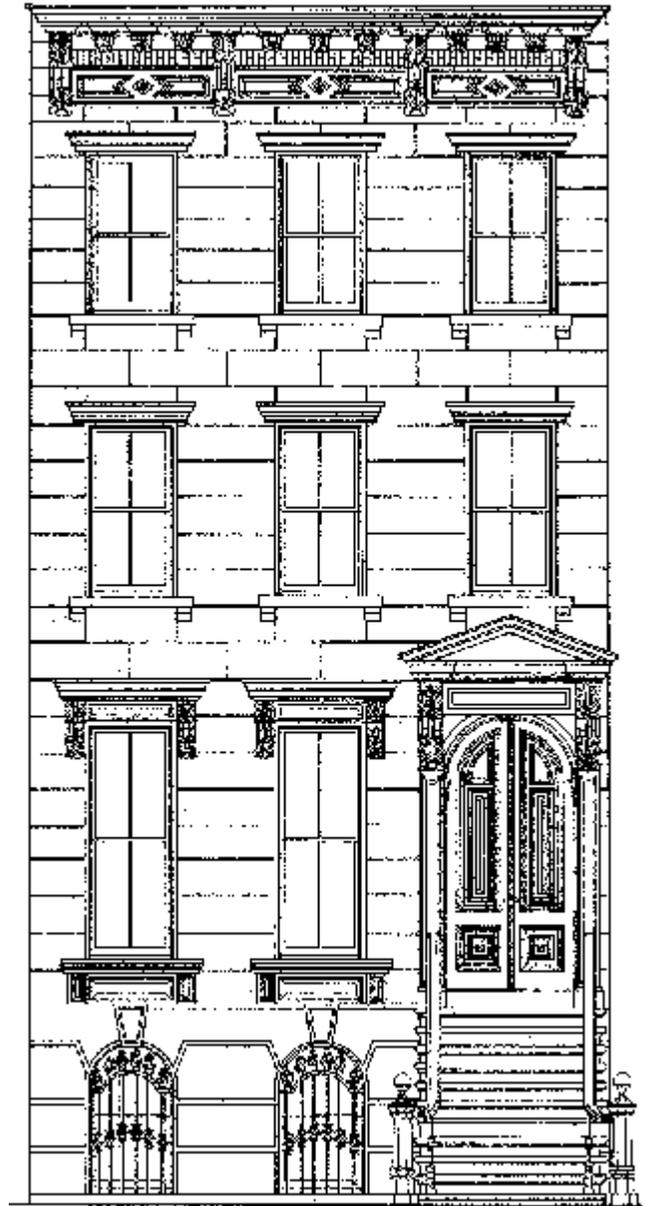
A staff member will contact you if additional materials are required.

# MASONRY and WALL SURFACES

## Introduction

A great deal of variety in types of masonry materials can be found in historic districts. Bricks, for example, vary greatly in size, shape, texture, color, and hardness, depending on their method of manufacture. Through the mid-nineteenth century, most bricks were handmade, relatively soft and porous, and often irregular in color and shape. After that time, as brick-making machines were developed, bricks became more uniform, less porous, and had harder, smoother-looking surfaces. Better quality bricks, called face bricks, were used on the outer face of the wall, while softer common bricks were used for unexposed parts of the wall. Stone used on residential row-house buildings ranges in color from light to dark brownstone to nearly white limestone and marble. Stone is finished in various textures: from highly polished granite or marble to the natural matte finish of limestone or sandstone to heavily cut rock-faced or rusticated stone of any type.

Wood siding includes shingles in many shapes and patterns as well as clapboard of various widths. This variety of materials helps give historic districts their visual interest and character. In addition, the natural aging of wall surfaces helps create a district's ambiance. Exterior wall surfaces require proper maintenance. Only those sections that have actually become unsound should be repaired or replaced.



*An Italianate style brownstone rowhouse*

### **Ordinary Maintenance (No permit required)**

The following are examples of the types of work that are considered ordinary maintenance and do not generally require a permit from the Commission:

- repainting previously-painted masonry or wood the same color; and
- removing a small amount of graffiti with a non-abrasive proprietary chemical formulated for graffiti removal and a low pressure water wash.

### **When Approvals are Required**

The following are examples of the types of work that require a permit from the Commission:

- repairing, repointing, or resurfacing masonry;
- replacing brick;
- cleaning exterior wall surfaces;
- stripping paint from the facade;
- painting facade surfaces that were previously painted in a different color;
- painting previously unpainted masonry;

# MATERIALS TO BE FILED WITH APPLICATION

## Masonry and Wall Surfaces

### Cleaning Masonry

1. Photo(s) of entire building
2. Specifications of method of cleaning.
  - Include the type of chemical and amount of water pressure to be use.  
Please note the water pressure must be below 500 psi.

