**USER GUIDE** 

# Portico: Starting a New Application





March 12, 2024



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### **Overview**

Portico is a web-based permit application portal that allows owners of designated landmark properties to file applications for permits, upload supporting documents, view the status of applications, and receive final permits. Applicants can also amend existing permits and request Notices of Compliance.

This New York City Landmarks Preservation Commission's (LPC) Portico *Start an Application* user guide explains the comprehensive end-to-end procedure for creating and submitting a permit application.



## Log In and NYC.ID

To log into Portico, you will need an active email account and an NYC.ID account. If you don't have an NYC.ID account, follow the steps below to create a new NYC.ID account and log into Portico.

1. Navigate to Portico at <a href="https://portico.lpc.nyc.gov/">https://portico.lpc.nyc.gov/</a>

The Official Website of the City of New York	NYC	an
Log in using your NYC account Email Address * Password *	Log in using one of these options	
Login Forgot Password	Create Account	Report an Issue

 To create an account, click on "Create Account", and then enter your Email Address, Password, First Name, Middle Initial, and Last Name. Confirm that you agree to the Terms, then click Create Account.



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3. After you have created your account, a welcome message will display, confirming the next steps in the registration process.

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The Official Website of the City of New York	NYC	00
Confirmation Email Sent		
	cannot log in until your email address is confirmed. T	fo confirm your email address,
click on the link in the email that was sent	t to you. If you have not received the email, check you	ir spam/junk folder.
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click on the link in the email that was sent		ir spam/junk folder.
click on the link in the email that was sent		r spam/junk folder.

4. Check your inbox for an email from NYC.gov. Click the link to confirm your email address.

	NYC.gov - NYC.ID Confirm Your Email Address	ę
	NYC.gov vareply@nyc.gov> Wed.Feb 21, 5:QE.PM 🔥 @	+
	You have just created a user account with City of New York. If it was created in error, deactivate your account.	
1	Click this link to confirm your email address.	
r	If the above link does not work, paste the following address into your browser:	
	https://accounts-nonprd.nyc.gov/account/validateToken.htm?guid=7997a989ca284c099736faf9c016c29a&token=DDlonyRlUpPTLFtHXdkLSJBYsPqeOW LoxQbdUZswSEFNkflZxCJbMvWwSyTCVdaR⌖=aHR0cHM6Ly9scGNwcC0tdWF0My5zYW5kYm94Lm15LnNpdGUuY29tLw%3D%3D&spName=lpcpp-uat3.sandbox my.salesforce.com	
	We ask you to confirm your email to ensure our emails will be delivered. This is the address you will log in with, and the address to which we will deliver all email messages r invitations and requests, and other system mail.	egardir
	You can change your email address at any time, but will only be able to log in with it once you have confirmed the email address by clicking the link.	
	Thank you for using NYC gov.	
	Do Not Reply - Automatic Email	
	$(\leftrightarrow \text{Reply})( \leftrightarrow \text{Forward})( \bigcirc)$	
	( I we have ) ( )	

5. A confirmation page will open in a new tab. Click Continue to proceed to the Login page.



NYC NYCID		Profile
The Official Website of the City of New York	NYC	00
Email Address Confirmed		
Congratulations, we successfully confirmed	your email address. You may now log in.	
	Continue	
2	1	

6. Enter the registered Email Address and Password, then click Login.

NYC   NYC.ID		5.41
The Official Website of the City of New York	NYC	08
Login		
Log in using your NYC account	Log in using one of these opt	ions.
Email Address *	Employees	
janedoelpc123@gmail.com	or	
Password *		
Login		
Forgot Password	Create Account	Report an Issue
WARNING: This system and network belong to	the City of New York and are intended solely for us	sers and uses authorized by the City
	ctly prohibited. By using this system you expressly	
	he purpose. If monitoring reveals possible evidenc vide that evidence to law enforcement or others. S	
used may be subject to additional terms and po		1

7. You will automatically be directed to Portico and will be prompted to update your profile before proceeding with your application. Click on Update Profile to continue.



NYC Landn Comm	NYC Landmarks Preservation Commission		쳐 English 👻	
Portico				
	© 2023   NYC Lanomarke Preservation Commission			NYCLPC
	e Google Translatin			
Dashboard	Please update your profile details before filing any application.			
My Permits		Logout	Jpdate profile	

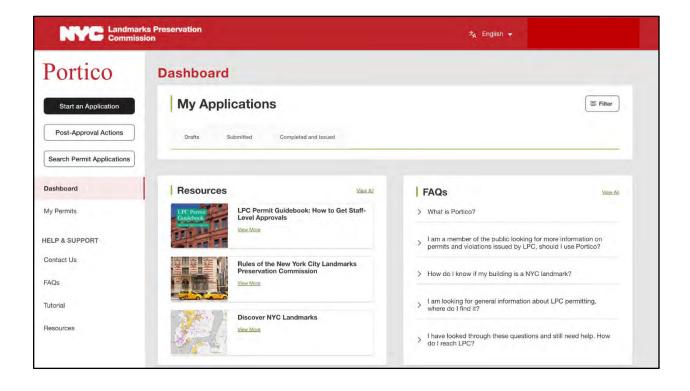
8. On the My Profile page, the First Name, Last Name, and Email Address you used to register your account will auto-populate. Enter your remaining details such as Address, City, State, Zip Code, and then click Save Changes.

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Portico	MY PROFILE				_
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	*First Name	Middle Name		"Last Nerve	
Contaction to only	Jane:	Middle Name		Doc	
	Title		Organization		
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AD4	New York		Niniy York		
uton	*Zip Code		Email Address		
MIN	10007		anedoelpci	23@gmail.com	
Recurse	a la companya de				

Note: Required fields are indicated by a red asterisk (\*).

9. After saving your profile details, you will be redirected to the Portico dashboard.





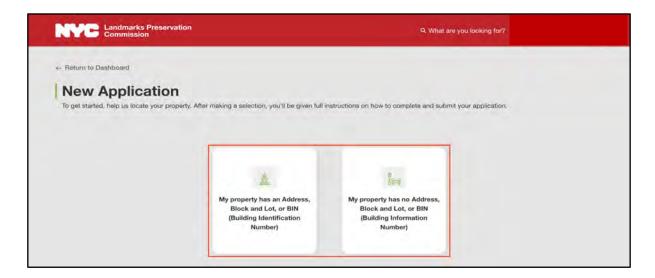


### **Start an Application**

1. On the Portico dashboard, click the Start an Application button in the top left corner to get started.

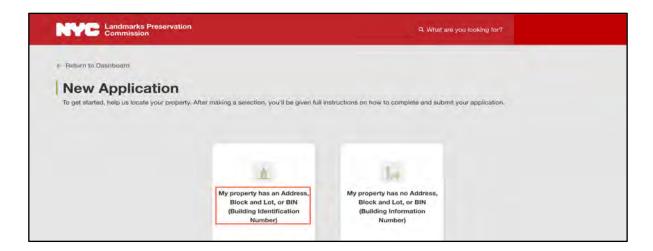
NYC Landmarks Preservation Commission			ŻĄ English ▼	
Portico	Dashboard			
Start an Application	My Applications			= Filter
Post-Approval Actions	Drafts Submitted Completed and Issued			
Search Permit Applications				
Dashboard	Resources	Aev: All	FAQs	View All
My Permits	LPC Permit Guidebook: How to Get Sta Level Approvals	ff-	> What is Portico?	

