

Sarah Carroll, Chair

Instructions for E-filing – Updated March 2021

The NYC Landmarks Preservation Commission (LPC) is now accepting all permit applications by e-filing.

Application forms and associated drawings, photographs and other materials must be emailed to LPC at applications@lpc.nyc.gov.

Please carefully follow the instructions below in order to e-file your application:

1. Go to the LPC website at www.nyc.gov/landmarks and navigate to the Forms page (<https://www1.nyc.gov/site/lpc/applications/forms.page>) to choose the desired application form type (Standard, FasTrack, XCNE or Post-Approval). *Note: To avoid delays in processing your application, carefully review Filing Instructions and Submission Tips found on each form.*
2. Fill out the application form completely, including Owner's Consent and Signature, and Applicant's Statement.
3. Email the submission to applications@lpc.nyc.gov with "New Applications" in the subject line, and attach the completed application form and supporting materials. *Note: Large files (10MB or more) are not accepted by email and must be submitted using a file transfer service.*
4. Within the body of your email, include a list of all file attachments and if necessary, provide a file transfer link to send any files over 10MB. If you are unable to transfer your files at this time, your application will still be assigned, and your staff preservationist will work with you to transfer them directly.
5. An email notifying you that the application has been received will be sent within two business days, which will provide the docket number associated with your application along with further instructions about the permit review process. *Note: Post-Approval applications will also receive a new docket number.*
6. After e-filing an application, if you do not receive a confirmation email within two business days, please send a follow-up email with your contact information and the property address to applications@lpc.nyc.gov without any file attachments.

Additional Notes

- All other steps in the permit review process will take place electronically, including the resubmission of drawings or other materials in response to a Materials Checklist (MCL) from your staff preservationist. These submissions will be made by emailing your staff preservationist directly.
- Upon approval of a permit, your staff preservationist will email you the permit and the approved drawings or send you a link to a file transfer service for you to retrieve them.
- DOB filing drawings must be signed and sealed by the professional of record prior to submitting them to LPC.