### Masonry Repair

1. Photo(s) of entire building showing existing condition
2. Conditions statement describing the type and extent of deterioration
3. Specification for method of repair
4. Mortar and/or resurfacing/patching mix

Approval of test patches is required after the permit is issued.

A staff member will contact you if additional materials are required.

# Painting

## MATERIALS TO BE FILED WITH APPLICATION

### **Painting**

NOTE: Application is not required if there is to be no color change.

1. Color photo(s) of building showing existing condition.
2. Color sample(s) indicating which colors are to be used on different parts of the building.

A staff member will contact you if additional materials are required.

# Roof Repair and Rooftop Additions

## Introduction

Roofs can be nearly flat and invisible from the street, or they can be one of the most important design elements of an historic building, featuring gables, cupolas, fanciful finials, iron crestings, and patterned, textured, and colored shingles. The main function of a roof, however, whether utilitarian or ornate, is to keep water from entering the building and to direct this water away from the building's exterior walls. Roofs should, therefore, be maintained and repaired in order to keep them watertight. If a roof is architecturally significant, it is also important to preserve its appearance.

## **Ordinary Maintenance (No permit required)**

The following are examples of the types of work that are considered ordinary maintenance and do not generally require a permit from the Commission:

- caulking joints of dormers, skylights, and other roof elements;
- replacing or repairing flashing at roof edges and around dormers and other roof elements with the same kind of flashing material;
- replacing or repairing skylights, chimneys, roof hatches, and other features which are not visible from the street;
- re-setting coping stones on parapet walls; and
- replacing or repairing flat roofs.

## **Approvals Required for Work**

The following are examples of the types of work that require a permit from the Commission:

- replacing flashing at roof edges and around dormers and other roof elements with a different kind of flashing material;
- replacing and repointing chimneys, parapet walls, or other masonry parts of the roof;
- replacing roofing material on all roofs other than flat roofs;
- installing roof hatches or skylights; and
- altering or removing dormers, dormer windows, chimneys, or other roof elements.

## ROOFTOP ADDITIONS SUPPLEMENTARY INSTRUCTIONS

These are supplementary instructions to the Commissions “Rules Relative to Proposed Construction of Rooftop Additions”, Title 63, 2-19, Subchapter B

In order to judge the appropriateness of proposed rooftop additions to individual landmarks and buildings in historic districts, the Landmarks Preservation Commission must understand the relationship of the addition to the design of the landmark, the surrounding buildings, and the historic district; as well as the effect of the addition on the significant features of the building. To show this, the applicant should complete these four steps:

### Step 1 – Prepare Photographs of building and blockfront

Provide 8”x10” photographs of the building and overall views of both sides of the street, in order to illustrate the condition of the building, and the pedestrian eye-level view of what is visible on the roof of the building and the adjoining buildings.

### Step 2 – Prepare Drawings of the Building

Provide drawings of the building to show the existing conditions; and the scale, form, details, and materials of the proposed addition. Typical drawings include:

- Floor Plan
- Roof Plan
- Front (street), rear, and side elevations
- Building Section
- Exterior Wall Section

### Step 3 – Prepare a Mock-up

Construct a wood or light-gauge steel frame mock-up, matching the overall size and outline of the proposed addition, and set up a meeting with LPC staff to inspect the mock-up. The mock-up should include any railings which might be required at the roof of the addition, as well as at the perimeter of the building. The applicant should also determine if adjoining chimneys will need to be raised, and if so, include these in the mock-up as well (Please note: the mock-up may need to remain in place for a month or more). Provide 8”x10” photographs of the mock-up taken from the street, *wherever the mock-up can be seen*. Applicants are encouraged to paint the mock-up framing, or use brightly colored construction safety netting, so that it is easy to see in the photographs.



### Step 4 – Prepare a Rendering with the Proposed Addition

Using photographs of the mock-up, illustrate the building and the blockfront with the addition, as they would actually appear to a person on the sidewalk. Computer generated renderings, or rendered photomontages – which are photographs with the addition drawn in – can be used. *Do not re-draw the entire building or surrounding buildings, instead, just draw in or superimpose the addition.* The view points selected will depend on the site conditions for each project, but should typically include at least the following:

- Point at which the addition first becomes visible
- Point at which the addition is most visible

Indicate these viewpoints on a block plan. View points should always be taken from an eye level 6 feet off the ground, as if by a 6’-4” tall person.