2. Select how you would like to search for your property on the New Application page.

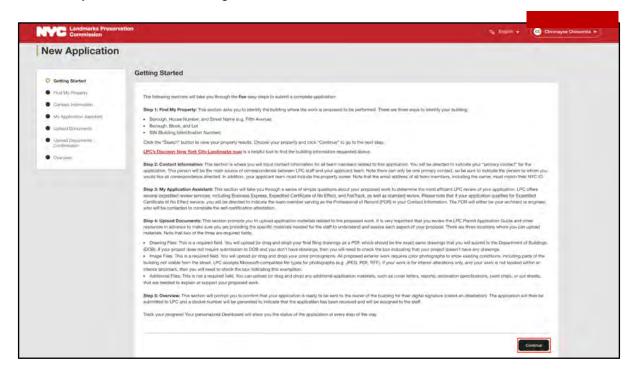


 If your property has an Address, Block and Lot, or BIN, click the My property has an Address, Block and Lot or BIN button. If your property does not have an Address, Block and Lot, or BIN, see Appendix C for instructions on how to start your application. (Landmark properties without Addresses, Block and Lots, or BINs may be lampposts, parkways, parks, or other similar features.)





- 2. Once you click the My property has an Address, Block and Lot or BIN button, you'll be taken to the Getting Started page, where you'll see the six easy steps to submitting a complete application. Please read them over carefully. Here you'll also find a link to our <u>Discover NYC</u> <u>Landmarks Map</u>, where you can look up important information about your designated landmark property, such as the address, block and lot, and BIN.
- 3. When you're finished reading this section, click Continue.





4. On the Find My Property page, search for your property using one of the three options: Address, Borough/Block/Lot, or BIN (Building Identification Number).

NYC Landmarks Preserva Commission	tion	ta, English ≠
e Return to Dashboard New Application		
Getting Started     Find My Property     Contact Information     My Application Assistant	Name (e.g. Fifth Avenue), Borough, Block, and Lot	be performed. There are three ways to identify your building; Borough, House Number, and Street BIN (Building Identification Number). After filing out the information using one of the three tabs, click Choose your property and click "Continue" to go to the next etep.
Upload Documents     Upload Documents -     Confirmation	Address Borough   Block   Lot	BIN (Building Identification Number)
Overview	*House Number	*Street Name (e.g. Fifth Avenue)
	e.g. 20	e.g. Fifth Avenue
	*Borough	

a. This page will default to search for your property by Address. Enter the required details including House Number, Street Name, and Borough, and click Search to view the properties based on your search criteria.

Getting Started     Find My Property     Contract Hytemation     My Application Assistant	Hunter, and Street Name (e.g. Filth Avenue)	and for be partnered. There are three vege in varently year building. Brinsch, Berough, Bock, and Lot. IIIN (Building Ingenitioation Number). After time to the "Search" buttors to verw your property resum. Choose your property and
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	*House Number	*Street Name (e.g. Fifth Avenue)
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	ing party to the process of the	

Notes:



- You can go back to the previous page or reset the information using the Back and Reset buttons. Please do not click the "back" button on your browser.
- If your search yields no results, the system will show the following error message:

Getting Started     Find My Property     Contact Information	Identify the building where the work is proposed to be performed. There are three ways to Block, and Lot. BIN (Building Identification Number). After filling out the information using property and citck. "Continue" to go to the next step.	Identify your building: Boreogh, House Number, and Street Name (e.g. Fifth Avenue), Borough, one of the three tabs, click the "Search" builton to view your property results. Choose your
My Application Assistant     Upload Documents     Upload Documents     Confirmation	*Indicates a Required Field Address - Borsigh ( Ent ( Lot BBY Building HentBoalon Human)	
Overview	"House Number	"Street Name (e.g. Fifth Avenue)
	25	Sixth Avenue
	*Borough	
	Brops	
	USE Decomposition and the set weeks the set weeks the set being internation requires a source	
		Back Reset Search
	Results	
	No Records found, please try other search options	

b. To search for your property using the Borough/Block/Lot (BBL), click on the Borough/Block/Lot tab. Enter the Borough, Block and Lot information in the spaces provided and click Search to view the properties based on your search criteria. If you need help finding your BBL, you can look it up by searching for your property on the <u>Discover NYC Landmarks Map.</u>



Commission	λα English ↓
New Application	
<ul> <li>Getting Started</li> <li>Find My Property</li> <li>Contact Information</li> <li>My Application Assistant</li> <li>Upload Documents</li> <li>Upload Documents - Confirmation</li> </ul>	Find My Property Identify the building where the work is proposed to be performed. There are three ways to identify your building: Borough, House Number, and Street Name (e.g. Fifth Avenue), Borough, Block, and Lot, BIN (Building Identification Number). After filling out the information using one of the three tabs, click the "Search" button to view your property results. Choose your property and click "Continue" to go to the next step.  *Indicates a Required Field  Address Borough Block Lot BIN (Building Identification Number).
Overview	*Borough
	Stelect Borough  Block  Lot  e.g. 520  U.S. Discover New York City Landmarke mug is a helpful tool to find the building information requested above.
	Back Reset Search

c. To search for your property using the BIN, click on the BIN (Building Identification Number) tab. Enter the BIN in the space provided and click Search to view the properties based on your search criteria. If you need help finding your BIN, you can look it up by searching for your property on the <u>Discover NYC Landmarks</u> <u>Map.</u>

New Application		
Getting Started  Find My Property  Contact Information	Find My Property Identify the building where the work is proposed to be performed. There are three ways to identify your building: Number, and Street Name (e.g. Fifth Avenue), Borough, Block, and Lot, BIN (Building Identification Number). Afte Information using one of the three tabs, click the "Search" button to view your property results. Choose your pro- "Continue" to go to the next step.	er filling out the
<ul> <li>My Application Assistant</li> <li>Upload Documents</li> <li>Upload Documents - Confirmation</li> </ul>	*Indicates a Required Field Address Borough   Block   Lot BIN (Building Identification Number)	
Overview	* BIN (Building Identification Number) • g. 1234567 PCa Discover New York, City Landmarks mag is a helpful tool to find the building information requested above.	



