

Standard Application for work on landmark properties

Submission Tips

- Attach only **ONE** application per email submission.
- Attach all images and materials as individual files. Do not paste them into the body of the email.
- Image files must be JPG/JPEG, GIF, or PNG formats.
- PDF files must be flattened.
- Large files of 10MB or more are not accepted by email and must be submitted using a file transfer service.
- Do not secure files or file transfer links with a password or other encryption.
- Compressed files (ZIP, RAR) are not accepted.
- **SAVE** completed application form before submitting.

Filing Instructions

You **MUST FILE** a complete application in order to obtain your permit. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.
2. Attach **ALL MATERIALS** that describe the existing conditions and the proposed work, like photos, architectural drawings, material samples, etc. Consult the LPC Permit Guidebook at www.nyc.gov/landmarks for a list of required materials for your work type.
3. Submit this form and all corresponding materials **BY EMAIL** to:

applications@lpc.nyc.gov

Note:

If you are filing for a Notice of Compliance (sign-off) for approved work, an amendment to an existing permit or submitting drawings for a Certificate of Appropriateness, use the **Post-Approval Application Form**.

For help:

Visit the LPC website: www.nyc.gov/landmarks, call LPC at **212-669-7817** or email info@lpc.nyc.gov.

Property Information

Address _____ Floor / Apt. No. _____
Borough _____ Block _____ Lot _____

Person Filing Application

This person will be considered the "applicant" and will receive all correspondence as the primary point of contact for the application.

Name _____
Title _____ Organization _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

Applicant's Statement

This check box must be marked by the applicant for the application to be considered complete.

In submitting this application on behalf of the owner of the property, I hereby swear and affirm that I have been authorized by the owner to submit this application. I also understand that if the representations are not truthful, that the Landmarks Preservation Commission may treat the application as not submitted or filed or rescind any approval issued in reliance on them. I further understand that if anything in my verification is untrue that I may be subject to criminal and/or civil fines and penalties. Finally, I understand and agree that by checking the box above I am electronically signing this document, and that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

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Proposed Work

Check all that apply.

Interior Alterations: Altering or making changes to interior spaces

Restoration and Other Facade Work, Roof Work: Repairing or restoring the facade, roof or other architectural features

Storefronts: Installing, repairing or replacing storefronts

Awnings and Canopies: Installing or replacing awnings and canopies

Signage: Installing or replacing signs and related lighting

Windows and Doors: Installing, repairing or replacing windows and doors

Additions and New Construction: Making additions to existing buildings, and constructing new buildings

Excavation: Excavating in basements, cellars, yards and areaways

Front, Side, Rear Yards and Areaways: Making changes to the front, side or rear yards and areaways

Barrier-Free Access: Making changes to doors and entrances and installing or replacing ramps and lifts

Sidewalks: Installing, repairing or replacing sidewalks and vault lights

Health, Safety, Utility Equipment: Installing health, safety and utility equipment (e.g. security cameras, utility meters, light fixtures, etc.)

Heating, Ventilation, Air Conditioning (HVAC), and Other Mechanical Equipment: Installing or replacing HVAC equipment and other equipment (e.g. solar panels, generators, etc.)

Fire Escapes: Installing, replacing or repairing fire escapes

Temporary Installations: Installing temporary signs, artwork, banners, kiosks or making other temporary construction-related modifications

Other: (Describe) _____

Additional Information

Answer yes or no.

Do you intend to fix work that was done without an LPC Permit? Yes No

If yes, provide the Warning Letter/Summons/Notice of Violation No. _____

Are you filing with any other NYC agencies? Yes No

If yes, check all that apply below

Department of Buildings

Board of Standards and Appeals

City Planning

Other

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Owner's Information

In co-op or condominium buildings, the "owner" is the co-op corporation or condominium association. A condominium unit owner can act as the "owner" **ONLY IF** the work is limited to interior alterations or if the work is exterior and the unit owner states s/he has the authority to perform that work under the condominium plan.

Name _____
Title _____ Organization _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

Facade Easement

If there is a facade easement, the easement holder must consent to the work.

Is there a facade easement on the property? Yes No

If yes, provide easement holder's information below

Name _____
Phone _____ Email _____

Owner's Consent and Signature

In co-op or condominium buildings, the "owner" is the co-op corporation or condominium association. A condominium unit owner can act as the "owner" **ONLY IF** the work is limited to interior alterations or if the work is exterior and the unit owner states s/he has the authority to perform that work under the condominium plan.

In submitting this form electronically, I hereby swear and I affirm that I am the owner of the property. I am familiar with the work proposed to be carried out on my property. I hereby give my consent for this application to be filed electronically with LPC. The information provided herein, including all supplemental materials is correct and complete to the best of my knowledge. I also understand that if the signature is not authentic, or representations are not truthful, that the Landmarks Preservation Commission may treat the application as not submitted or filed or rescind any approval issued in reliance on them. I further understand that if anything in my verification is untrue that I may be subject to criminal and/or civil fines and penalties.

Signature _____ Date _____

The signature of the Owner or Authorized Representative may be an
original or digital signature

Printed Name _____ Title _____