#### ***Is a Mock-up Always Necessary?***

*You may be able to skip this step if you are only proposing to install small HVAC units, skylights, or vent; if you are proposing a very large addition – more than 2 or 3 stories, or when directed by the staff.*

# Sidewalks

## **PROPOSED SPECIFICATIONS FOR RESET AND NEW BLUESTONE SIDE-WALKS**

### **GENERAL NOTES AND PROCEDURES**

1. The project intent is to preserve as much of the existing bluestone pavement as possible, consistent with the need to replace broken and badly spalled stone.
2. All new sidewalk materials are to match existing bluestone in color and original size of flags.
3. The project intent is to preserve and reestablish the original hand-tight joint pattern of bluestone flags. The flags to be replaced or reset are those presenting potential hazards to users or which do not maintain the historic pattern. In these locations, new flagging is to replicate the dimensions of the existing, except where the flags being replaced are inappropriate (too small or too narrow, running in the wrong direction, etc.).
4. Finish of the surface of the flags shall be natural cleft, with a variation in smoothness not exceeding 1/8 inch.
5. The project will address and correct all conditions noted in any Department of Transportation violation notice, so that upon reinspection the D.O.T. violation will be removed.

### *BLUESTONE*

Minimum 2" thick, new or dressed and reset bluestone flags. New flags to be New York State bluestone. All bluestone to be solid, reed-free stone, free from any defects which impair strength, durability, or appearance. All exposed surfaces to be naturally cleft (see note 4 above). Edges can be sawn, rubbed, or thermal. Before proceeding with any work under this contract, the contractor must submit for approval two or more sets of samples of the stone specified, which are typical of the extremes of color, texture, and quality of stock and finish. Samples are to be at least 4" by 6" by 2" thick. Each sample must be labeled with the type of stone; finish, source, and supplier. Bluestone delivered must be equal in all respects to the approved samples. The color range is to approximate as closely as possible the existing bluestone sidewalk. Bluestone must be carefully shipped, handled, stored, and set to prevent breakage, staining, or other damage. Existing flags to be dressed and reset are to be removed and handled with the utmost care.

### *BASE*

Existing base of bluestone flags, and new base in area presently paved with concrete that is to be replaced with bluestone, to be leveled to appropriate grade, excavating where necessary to provide a minimum of 4" base, including underneath any pedestrian ramps. New base material to be limestone or traprock screenings, consisting of hard, durable, sharp-edged fragments, free from any deleterious matter. No recycled screenings will be accepted. 100% passing 1/2" square-opening screen, 20% to 40% passing 20-mesh sieve, 5% to 15% passing 200 mesh sieve. After spreading, screenings must be saturated and compacted.

### *JOINTS AND PATCHING*

Joints are to be hand tight. After setting flags, the setting bed mixture (1 part portland cement and 7 parts clean sand) is to be brushed into the joints. Irregularities in flag size of old flags or adjacent curbs or walls may result in sore larger joints. These joints are to be pointed with mortar to match the bluestone color. In order to salvage larger, historic flags which have spalled, small amounts of cementitious patching may be undertaken, as directed by the site supervisor only, using a mixture incorporating bluestone dust to match the existing stone. Where historic flags that are reset have an irregular surface that would create a trip hazard at the joint, the joint may be ground down to produce a level surface, only as directed by the site supervisor. Every effort shall be made to reset the flag so that grinding is not necessary.

### **CONCRETE TINT SPECIFICATIONS**

#### *TO SIMULATE THE COLOR OF DARK GREY BLUESTONE:*

DAVIS Color No. 884

3 lbs. per 100 lbs. Light Grey Portland Cement and sand  
(Phone Frank D. Davis Company at 800-346-9433.)

or

LANSCO Color No. 437 "Strong Black"

5 lbs. per 94 lbs. Light Grey Portland Cement and 3 parts sand  
(Phone Landers-Segal Color Company at 201-779-5001.)

or

SCOFIELD Chromic Admixture, "Cool Black" No. 4

1 five-sack-mix bag per 5 ninety-four-lb. bags Medium Grey Portland Cement and sand or  
SCOFIELD "Landmarks Grey" K-157-4

(Phone Michael De Candia at L.M. Scofield Company at 201-342-1380) or

Other equal sample must be provided for approval.

