



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD 3  
59 East 4th Street - New York, NY 10003  
Phone (212) 533-5300  
[www.cb3manhattan.org](http://www.cb3manhattan.org) - [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov)

Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

**Landmarks Checklist and Questionnaire**

**RE: (address)**

Dear Applicants and Representatives,

Your Certificate of Appropriateness application has been placed on the agenda of the next meeting of the Landmarks Committee of Community Board 3. The Landmarks Committee will meet on:

**at 6:30 P.M.**

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Please confirm your attendance at the meeting and email an electronic version of your application to [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov). Complete the enclosed questionnaire and return it by email to [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov) **five business days** prior to the meeting.

Finally, please bring the following to the meeting:

- Copy of Landmarks Preservation Commission Application Form, including Docket Number, if known
- Archival photos, if available
- Plans and elevations of proposed changes; effect on the building materials or structure
- "Before" photos and "after" renderings or images
- View of the streetscape with the building in context
- Sightlines for addition of visible structures shown from multiple points
- Mockups of rooftop additions
- Photographs of proof of conspicuous posting of meeting with newspaper showing date of posting at least 7 days before the meeting. (Please use the notification poster included.)

Thank you for your help and cooperation. If there are any questions, please call the office.

Sincerely,

Susan Stetzer  
District Manager

**Certificate of Appropriateness Checklist and Questionnaire**

Address of Landmark: \_\_\_\_\_

Name of Landmark: \_\_\_\_\_

Name of Historic District, if relevant: \_\_\_\_\_

Location (between Streets/Aves): \_\_\_\_\_

Block and Lot Numbers: \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Attorney**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Architect**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## Project Information

Please give overview of Application/Project:

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## **Community Board 3 Guidance for Landmarks Committee Applicants**

Community Board 3 reviews all Certificate of Appropriateness applications to the Landmarks Preservation Commission within CB 3. Applications are considered first by Community Board 3's Landmarks Committee before being considered by the full board.

Applicants should note that Community Board 3 is a distinct entity from the Landmarks Preservation Commission, and applicants are required to make a separate presentation to the Community Board.

Please be sure to bring all requested materials listed in our Application Presentation Checklist when making a presentation. Please bring at least two printed copies of materials for committee to review during the meeting. *The Landmarks Subcommittee will not review any application if materials are not included in the presentation.*

To schedule a presentation before the Landmarks Committee, please contact CB 3 via email at [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov). If you have no access to email, you may deliver your application to the CB 3 office, at 59 East 4th Street, New York, NY 10003.

## **Community Board 3 Landmarks Committee Policies and Procedures**

### **Landmarks Preservation Commission**

The Landmarks Preservation Commission ("LPC") is the New York City agency that is responsible for identifying and designating the City's landmarks and the buildings in the City's historic districts. The Landmarks Law is described in the Chapter 74 of City Charter, and in Title 25, Chapter 3 of the Administrative Code, and Title 63 of the Rules of the City of New York. The Commission also regulates changes to designated building, such as through the issuance Certificates of Appropriateness, Permits for Minor Work, and Certificates of No Effect.

### **Responsibilities of the Community Board 3 ("CB 3") Landmarks Committee**

- *Landmarks designation.* The Community Board may review and, if appropriate, support efforts to designate individual landmarks and historic districts within the CB 3 area. Applicants who are not the owner of a property and are seeking individual Landmark designation for a structure in CB 3 are required to submit contact information for the property owner with their agenda request to CB 3. This will enable CB 3 to notify the property owner of the meeting.
- *Certificate of Appropriateness Applications.* The main role of the Community Board with respect to Landmarks is to review Certificate of Appropriateness applications prior to the LPC public meeting and to make recommendations to the LPC.

### **Certificate of Appropriateness Procedures**

- When LPC staff determines that a permit application will require a hearing before the Commission, the applicant is referred to the Community Board. When the applicant contacts the Community Board, the CB will send the *Application Presentation Checklist* to the applicant and place the application on the Landmarks Committee agenda.
- The application materials submitted by the applicant will be posted on the CB 3 website for review by committee members and the public. The Committee will recommend approval or denial of the application based on the same criteria used by LPC and may also look at broader issues such as quality of life. However, the LPC will not consider these broader issues in its decision.
- At the Committee hearing, the applicant (along with the architect and lawyer, if relevant) will present to the Committee the same application and materials that will be presented at the LPC hearing. It is important that the applicant provide samples of actual materials to be used as per instructions.
- If the applicant does not appear at the CB 3 Committee meeting, a motion to deny based on nonappearance will be voted.

# ATTENTION RESIDENTS & NEIGHBORS

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(Property Owner Name)

## Certificate of Appropriateness Application from the Landmarks Preservation Commission for

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(Landmark Address)

**This applicant is seeking approval to**

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(Brief Description of Proposed Work)

**There will be an opportunity for public comment on**

**at 6:30 P.M**

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(Date)

**at**

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(Meeting Address)

**At COMMUNITY BOARD 3  
Landmarks Committee Meeting  
mn03@cb.nyc.gov - www.cb3manhattan.org**

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(Applicant Contact Information)