



253 Broadway, 11th Floor
New York, NY 10007
Tel: 212-669-7700
www.nyc.gov/landmarks

Landmarks Preservation Commission

PROCEDURES FOR THE USE OF LANDMARKS PRESERVATION COMMISSION MATERIALS

The Landmarks Preservation Commission is responsible for safeguarding the architectural, historical, and cultural heritage of New York City. It maintains records relating to the identification, designation, alteration, and preservation of New York City Landmarks. Many of the Commission's records are now available on our website, including [designation reports](#), [designation photos](#), [recently-issued permits](#), [violations issued and rescinded](#), and archaeological reports. The Commission is pleased to assist you but asks that you observe the following procedures to ensure the protection of records.

SUBMITTING RECORDS ACCESS REQUESTS

The majority of requests for Commission materials are received and fulfilled electronically. To submit this form via email, send to records@lpc.nyc.gov. Please note that Records Access Requests may take up to 2-4 weeks to process, and sometimes more depending on the location of the records and the scope of the request. If you have questions, email records@lpc.nyc.gov

LPC can accommodate requests for in-person records access, if needed. For in-person access:

- Visitors must make an appointment in advance by filling out and returning the Records Access Request form. A staff member will contact visitors within 2-4 weeks from the time a request is received to schedule an appointment. Staff is unable to accommodate walk-ins or schedule same-day appointments.
- Visitors must sign the Visitor Log at the front desk for each visit, and government-issued identification is required to enter the building.
- The requested records will be pulled in advance and available for the day of your appointment. Staff is unable to retrieve additional materials on the day of an appointment.
- Smoking, eating, drinking, and making/receiving phone calls are NOT permitted while reviewing records. Photographing of materials is allowed and encouraged.
- Commission records are sometimes fragile; do not write upon, mark, lean, or otherwise mishandle documents. Any damaged materials should be reported to staff. Users damaging, removing, or altering records will be subject to use restrictions and penalties applicable to destruction of public property. Please preserve the existing order of the material and do not remove items for any reasons.
- Staff will provide colored clips for marking pages to be photocopied. Visitors are not allowed to operate the Commission's photocopying machines. Staff will arrange to send documents to an off-site photocopying center. Photocopies are NOT made on site. Staff will provide contact information for the photocopying center for pickup. Fees are paid directly to the photocopying center.

PUBLICATION AND CITATION

If photographs or other material deriving from the Landmarks Commission are printed, published, or quoted, appropriate credit should be given. The suggested citations are:

Photo credit: Image courtesy of the NYC Landmarks Preservation Commission

Research credit: Landmarks Preservation Commission [*name of landmark*] *Designation Report [LP-XXXX], New York, City of New York [year].*

The Commission would appreciate copies of any reports, papers, articles, and published or unpublished research on the history, architecture, and culture of New York City.

HOW TO SUBMIT

To submit via email, send to records@lpc.nyc.gov

To submit via mail, send to
Records Associate
Landmarks Preservation Commission
253 Broadway, 11th Floor
New York, NY 10007



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RECORDS ACCESS REQUEST

DATE: _____

OFFICE USE ONLY: _____

| | |
|---------------|----------------|
| NAME | TELEPHONE |
| EMAIL ADDRESS | ALT. TELEPHONE |
| AFFILIATION | REPRESENTING |
| ADDRESS | APT./STE./FLR. |
| CITY, STATE | ZIP CODE |

SUBJECT OF INQUIRY

SITE NAME OR ADDRESS

BOROUGH

BLOCK

LOT

MATERIALS REQUESTED PLEASE CHECK

| | | | |
|--------------------------|--|--------------------------|--------------------------------|
| <input type="checkbox"/> | PERMIT COPY * (Docket # _____ / Permit # _____) | <input type="checkbox"/> | DESIGNATION REPORTS * |
| <input type="checkbox"/> | FILES RELATED TO BUILDING ALTERATION (Docket # _____ / Permit # _____) | <input type="checkbox"/> | ARCHAEOLOGICAL REPORTS * |
| <input type="checkbox"/> | VIOLATIONS RECORDS * | <input type="checkbox"/> | PRE-DESIGNATION RESEARCH FILES |
| <input type="checkbox"/> | PUBLIC HEARING TAPES | <input type="checkbox"/> | DESIGNATION PHOTOS * |
| <input type="checkbox"/> | ENVIRONMENTAL REVIEW RECORDS | <input type="checkbox"/> | OTHER: |

* INDICATES DOCUMENT TYPE ALSO AVAILABLE ON LPC WEBSITE

IF UNSURE, PLEASE DESCRIBE REQUEST

PURPOSE OF INQUIRY

By signing this form, I agree to observe the procedures for use of Landmarks Preservation Commission materials as described by Commission staff.

SIGNATURE

DATE

PLEASE NOTE THAT RECORDS ACCESS REQUESTS MAY TAKE UP TO 2-4 WEEKS TO PROCESS. PLEASE SUBMIT THIS FORM TO RECORDS@LPC.NYC.GOV
OR MAIL TO LANDMARKS PRESERVATION COMMISSION, 253 BROADWAY, 11TH FLOOR, NEW YORK, NY 10007
IF YOU HAVE QUESTIONS ABOUT THIS FORM, PLEASE CONTACT US AT 212-669-7700.