5. One or more properties may come up in the search. Select the correct property from the search results and click Continue.

<b>NYC</b> Landmarks Preservation Commission		≭ <sub>A</sub> , English →
Commission	Results Select your property: Address: 20 FIFTH AVENUE Borough: MANHATTAN Block: 00572 Lot: 0038 BIN (Building Identification Number): 1009429	
		Back

 On the Contact Information page, your information will auto-populate here and you will be automatically listed as the applicant. You can add more team members using the Add Team Members button in the top right.

Cuitting Started	Contact Infor	mation					
Find My Property     Contact Information     My Application Associated	Team Member	r Details	ation for all teach me	mbors related to	This approach		Team Members
Upload Doolments     Upload Doolments     Upload Doolments     Contemplates	contrispondence indicate the part property owner.	It as a team member and inust de between LPC staff and your appl- on to whom you would like all con- All team members will have access	card team. Note the respondence directe	re can only be or so. In addition, ye	ne primary cox	itact, so	be sure to
<ul> <li>Density</li> </ul>	Thir emild ad     Applications     (POR).	I important points to be aware of: driss of all black members, includi that may qualify for Expedition Der am members may be edded at an	thate of No Effect	(XICME) service (		Proteida	ional of Record
		member datais, click on the three					
	Name	Email Address	Team Member Type	Primary Contact	Owner	POR	Actions
	Aires Dog	janetosigc123@gmail.com	Applicant:	Nó	No	Na	Veni 3



7. Clicking the Add Team Members button will bring up a pop-up window. On the Add Team Member pop-up window, select the Team Member Type from the drop-down menu and fill in the other required details. You can select the check boxes to make the new team member the Primary Contact, Owner, and/or POR (Professional of Record). You can check more than one box for a team member, and all applications must identify the Owner and the Primary Contact. Please note that all team members will be required to create an NYC.ID in order to use Portico, and that the email you enter for them here must match the email connected to their NYC.ID. When you have entered all of the information, click Continue to close the pop-up window.

Commission					2	Er = 1 + Chinmayor Chin
New Application	Add Team Member Indicates a Required Field Team Member Type		Primary	Owner POR	×	
Getting Storted     Final My Processy     Gontact (Information	Applicant • First Name First Name	Middle Name Middle Name		*Last Name		+ Add Team Members
Gonact Information     My Applement Assessor     Inford December	Title Enter Title		Organization Enter Organiza	tion Name		In an owner as a fear member and ave. Note thirs can only be one team must include the property.
Vpload Dockim     Software (	Mobile Enter Mobile	Phone Enter Phone		Phone Ext Enter Phone Ext		
	*Address Line 1 Enter Address Line 1 *City		Address Line 2	Line 2		r POR Actions
	Enter City • Zip Code		Select One		•	NO Vina i
	Enter Zip Code		Enter Email Ad		tinue	Back Continue

Notes:

- Required fields are indicated by a red asterisk(\*).
- Based on the selected Team Member Type, the Owner and POR options will be available.
- The Professional of Record (POR) is only required for applications that qualify for the Expedited Certificate of No Effect (XCNE) service (see Appendix A for more information on applications that qualify for XCNE service).



8. After adding a new Team Member, their information will appear on the Contact Information page. You can now Edit the Team Member's details or Delete the team member by clicking on the Ellipses (three vertical dots). **Note: You cannot edit contact information by clicking View.** 

Find My Property     Contact Information	Team Member	Details				( + A	dd Team Member
My Application Assistant     Upload Docurrentls     Upload Docurrentls     Confirmation     Overview	as a team membe applicant team. N directed. In additi There are several • The ensail add • Applications tr • Additional tear	ere you will input contact informati r and must identify the primary co ote there can only be one primary no, your applicant team must inclu- important points to be aware of: ress of all team members, includin at may qualify for Expedited Centi n members may be added at any to member details, click on the three d	ntact. This person will be the ma contact, so be sure to indicate th de the property owner. All team n of the owner, must match their NY licate of No Effect (XCNE) service ime and will be notified by email.	in source of correspo e person to whom you rembers will have acc C ID.	ndence bet i would like ess to app	ween LP all corre lication d	C staff and your spondence etails.
	Name	Email Address	Team Member Type	Primary Contact	Owner	POR	Actions
	1	E.	Applicant	No	No	No	View E
			Owner	Yes	Vés		View :

9. Once you have added all of the relevant Team Members for your project, click Continue to proceed to the My Application Assistant page.

G Find My Property						-	
O Contact Information	Team Member	Details				+ 4	dd Team Membe
My Application Assistant     Upload Documents     Upload Documents     Upload Documents     Confirmation     Dverview	as a team membe applicant team. N directed. In additi There are several • The email add • Applications tt • Additional tear	here you will input contact informati or and must identify the primary oc- lote there can only be one primary on, your applicant team must inclu important points to be aware of: irress of all team members, includint hat may qualify for Expedited Certil m members may be added at any to hember details, click on the three d	ntact. This person will be the ma contact, so be sure to indicate the de the property owner. All team m on the owner, must match their NY iciate of No Effect (XCNE) service ime and will be notified by email.	in source of correspo e person to whom you tembers will have acc C ID.	ndence be ) would like ess to app	tween LP e all corre lication d	PC staff and you aspondence details.
	Name	Email Address	Team Member Type	Primary Contact	Owner	POR	Actions
			Applicant	No	No	No	View :
			Owner	YRS	Yes.	~	View 1



10. On the My Application Assistant page you'll be taken through My Application Assistant—a "wizard" that will ask you a series of simple questions directing you to the correct application process and providing directions on the materials required. Once you've answered all of the questions, Portico will automatically tell you what type of service you qualify for: Standard, FasTrack, Expedited Certificate of No Effect, or Business Express. Respond to the questions in the Proposed Work and Additional Information section, if applicable, and click Continue to navigate to the Upload Documents page.

outstanding LPC violations on your building to qualify. <u>Click here</u> for a list of required application materials sorted by work type. Additionally, the Application Assistant will search for any violations against the property.
Proposed Work  *Is the work only occurring at the interior of the building?  *Yes No  *Is the interior work only occurring in a non-commercial space?  *Is the interior work only occurring in a non-commercial space?  *Yes No  *Our application qualifies for Expedited Certificate of No Effect (XCNE) service.
Additional Information Apartment/Floor
*Are you filing with other NYC agencies? Yes No.
Back



11. On the Upload Documents page you will be able to upload all of the documents in support of your application, including drawings, photographs, or other materials. It is very important that you review the <u>LPC Permit Application Guidebook</u>, linked on this page, and other resources in advance to make sure you are providing the specific materials needed for the staff to understand and assess each aspect of your proposal.