#### *TO SIMULATE THE COLOR OF LIGHT TO MEDIUM GREY GRANITE:*

DAVIS Color No. 884

1 lb. per 100 lbs. Light Grey Portland Cement and sand

or

LANSCO Color No. 437 "Strong Black"

2.5 lbs. per 94 lbs. Light Grey Portland Cement and 3 parts sand

or

SCOFIELD Chromic: Admixture "Cool Black" No. I

1 five-sack-mix bag per 5 ninety-four-lb. bags Medium Grey Portland Cement and sand

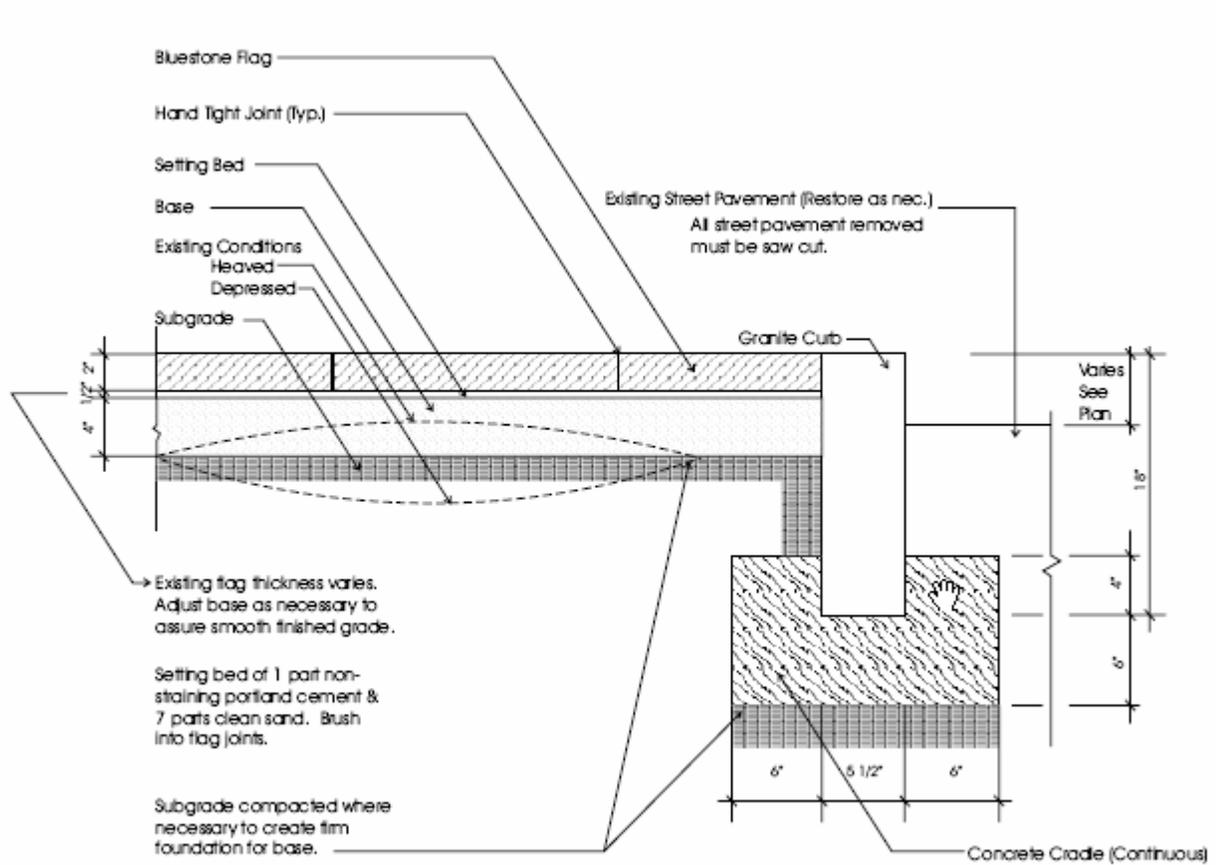
or

Other equal sample must be provided for approval.

**GENERAL:**

Curing agents should be colored to match concrete.  
Colors may vary due to slump, water content and aggregates.  
Concrete should be uniform in slump and lowest slump possible.

