



REQUEST FOR EVALUATION (RFE) - INDIVIDUAL, INTERIOR, SCENIC

INSTRUCTIONS:

The Landmarks Preservation Commission is responsible for identifying and designating the special buildings and sites that represent the architectural, historical and cultural heritage of New York City. The Commission's Research Department accepts suggestions from the public regarding potential historic resources throughout the five boroughs. If a suggested property appears to rise to the level of significance necessary to be considered for landmark designation, it is added to the department's survey inventory. Further consideration is based on agency priorities. Please note, Requests for Evaluation are not applications for designation.

Please complete all 5 sections of this form. Fields marked with an asterisk (*) are required. An incomplete submission may slow down review of your request. You may mail this form to the address above or send it by email to RFE@lpc.nyc.gov.

Requests will only be considered if a property is 30 years or older and if it is not already designated as a New York City Landmark. Please be advised that if a property is located within the boundaries of a Historic District or Scenic Landmark, the exterior of the property is already protected under the full extent of the law. LPC does not regulate the use or occupancy of designated buildings and sites.

1. SUBMISSION CHECKLIST

To request the evaluation of a property's Landmark eligibility, you must include ALL of the following materials:

- ☐ Completed Request for Evaluation form (Page 1, Sections 1-4)
- ☐ Statement of Significance (Page 2, Section 5)
- ☐ Current photographs of the site. Photographs should comprehensively reflect current conditions.

2. PROPOSED LANDMARK TYPE (Please select ONE of the following)

- ☐ **Individual:** The exteriors of individual structures, ranging from farmhouses to skyscrapers. (e.g., Woolworth Building; Pieter Wyckoff House; Cyclone Roller Coaster)
- ☐ **Interior:** Building interiors that are customarily open or accessible to the public, and meet the criteria for individual landmarks (e.g. Empire State Building lobby; Grand Central Terminal concourse and waiting room). The site cannot be a private residence or religious property
- ☐ **Scenic:** City-owned parks or other landscape features (e.g., Prospect Park; Central Park; Ocean Parkway)

3. REQUESTOR INFORMATION

NAME*	TELEPHONE*	
E-MAIL ADDRESS*	AFFILIATION/REPRESENTING*	
ADDRESS*	APT./STE./FLR.*	
CITY, STATE*	ZIP CODE*	DATE OF REQUEST*

4. PROPERTY TO BE EVALUATED

PROPERTY/ADDRESS*		BUILDING OR INTERIOR NAME (IF APPLICABLE)	
BOROUGH*	TAX MAP BLOCK*	TAX MAP LOT*	DATE OF CONSTRUCTION (IF KNOWN)
ORIGINAL USE (IF KNOWN)		ARCHITECT (IF KNOWN)	



5. STATEMENT OF SIGNIFICANCE

Please provide a statement explaining why you think this building or site should be considered for designation as an Individual, Interior, or Scenic Landmark by the Landmarks Preservation Commission.