Portico accepts the file types listed on the Upload Documents page, including PDF, JPEG, PNG, and more. Please note, each file cannot exceed 300MB, and LPC cannot accept password-protected files or non-flattened files (such as PDFs with multiple layers). Also, photos taken with an iPhone need to be converted to JPEGs or other compatible formats before uploading. HEIC files cannot be uploaded.

After you upload your documents, click Continue to navigate to the Upload Documents -Confirmation page.

Submit files	
Upload files *	
Ding and drug Nec Select Nex	
Submit	
Benne scienting, passe pask pas that pas mot the size new the over the oper to the data and ward to pase the control of the events of limit for spaces. Box Terms of Service ( Box Ferrary Netton	
	Add more files
	Back Continue

Note: You can add more files using the Add more files button.

12. The Upload Documents - Confirmation page provides an overview of the documents that were successfully uploaded. Be sure to thoroughly review all the documents to confirm that everything you wanted to upload is visible on this page. If any files are missing, you can go back to the previous page to check the size, format, and name of all of your files. Once



you've confirmed all of your documents were successfully uploaded, click Continue to navigate to the New Application Overview page.

Getting Started	All of the documents in support of your application, inclu-	and stated at histographics of street materials.	
Find My Property			
<ul> <li>Contact Information</li> </ul>	Uploaded Documents		
My Application Assistant			
O Upload Documents	File Name	File Type	Actions
O Upload Documents - Confirmation	Drawing file-Pub.JPG	Images	8 +
Overview		300MB or unsupported file formats (e.g. HEIC), or th t be reviewed by the LPC and will be removed from files to ensure that LPC can review your files.	

Notes:

- Uploaded files larger than 300MB, unsupported file formats (e.g. HEIC), or file names over 250 characters are <u>not</u> accepted and will not appear on this list. You can preview uploaded files by clicking on the File Name link.
- Use the Delete icon (trash can) to remove uploaded documents.
- Uploaded files are categorized and displayed under Documents and Images on the Overview page.
- 13. On the New Application Overview page, review the information provided in all of the previous steps of the application process.
- 14. If you <u>are not the Owner</u>, you will be prompted to send the application to the Owner to sign the attestation by clicking Submit to Owner at the bottom of the New Application Overview page.



My Application Assistant	Lon
Proposed Work	
is the work only occurring at the interior of the building? No	
Is the exterior work at the front of the building (e.g. front façade, areaway, yard or sidewalk)? Yes	
Is the exterior work only for a temporary installation, an unenclosed sidewalk caté, or concrete sidewalk replacement? No	
Is your exterior work at the front of a building for a business with a storefront or other street presence? No	
Select all proposed work types.	
Interior Attentions	
Your application qualifies for Standard service.	
Additional information	
Apartment/ Floor	
Are you filing with other NYC agencies?	
Upload Documents	Edd
Documents	
I have no drawings	
Images	
Drawing Mn-Pub-JPG	
	Block Submit to Owner

Notes:

- For applications that qualify for the Expedited Certificate of No Effect Service (XCNE), you must send your submission to the Professional of Record before sending it to the Owner. (See Appendix A for more information.)
- To make changes to any of the information, use the Edit link in the appropriate section of the New Application Overview page.
- 15. Once you click Submit to Owner, the application will be submitted to the Owner for validation. Click the Return to Dashboard button to see the application status on the Dashboard or click Start an Application to start a new application.



e Return to Dashboard	
New Application	
Getting Started     Find My Property	
<ul> <li>Contact Information</li> <li>My Application Assistant</li> </ul>	
Upload Documents	Your application has been sent to the owner for validation.
<ul> <li>Upload Documents - Confirmation</li> </ul>	Once validated, the application will be transferred to LPC and you will receive a docket number. Track the progress of your applications under My Applications
O Overview	Return to Dashboard Start another Application

16. If you <u>are the Owner</u>, the New Application Overview page will display the Sign Attestation button instead of Submit to Owner. After reviewing the information provided in all of the previous steps of the application process, click Sign Attestation to navigate to the Owner Validation page.

1/a	
Is your sterior work visible from any public thoroughters (e.g. a sidewalk, street or park)? Yes	
Select all proposed work types.	
Interior Alternitives	
+ Stomirons	
Visur opplication qualifier for Standard minute	
Additional Information	
Apartment/Floor Timi	
Ane you filling with other MYC agencies? No	
Upload Documents	in .
Alugua parantana	
Documents	
* -Pub (PG)	
Imageor	
1 Ituaré no Irraga Files	
Channel Concession	
	Back Sim Atlantation

17. On the Owner Validation page, indicate whether or not another entity holds a Façade Easement on the subject property (most people will answer No to this question) and click Continue. (Steps for answering Yes to the Facade Easement question are explained in Appendix D.)



- Return to Dashboard	
<b>Owner Validation</b>	n
	Facade Easement
<ul> <li>Verify Owner Information</li> <li>Facade Easement</li> </ul>	A facade easement is a legal agreement between a private owner and is non-profit organization, such as the New York Landmarks Cooservancy or the Trust for Architectural Easements, for the purpose of protecting the architectural character of a historic building's facade in exchange for it financial benefit. Facade easements are rare and most owners will select no to answer this question.
Attestation	
Overview	Please provide any facade ensument information below.
	* Indicates a Required Field
	* Is there a facade easement on the property? Yes () No

18. To complete the Owner Validation Attestation, read the statement fully, then confirm your understanding by selecting the checkbox and entering your Full Name. Click Continue to navigate to the Owner Validation Overview page.

Return to Dashboard		
Owner Validation		
Vently Owner Information     Facada Easement	Attestation Complete this attestation by checking the box to below constitutes your signature and affirms the	indicate that you reviewed and understand the statement and cently it is correct. Typing your name statement.
Facade Easement     Control      Control	with the work proposed in this applical provided herein, including all suppleme signature is not authentic, or represent or reacind any approval issued in reliar	Hereby swear or affirm that I am the owner or authorized representative of the property. I am familiar tion, and I give my consent for this application to be filed electronically with LPC. The information ental materials, is correct and pomplete to the best of my knowledge. I also understand that if the alations are not truthiul, that the Landmarke Preservation Commission may withdraw the application one on them. Turthire understand that knowledge previding false information in this aubmission is a n up to a year in jail or a substantial firms.
	*Full Name	Date
	Boler Full Name	June 14, 2023
	association. A co-op or condominium unit or	sings, the "owner" is the authorized representative of the co-op corporation or condominium wher can act as the "owner" ONLY IF the work is limited to interior alterations or IF the work is to perform that work under the cooperative/proprietary lease or the condominium plan.