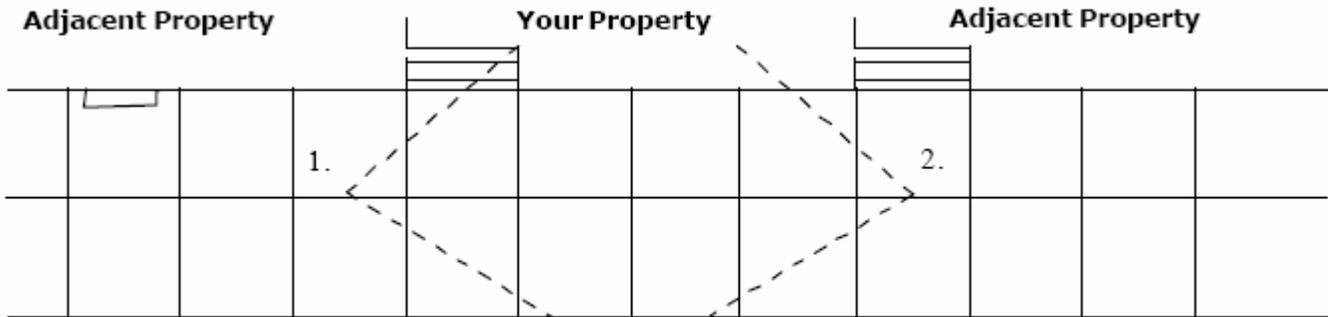
NOTE: These are approximations. For exact color matches, other tints and/or mixed tints can be tested and used pending approval of sample.



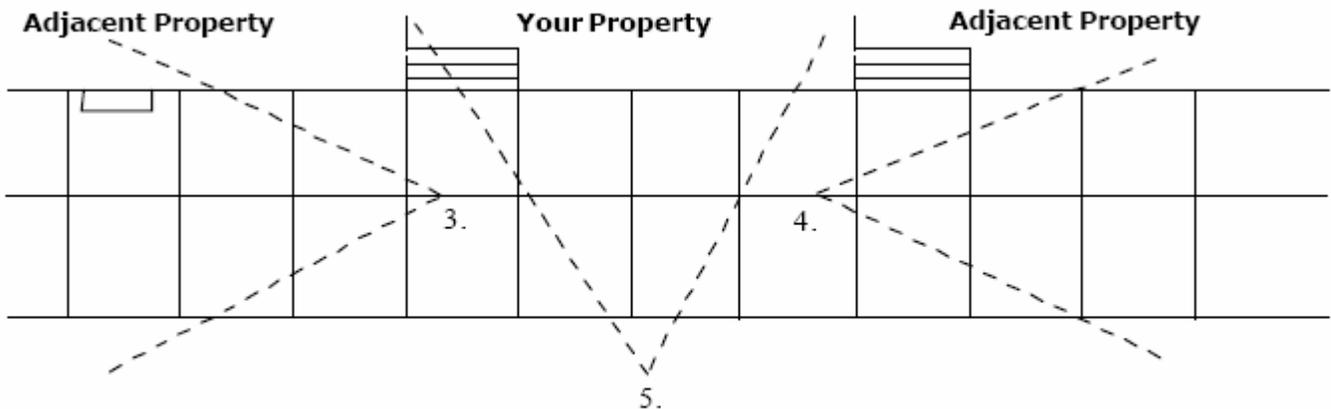
**Sidewalk Section**

## Instructions For Photographing Sidewalks

If your application to the Landmarks Commission includes proposed sidewalk replacement, please provide black and white or color photographs of the existing sidewalk. The purpose of the photo is to show the condition, materials and pattern of your sidewalk and curb and those of the properties bordering yours on both sides. The diagrams below illustrate how to compose the photographs.



Views 1 and 2 show your sidewalk from both directions (See photo A below for example).



Views 3 and 4 show the sidewalks of adjacent properties (See photo A for example). View 5 is a head-on view showing the sidewalk, curb and lower portion of your building (See photo B below for example).

A



B



# Signage

The Commission bases its approval for signage for storefronts and commercial buildings on the following principles:

1. Signs were historically found at storefronts and generally consisted of flat, non-illuminated painted signs which were generally installed horizontally in flat areas of a facade above a storefront opening and below the second story window sills, or small projecting bracket signs.
2. The location and size of the signs corresponded to the size of the storefront.
3. Removal or damage of any significant feature is to be avoided in connection with the installation of signs. Flat horizontal signs should be installed into plain masonry above storefront openings and projecting signs should be installed into window frames or storefront framing, or between masonry joints. Signs should not be installed directly into cast iron, decorative sheet metal, or ornamental stone.

## **MATERIALS TO BE FILED WITH APPLICATION**

### **Signage**

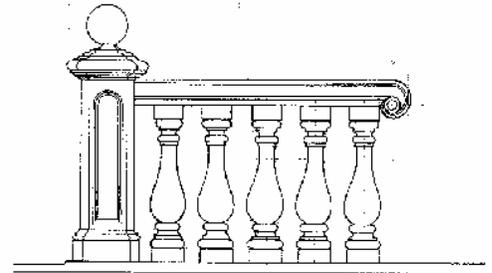
1. Color photo(s) of the entire building with proposed location of signage indicated
2. Closeup photo of proposed location of signage
3. Photomontage showing proposed sign location in relation to building and neighboring buildings and other storefronts in the building if the building has multiple storefronts
4. Detail drawings showing dimensions of the sign and how it will be attached to the building
5. Drawing of the sign with dimensions and sign lettering indicated
6. Material and color sample(s)

A staff member will contact you if additional materials are required.

# Stoops, Fences, and Handrails

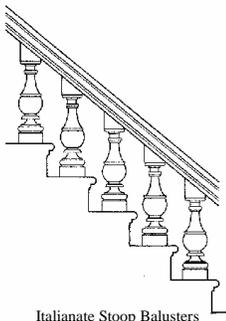
Stoops, fences, handrails, and related details were designed to harmonize with the buildings to which they are attached. They help unify the elements of a facade and call attention to the importance of the entranceway or other features.

Most stoops in New York are constructed of brick or stone, although a few wood stoops remain, usually attached to wood houses. Masonry stoops are usually constructed of the same type of brick or stone as the facade of the building, although occasionally a different material was used for contrast.



Italianate Newel Balusters

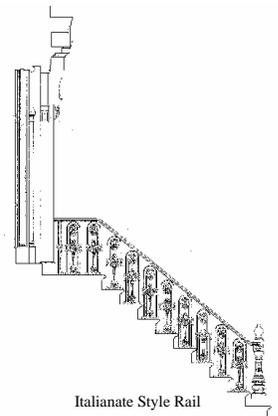
Historic fences and handrails typically are constructed of wrought iron, cast iron, masonry, or wood. Occasionally these materials are used together, the most usual combination being wrought iron and cast iron. The material used for fences and handrails is usually related to the building, although occasionally a different material was used for contrast.



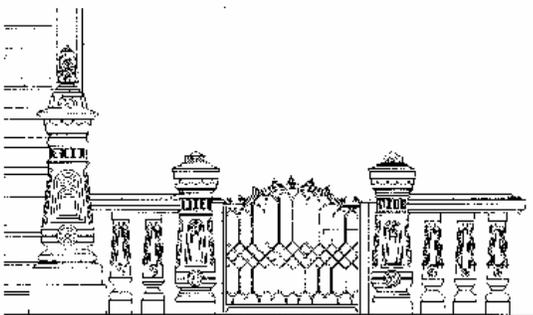
Italianate Stoop Balusters

Historic fences and handrails typically are constructed of wrought iron, cast iron, masonry, or wood. Occasionally these materials are used together, the most usual combination being wrought iron and cast iron. The material used for fences and handrails is usually related to the building, although occasionally a different material was used for contrast.

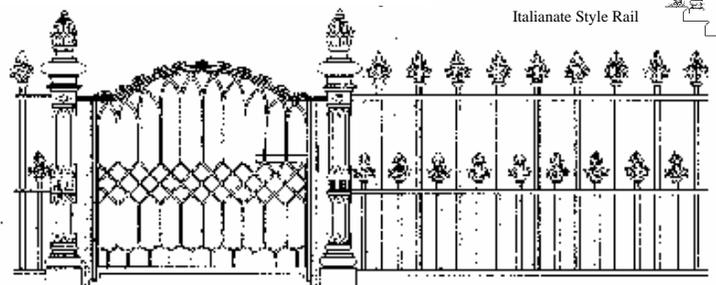
In historic districts, stoops, fences, handrails, and other such details play an important role in the streetscape. A row of houses set off with identical or subtly varying fences or stoops and railings can be very picturesque. It is important to retain original stoops, fences, handrails, and ironwork. If these elements are deteriorated beyond repair or missing altogether, they should be replaced with components of the appropriate style, scale, and appearance.



Italianate Style Rail



Neo-Grec Style



Italianate Style

## **Ordinary Maintenance (No permit required)**

The following are examples of the types of work that are considered ordinary maintenance and do not generally require a permit from the Commission:

- patching and minor repairs to damaged metal work which do not change the original appearance and do not include removal of any parts;
- removing paint or rust from metal or wood by scraping;
- painting wood or metal surfaces the same color;
- painting previously painted stone or brick the same color;
- caulking metal or wood joints;
- replacing corroded bolts, hinges, and latches; and
- removing a small amount of graffiti with a non-abrasive proprietary chemical and a low pressure water wash.

## **Approvals Required for Work**

The following are examples of the types of work that require a permit from the Commission:

- painting wood, masonry, or iron fences, handrails, balusters, or stoops a different color;
- painting previously unpainted masonry surfaces;
- repairing or resurfacing masonry stoops, handrails, or walls;
- cleaning masonry surfaces;
- repointing masonry stoops, wall areas, or handrails;
- removing paint or rust with chemicals or blasting;
- replacing parts of a fence or railing with new parts;
- installing or constructing a fence, railing, or wall where none exists;
- removing a fence, handrail, wall, stoop, or similar building component; and
- replacing, recreating or removing any stoop, fence, or handrail.