19. On the Owner Validation Overview page, review the information provided in the previous sections. To make changes to any of the information, use the Edit link in the appropriate section of the Owner Validation Overview page. When ready, click Submit to LPC.

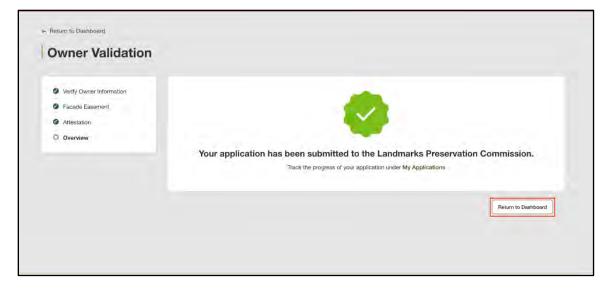
Note: If you do not approve of the application as submitted to you, the Owner, for any reason, you may Disapprove the application. For more





Worly Owner Internation	Overview Review your entries in each section for accuracy before submitting the a	colomics to the Landmenki Treservation Commission		
Focute Easternere Attentation Overview	Owner Information			241
	Oviner Hame First Hame	Middlie Marris	Lost Norm	
	Contact Detsils and Location	Phone	Phane Exi	
	Address City	State		
	Zip Code	Emisal Autórese		
	and and a			
	Facade Executivenk is there a facade exservent on the property?			
	Attestation			
	(pps/ded heren/) visitating all supplemental incide alls, is correct and rescard any approval issued in reliance on them. I harther understare	am the parene or authorized ispresentative of the property, i am familiar with the ve isomolehit to the best of my knowledge. I also anderstand the if the signifies a ri- d that isometry providing takes information in the submission is a class A mission	vis proposed in this application, and I give my consent for this application to be filed exist it authentic, or reconsentiations are not furthing that the Landscelle Preservation Connect perior and may result (in up to a gow in pill or a substantial time.	stronically with LPC. The information eater may withdraw the spokeation or
	Full Name Christopee	Date June 16, 2023		

20. The application has now been submitted to the Landmarks Preservation Commission. Click the Return to Dashboard button to see the application status on your Dashboard.





### Appendix A: Applications Qualifying for Expedited Certificate of No Effect (XCNE)

Applications that qualify for LPC's Expedited Certificate of No Effect (XCNE) service require some additional information as part of the application process. On the My Application Assistant page, your responses to the questions about your Proposed Work will determine if your application qualifies for the XCNE service.



 If your application qualifies for XCNE service, you must go back to the Contact Information page to add a POR (Professional of Record) as a Team Member, if you did not do so initially. The POR will either be your architect or engineer, who will be contacted to complete a self-certification attestation. As a reminder, you can return to the Contact Information page using the Back button, and then clicking the Add Team Members button.

New Application							
Getting Started	Contact Inf	ormation					
<ul> <li>Find My Property</li> <li>Contact Information</li> </ul>	Team Mem	ber Details				+ Addi	fisam Members
<ul> <li>My Application Assistant</li> <li>Uplaad Documents</li> </ul>	quality for Ex	is must include an <b>owner</b> a pedited Certificate of No Eff y be added and will be notif	ect (XCNE) service must id	entify a profession	al of record (Pt	ORI, Addi	tional team
<ul> <li>Dveryilew</li> </ul>	Name	Email Address	Team Member Type	Primary Contact	Owner	POR	Actions
		1	Applicant	No	No	~	Millow E

 On the Add Team Member pop-up window, select the Team Member Type Architect or Engineer from the drop-down menu, select the checkbox for POR, enter the rest of the required details, and click Continue.



							-	
er Bullom D. Dynkommy		Add Team Member				×		
New Application		Team Member Details						
Common Structures	Conta	*Indicates a Required Field *Team Member Type		Primary Contac	POR @			
Prine My Property		Architect			1		(	
D Contact Information	Tea	* First Name	Middle Name		* Last Name		+ Add Team Mombers	
Adv. Resolution on Association &	. A)1 20	First Name	Middle Name		Last Name		Ing Cartification No Ethics (XCNE)	
Linoud Documents	Jet3	Title		Organization			et will have another to application	
Cwannew.	N.	Enter Title		Enter Organizatio	ny Name		PQR Actions	
	M	Mobile	Phone		Phone Ext		- Mary E	
		Enter Mobile	Enter Phone		Enter Phone Ext			
		*Address Line 1		Address Line 2			Batk	
		Enter Address Line 1		Enter Address Li	ne 2			
		*City		*State				
		Enter City		Select One				
		* Zip Code		*Email Address				
C 5025 ( M/C Los explice Press values - prevalues -		Enter Zip Code		Enter Email Addr	ess			NYC

3. You'll now be returned to the My Application Assistant page. Answer the question in the Additional Information section at the bottom of the page and click Continue.

permits can be issued within ten business days if your application includes the required photos, drawings, and other applicat outstanding LPC violations on your building to qualify. <u>Click here</u> for a list of required application materials sorted by work ty	
Additionally, the Application Assistant will search for any violations against the property.	
E control of the second s	
Proposed Work	
* Is the work only occurring at the interior of the building?	
😰 Yes No	
*Is the interior work only occurring in a non-commercial space?	
Yes No	
S Your application qualifies for Expedited Certificate of No Effect (XCNE) service.	
Your application qualifies for Expedited Certificate of No Effect (XCNE) service.  Additional Information	
Additional Information	
Additional Information	
Additional Information Apartment/ Floor	
Additional Information Apartment/ Floor Are you filing with other NYC agencies?	



- 3. All other steps in the application process are the same as described the first section (Start and Application) until you reach the New Application Overview page, where applications qualifying for XCNE service must first be sent to the POR for approval (see Appendix B for further instructions on POR validation and attestation).
- 4. At the bottom of the New Application Overview page, review all information to ensure it is complete and correct, then click Submit to Professional of Record.

Proposed Work Is the work why occurring at the interior of the building? No Is the work why occurring in a non-continential space? No Is the interior work only occurring in a non-continential space? No Is the interior work only occurring in a non-continential space? No Is the interior of the building? No Is the build	My Application Assistant	
Additional Information	Is the work only occurring at the interior of the building? The	
Uptoid Documents me Documents Have no denses I have so denses	Your approaches qualifies for Expedited Certificate of No Effect (ICHE) service.  Additional Information  Apartment/ Float  Inf  Are you films with other NYC agencies?	
Documents Have to dominant Images	Upload Documents	
	Documents There to demonstrate	

5. The application will be sent to the Professional of Record for validation.

Getting Staried	
Find My Property	
Contact Information	
My Application Assistant	
Upload Documents	Your application has been sent to the professional of record for validation.
<ul> <li>Uplaad Documents - Confirmation</li> </ul>	Once velicited, the application will be sent to the owner for velication. Trace the progress of your applications under My Applications
D Overview	Refum to Clashboard Start anothic Application

Notes: When the applicant and POR are the same person, on the New Application Overview page there will be a Sign Attestation button (see Appendix B for further instructions on POR validation and attestation). After completing the Attestation as the POR, you will be prompted to



submit the application to the Owner for them to sign their own Attestation (see Appendix D for instructions on Owner validation and attestation).