# Storefronts

Special regulations apply to storefronts in the following Historic Districts:

- Jackson Heights—Further information is available in Chapter 8 of *The New York City Landmarks Preservation Commission Rules* available on our publications page.

Master Plans for Madison Avenue storefronts are available on our publications page for storefronts in the following Historic Districts:

- Carnegie Hill
- Metropolitan Museum
- Upper East Side

A Master Plan for the Stone Street Historic District is also available on our publications page.

## MATERIALS TO BE FILED WITH APPLICATION

### Storefronts

1. Application material should clearly describe any signage, lighting, awnings, security
2. systems and accessibility provisions such as lifts or ramps.
3. 8 by 10 color photo(s) of the entire building: photo(s) of the full facade(s) of the building, showing proposed storefront in relation to upper floors; and photo(s) of the street showing the building in context with the neighboring buildings.
4. 8 by 10 inch color photo(s) detailing the location of the proposed installation of awnings, signs, security gates/bars, and/or lighting fixtures.
5. Drawings:
  - A. an elevation of the proposed storefront indicating all features including those related to signage, awnings, security, light fixtures and hardware.
  - B. plan, section and construction details.
6. Samples of all materials, finishes, and/or fabrics.

A staff member will contact you if additional materials are required.

# Temporary Installations

A *temporary installation* is defined as an installation for sixty(60) days or less for signs and banners and one (1) calendar year or less for other temporary installations.

The duration of any temporary installation will be specified in the permit letter.

## MATERIALS TO BE FILED WITH APPLICATION

### Temporary Installations

Temporary is defined as one (1) calendar year or less from the date specified in the permit letter.

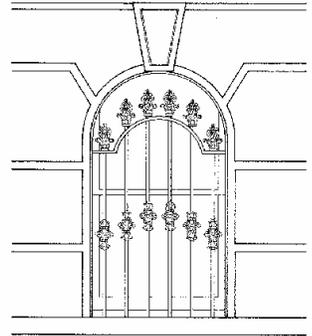
1. A plan and time schedule for the dismantling of the installation.
2. Installation details indicating that there will be no damage to protected architectural features.
3. If the applicant is not a public or quasi-public agency, an escrow agreement or other adequate assurances must be provided to establish that a mechanism is available for the removal of the installation upon expiration of the permit should the applicant fail to remove the installation.

A staff member will contact you if additional materials are required.

# Windows

In most historic buildings, the window sash, window framing, and the architectural detail surrounding them were all carefully designed to harmonize with the style, scale, and character of the building. It is important, therefore, to retain the original window configuration, including the size of openings, sills, lintels, decorative wood or masonry moldings, and the sash themselves. Replacing sash and frames is often unnecessary, because in many cases existing historic windows can be

repaired. If it is necessary to replace or alter any window elements, such changes must be made according to the Commission's Window Rules. The historic and architectural character of a building can be seriously damaged by inappropriate window treatments.



Italianate Style Basement Window

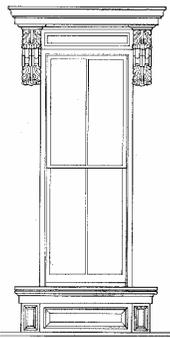
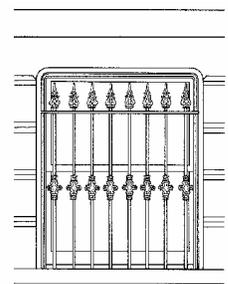
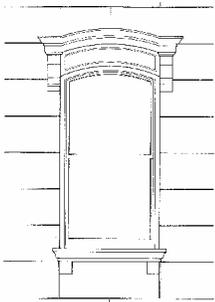


Illustration of an Italianate Style Window

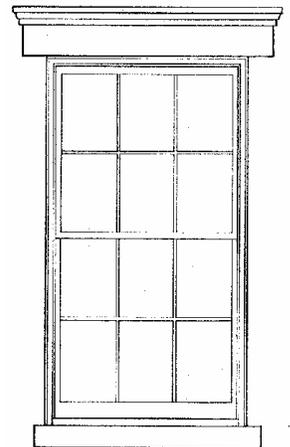


Neo-Grec Basement Window

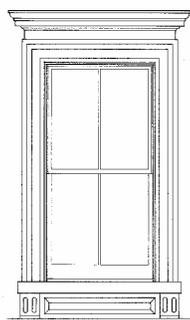
The deterioration of historic windows is caused by age, weathering, and inadequate maintenance. Such deterioration makes window operation impossible or inefficient and diminishes energy performance. Because it is desirable to maintain the original materials in historic buildings, the installation of new window sash and frames is appropriate only when the windows are in such poor condition that replacement is required. Deteriorated wood windows can often be restored in a cost-effective manner by treatment with preservatives, wood fillers and epoxies, and by replacement of only severely damaged sections. Broken, sticky, or loose sash can be removed from the frames for repair, excess paint can be stripped from the sash and tracks, and weather stripping installed. Repairing and preserving historic windows rather than replacing them is strongly encouraged and will save original material while saving money.



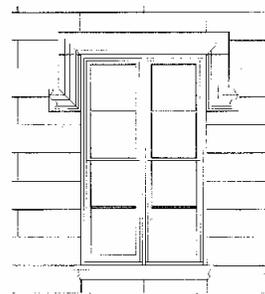
Segmental Headed Window



Six-Over-Six Window



Two-Over-Two Window



Multi-Paned Window

## **Ordinary Maintenance (No permit required)**

The following are examples of the types of work that are considered ordinary maintenance and do not generally require a permit from the Commission:

- weather stripping;
- caulking;
- puttying;
- replacing broken glass;
- repairing suspension systems (cords, pulleys, etc.);
- repairing or replacing window hardware; repairing window components by partial replacement, scraping, filling, or sanding;
- painting window sash or frames the same color;
- installing interior storm windows or panels;
- installing interior security gates or grilles; and
- installing regulation child guards.

## **Approval Required for Work**

The following are examples of the types of work that require a permit from the Commission:

- painting window sash or frames a different color;
- installing new window sash or frames;
- installing exterior storm windows and exterior storm window frames;
- installing or removing exterior shutters;
- installing window awnings;
- repairing or altering window enframements;
- installing or removing exterior security window grilles or bars;
- changing the shape or design of window openings;
- blocking in existing windows or creating new ones;
- restoring original or architecturally appropriate window openings; and
- replacing extensive amounts of original window materials or consolidating windows with epoxies or other plastics.

# MATERIALS TO BE FILED WITH APPLICATION

## Windows

1. Photos of building and typical existing window(s).
2. Two sets of drawings - proposed and historic windows:
  - A. Window elevation drawing(s) of each window type.
  - B. Window section drawing(s): vertical (head/sill), horizontal jamb, mullion & muntin. Large scale - include all dimensions.
  - C. Floor plan indicating the number & location of proposed windows.
3. Color sample.
4. Conditions statement describing the type and extent of deterioration for windows to be removed.
5. Documentation of the original window (if the existing windows are not the original windows).

A staff member will contact you if additional materials are required.

# Yards and Areaways

Yards and areaways are incorporated into the private open space in front and on the side of rowhouses and semi-detached rowhouses. In addition to front and side yards, the open space may include driveways and walkways of rowhouses and semi-detached rowhouses. Besides providing private outdoor space, access to basement doorways, and lightwells for basement level rooms, yards and areaways have two other important functions. One is to act as a surface for draining rainwater away from the building, thus preventing water damage to the building's facade or interior. The second function, an aesthetic one, is to act as a base for the building and to separate it from the street or other public space.

Yard or areaway elements such as original paving materials, yard walls, fences, ornamental iron or stonework, and historic lighting fixtures should be retained wherever possible. Changes to any of these elements should be made according to the following recommendations to ensure that the character of the yard or areaway is maintained.

## **Ordinary Maintenance (No permit required)**

The following are examples of the types of work that are considered ordinary maintenance and do not generally require a permit from the Commission:

- maintaining lawns or shrubs;
- planting new lawns or shrubs in existing unpaved areas;
- repairing or repainting (the same color) cellar access hatch covers; and
- placing and planting pots, planter boxes, or window boxes.

## **Approvals Required for Work**

The following are examples of the types of work that require a permit from the Commission:

- replacing pavement in yards, areaways, or sidewalks;
- repairing or patching pavement in a yard, areaway, or sidewalk with a different material (for example, concrete patching in a stone areaway);
- installing pavement in yard areas previously unpaved;
- removing paving material;
- altering areaway steps;
- installing or removing permanently installed planters;
- painting yard, areaway, or sidewalk pavement;
- constructing garbage-can enclosures or any other structures in yards or areaways;
- installing new sidewalk tree pits;
- installing yard or areaway lighting;
- changing the level of yards or areaways; and
- creating a curb cut or parking lot in the yard or areaway.