### Appendix B: Professional of Record (POR) Validation and Attestation

For applications qualifying for XCNE service, the Professional of Record (POR) will follow the steps below to validate the application and sign their attestation.

 When the Applicant submits an application to the POR via Portico, the POR will receive an email notifying them that an action is required on an application. The POR will log into Portico and click the Awaiting My Approval tab on their Dashboard to view the list of applications awaiting their approval. To review the application, click on Review Details in the Actions column for the application you wish to review.

NYC Landmark Commiss	ts Preservation ion		≯ <sub>A</sub> Eng	lish 👻
Portico	Dashboard			
Start An Application	My Applications			Filter
Post-Approval Actions	Awaiting My Approval	Submitted Completed and Issued		
Search Permit Applications	Docket Number	Status	Last Action Date	Actions
Dashboard	<ul> <li>Pending Submission</li> </ul>	Pending Professional of Record Approval	02/23/2024	Review Details
My Permits	Viewing 1-1 of 1			

Note: If the POR is also the Applicant, the Sign Attestation button will have appeared on the New Application Overview page after entering all of the application information, prompting you sign the attestation before sending the application to the Owner.

2. Review the information on the Professional of Record Validation - New Application Overview page, then click Continue to Approval.



My Application Assistant
Proposed Wink
Is the work only occurring at the interior of the building? Yes
is the interior work only occurring in a non-commercial space? Yes
Visal application qualities for Expedialed Centificate of Ne Effect (XCNE) service
Additional Information
Are you illing with other NYC approces? No
Uplead Documents
Documents
) have resided answer
Imapes
Oravering Unicity()
Synaportice Continued To Appress

Note: If the information is incorrect, you can deny the application by clicking the Disapprove button. You'll be asked to enter the reason for disapproval. The applicant will receive an email notifying them that the application was disapproved, and any reason(s) provided. Once disapproved, this action cannot be undone.

I hereby s	state that (YOU MUST CHECK ALL)	100
crates	Disapprove this Application	×
rasso nce wi	Are you sure you want to disapprove this application? Please Note: Once disapproved, this action cannot be undone.	ike to the
/ asso } Com	Please enter the reason for disapproval.	of the City
Vito State L	Cancel Yes, Disapprov	e

3. Verify your Professional Information on the Professional of Record Validation page, then click Continue.



nty Professional	Verify Professional Inform	ation			
metabon	* Indicates a Required Field				
an a flage	Professional Name				
	* First Name	Middle Name		*Last Name	
		Middler Name			
	Contact Details and Location				
	Mobile	Phone		Phone Ext	1.6
	E			Enter Phone Ext	
	*Address Line 1		Address Line 2		1
			Enter &ddress Line	2	
	*City		* State		
	l				*
	"Zip Code		*Email Address		

Notes: The information on this page will be auto-populated and you can make changes to all of the existing information except the email address, which must be the same email address you used to register for Portico.

4. Affirm the acknowledgment statements on the Attestation page by clicking all of the checkboxes, enter your Full Name and New York State License Number, then click Continue.

	Attestation	
<ul> <li>Venty Protessional Information</li> </ul>	Complete this adiestration by checking the box to indicate likeling in remewed and understand the station	nerf activety's it is correct. Typing your same below contributes your Stochus and Mitma the automatic
Attestation		
Overview	* Indicative a Released Factor	
		on, Fam automitting signed and seared EID8 hang streamings in the LPC their terminetrate (POU MUST
	1 The proposed work	
	<ul> <li>We not the performed privary portion of a space stellighted as an interior landmask;</li> <li>We not implete excertaion, except for minimal eccevation initiated to initiator of methanics any portion thereat; and:</li> </ul>	belaw the second full aday is a building where there is no commercial use on the ground face: If each, or my change to replacement of or presentator of 4 and as, token, where well or not or the head of 4 memory and a presentation section section and a second a protection belanding 47 back here the return a under effort form, which we build be the term the glass.
	In addition, Thereby state that (VOU MLEYT CHECK ALL):	
	We associate. Fairs, likewas prin in the inspane for an equitated inview of the application     We also associates. Fairs, likewas prin in the integrate that provide the tage     and any associates. Fairs, likewas of the Landsteaks Law and the rules for expenditor review	aments contained in the application And A any amendments as make to the application. In determine, of order Certification of the Effect, end
	1 📑 fano my znácostes, / any, hem rol bem included by the UPC chair form the prozestane & or analyzing by the DDB commissioner from the processure for instead asponsisory choice of	for expected minima pursuant to THM (3), Bergion () -34 (4) the Ruley of the Oxy of New York (*RON*?), I applications and parent pursuant to THM 1, Santon 21 (42 of the RON*
	'Full Name	Date
		February 23: 2026
	Hear York Sitaie License Hantine	
	<b>7</b>	
		Red Country

5. Review the information on the Professional of Record Validation Overview page. If needed, you can edit the information using the Edit links in each section. When you have confirmed all of the information is correct and complete, click Submit to the Owner in the bottom righthand corner of the page.



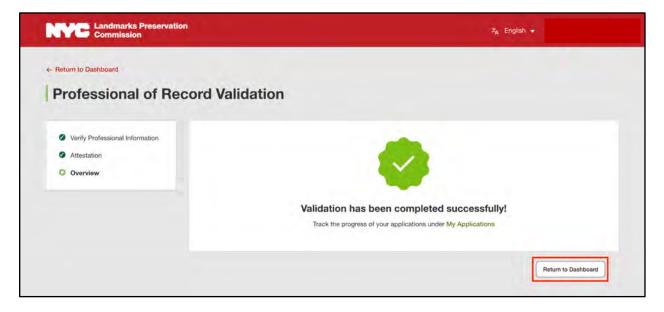
YG Landmarks Preservation	tion			≉ <sub>A</sub> English •
Return to Dashboard				
Professional of R	ecord Validation			
Verify Professional Information	Overview			
Venty Professional Information     Attestation     Overview	Professional Information			Edit
	Professional Name First Name	Middle Name	Last Name	
	Contact Details and Location	Middle Name	Last Name	
	Mobile Address	Phone	Phone Ext	
	City	State		
	Zip Code	Email Address		
	Attestation			Edit
		herenced property which is the subject of the applicati	on, I am submitting signed and sealed DOB filing draw	wings to the LPC that
	The proposed work			

NYC Landmarks Preservation Commission	R <sub>A</sub> English +
	The proposed work
	<ul> <li>Is interior only;</li> <li>Will be performed only at or above the third full story or in the cellar or basement, or at or below the second full story in a building where there is no commercial use on the ground floor;</li> <li>Will not be performed on any portion of a space designated as an interior landmark;</li> <li>Will not involve excavation, except for minimal excavation related to elevator or mechanical work, or any change fo, replacement of, or penetration of a window, skylight, exterior wall or roof or any portion thereof; and</li> <li>For floors in through 6, will not involve a dropped celling greater than one foot (1<sup>1</sup>- 0<sup>n</sup>) below the head of a window, a perpendicular partition abutting a window, or a parallel partition blocking more than one foot (1<sup>1</sup>- 0<sup>n</sup>) below the less than a minimum of one foot (1<sup>1</sup>- 0<sup>n</sup>) back from the interior window all or frame, whichever is further from the glass.</li> </ul>
	In addition, I hereby state that (YOU MUST CHECK ALL):
	Ny associates, il any, likewise join in the request for an expedited review of the application;
	I and my associates, if any, are aware that LPC will rely on the truth and accuracy of the statements contained in the application and in any amendments we make to the application, to determine our compliance with the provisions of the Landmarks Law and the rules for expedited review of certain Certificates of No Effect; and
	I and my associates, if any, have not been excluded by the LPC Chair from the procedures for expedited review pursuant to Title 63, Section 2-34 of the Rules of the City of New York ("RCN"); or excluded by the DOB Commissioner from the procedures for limited supervisory check of applications and plans pursuant to Title 1, Section 21-02 of the RCNY.
	Full Name Date Hansh KM February 23, 2024
	New York State License Number 123457
	Back Submit to Owner

6. Upon successful validation by the POR, a confirmation message will display on the screen. The application will now be submitted to the Owner for review, and to sign their own Attestation (see Appendix D for more information on Owner validation and



attestation). Click Return to Dashboard to check the application status on the Dashboard.





Appendix C: Starting an Application: Properties Without an Address, Block and Lot, or BIN

 To start an application for a property that does not have an Address, Block and Lot, or BIN (lampposts, parkways, parks, etc), click the My property has no Address, Block and Lot or BIN button on the New Application page.



2. On the New Application page, you'll see the six easy steps to submitting a complete application. Please read them over carefully and then click Continue.



Commission	rvation 7 <sub>A</sub> English +
	Getting Started
Getting Started	
M/ Work Lacation	The following sections will take you through the flive easy steps to sucret a complete spatialion:
Find My Langmark	Site of the Work Location: This section allows you to identify where the work will uccar and what type of work is being incodered. If you don't see your work bradion you should
Contact-Information	Step 1: MY Work Location: The section allows you to centory where the work we usual and what type or work a being enclosed. If you don't see your work classos, you should shoose "other" and identify your location in the space provided.
Opticied Disconnents	Step 2: Find My Landmark: This section allows you to pavor's for and identify any individual or interior landmark, instance datafocat, as scance landmark, to which the work is proposed. If you are unuare which individually will be inflected, you can check a boa that indicates that you do not know which landmarke(i) will be impacted by the proposed work. and you can beyower the exclusion.
Danfimiation	ana you can oppasa the excess.
Constant	Step 3: Centext Information: This action is where you will input contact information for all taxes members related to they applicated. This period to indicate your "primary contract" for the application. This period will be the methan source of correspondences taxeses. In CS tail and your applicate them. Note there icon only is a one primary contact: so the size to indicate the period his week will be all correspondence different list. You applicate them. Note there icon only is an one primary contact: so the size to indicate the period his week size and there is the addition, your applicant team must include the property envire. Note that the areast address of all steam methans; including the wavem must methan them WhYCD.
	Step 4: Upload Documents: This section prompting you to upload application materials related to the proposed work. It is very important that you review the (JPC Permit Application Guide and their importants in advance to make size you are providing the specific materials needed for the staff to understand and assets each applied of you proposal. There are three socialnes where you can upplicatively the Short that too of the three are equipart Staff.
	Note that two of the three are required fields.
	<ul> <li>Drawing Files: This is a wearend field. You will upload in drag and drag your final files drawings as APDE, which inheritable the search same drawings that you will upload in the Dispatrown of Durindings. ORDIN, Your project draws not require submission to DOB and you don't have drawings, that you will enable the back indicating that your project detern? have any drawings.</li> <li>Image Files: This is a meaned field. You will upload fire draw drawing and drag your project and the search drawings.</li> </ul>
	conditions, including parts of the building not visible from the street. LPG accepts Microsoft-compatible line types for photographs (e.g. aPEG, PDF, If your work a for interior alberations only and your work is not located within an interior landmark, then you will need to theck the box indicating this assemption.
	<ul> <li>Additional Files: This is not a required field. You can uplied (or drag and drop) any additional application materials, such as zower letters, reports, restriction specifications, paint chips, or cut shelds, that are needed to implain or support your proposed work.</li> </ul>
	Step 5: Overview: This section will prend you to confirm that your application is mady to be sent to the server of the balating for their dupted expension baland an ensemblanis. The application will then be submitted to LPC and a docket number will be generated to instants that the application has been received and will be assigned to the staff.
	Track your progress? Your personalized Dashboard will show you the status of the application at every step of the exp.
	Creative

3. On the My Work Location page, select the Borough from the drop-down menu, and select the feature and/or location where the work will occur. Then click Continue to navigate to Find My Landmark page.

N	VC Landmarks Preservation	% English ≁
N	Cetting Started     Getting Started     My Work Location     Find My Landmark     Centact Information     Upload Documents     Centraction     Overview	My Work Location  Indicates a Required Field  Indicates a
		Back

4. On the Find My Landmark page, you can identify where the work will be occurring by selecting the Landmark Type from the drop-down menu, and/or entering the Landmark Name. Then, click Search to view the search results.



Landmarks Prese Commission	rvation 💈 A English 👻	
New Application	1	
Getting Started	Find My Landmark	
My Work Location	Use this search to identify the landmark(s) impacted by your work.	
Find My Landmark	Manhattan	
Contact Information	Landmark Type	
<ul> <li>Upload Documents</li> </ul>	Select Onu	
<ul> <li>Upload Documents - Confirmation</li> </ul>	Landmark Name	
Overview	Search by Landmark or Historic District Name	
	I do not know what landmark(s) are impacted by my work.	
	LECK Descent free Yesh City Leopenta mug it a mabble tool to trid the halding information requested serve.	
	liack .	Reset Search

Notes:

- Select the checkbox if you don't have information about the landmark, and then click Continue to navigate to the Contact Information page.
- You can use the Back button to navigate to the previous page and the Reset button to reset the data entered for the landmark.
- 5. Select the appropriate landmark from the search results and click Add Landmarks.

NYC Landmarks Preservation Commission		≉ <sub>A</sub> English ★
Ovaryley	I do not know what landmark(s) are impacted by my work.	ini anna-
		Back Reset Search
	Results	Add Landmarks
	Select the landmark(s) where the work is occurring.	
	(Former) 30th Police Precinct Station House     Type - Individual Landmark     Borough - Manhattan	(Former) Aberdeen Hotel (now Best Western Manhattan Type -Individual Landmark. Biorough - Manhattan
	(Former) Bank of New York & Trust Company Building Type - Individual Landmark	(Former) Century Assocation Building Type – Individual Landmark Borough – Manhattan



6. Scroll down the page to view the Associated Landmarks and click Continue to navigate to the Contact Information page.

Commission	A second s				
	(Former) Bank of New York & Trust Company Building	(Former) Century	Assocation Buildi	ng	
	Type - Individual Landmark	Type - Individual Lande	nark		
	Binesugh - Manhaitian	Bincurght Martinitary			
	Autoinena	Address -			
	BIN -	BIW -			
	BIODK - 40	Elvick - 823			
	1261.00	Lait + TH			
	Summing 1.46 of 1		1 2 2	1 200	4
	Associated Landmarks				
	Landmark Name	Landmark Type	Borough	Actions	
	Landmark, Name	Canumark, type	Borougn	Actions	
	(Former) 30th Police Precinct Station House	Individual Landmark	Manhattan	a a	
	Variante TO 19 1			1.1	
	Sumplified of a			1 A.	
				Back Centre	
				Cent	

Notes:

- You can add more than one landmark to Associated Landmarks.
- You also Delete a landmark from the Associated Landmarks using the Delete icon.



### Appendix D: Owner Validation, Facade Easements, Attestation, and Disapproval

Once an application is submitted to the Owner by either the Applicant or Professional of Record (POR), the Owner will receive an email prompting them to log into Portico to validate and approve the application and submit it to LPC.

The steps required for the Owner to validate the application and sign the attestation are outlined below:

1. After logging into Portico, click the Awaiting My Approval tab to view the list of applications awaiting your approval.

NYC Landmarks F Commission	Preservation				
Portico	Dashboard				
Start an Application	My Application	ns			≡ Fölur
Post-Approval Actions	Awaiting My Approval •	Drafts Submitted	Completed and Issued		
Search Permit Applications	Docket Number	Draft	Status	Last Action Date 4	Actions
Dashboard	Pending Submitasion New Yarn Berbogh BK   Work Location:	Roadbed Work - Multiple	Pending Owner Approval	06/19/2023	Review Details
My Pormits					
ELP & SUPPORT					
Contact Us					
FAQs					1

2. Click the Review Details link in the Actions column for the application you wish to review.

Portico	My Applications			The Filter
Start an Application	Awaiting My Approval   Drafts Subm	Ited Completed and issued		
Post-Approval Actions	Docket Number	Status	Last Action Date +	Actions
Search Permit Applications	<ul> <li>Pending Submission New York Borough: BK   Work Location: Readbedt Work - Multiple</li> </ul>	Pending Owner Approval	06/19/2023	Review Details
Dashboard				
My Permits				



3. On the Owner Validation – New Application Overview page, review the details and click Continue to Approval.

wner Validatio	Dverview	
Germy Surner	Depression of the second	
Control Information     No Approximation Assessment     Security Discussion     Contrology	Find Mg Aspany Selected Degraph Advance	
	Connect (Hoymattee	-
	My Application Antistem	
	respondent trends In the work was constrained at the balancing? Additional Information Are pro lining with other NVC spenning?	
	Upload Documents	
	Drawing Hon Handra a sampa Hanga Hang	
	interno biospi l'inte Adottivosa Attachteutos Istana la Adottivosa dinagonama	

Notes:

- You can edit the information using the Edit links in each section.
- You can also disapprove the application using the Disapprove button. You'll be asked to enter the reason for disapproval. The applicant will receive an email notifying them that the application was disapproved, and any reason(s) provided. Once disapproved, this action cannot be undone.
- An application submitted to the POR or Owner will be deleted if no action is taken by the POR or Owner within 30 days of submission.



Disapprove this Application	×
re you sure you want to disapprove this application? lease Note: Once disapproved, this action cannot be undone.	
Please enter the reason for disapproval.	
	Cancel Yes, Disapprove

4. On the Verify Owner Information page, verify the information, then click Continue.

Owner Validation					
O Venily Owner Information	Verify Owner Information				
Facsde Exerment	* indicates a Required Faeld				
Attestation	Owner Name				
<ul> <li>Overview</li> </ul>	*First Name	Middle Name		* Last Name	
		Middle Name			
	Contact Details and Location				
	Mobile	Phone		Phone Ext	
	Enlar Mobile Number	Enter Phone Numbe	r.	Entire Phane Ext	
	*Address Line 1		Address Line 2		
			Enter Address Line 3	k.	
	*Gity		*State		
	*Zip Code		* Email Address		·
		-			

Notes: The Owner information will be auto-populated and you can make changes to the existing information except the email address, which must be the same email address you used to register for Portico.



- 7. On the Facade Easement page, select the appropriate answer for the facade easement question.
  - a. If you select Yes for 'Is there a facade easement on the property?' you will be prompted to add the Facade Easement details.

Verty Owner Information Facade Easement	Architectural Essevenini	a legal agreement between	a privite owner and a non-prelit organization ling, the architectural character of a fusiolic questori	n. such na the New York Landmark building's facade in exchange for a	i Conservancy or the truct for transition benefit, Facado exercisión a
Attentition     Downow	* Indicates & Region	y facade easement enforma ef Ferri le easement on the proper			
	Easement hold	lers			+ Add Facable Easement Detail
	and the second se				

b. Click the Add Facade Easement Detail button. The Add Facade Easement Detail pop-up window will appear.

NYC Landmarks Preser Commission	vation			R <sub>a</sub> English	
Reitern In Daalfboard     Owner Validation	Facade Easer				
Verity Overer Information  Facade Existement  Artestration  Overview	Architectural Easener rare and most owners Please provide ar "Indication a Requir	its, for the purpose of profe will salect no to answer this by flicade easement information	tion below.		
	Easoment hold	lers Phone	Email Address No records found	Address	+ Add Facade Easement Detai
					Back Confirmat



c. On the Add Facade Easement Detail pop-up window, enter the details including Name, Phone, Email Address, and Address and click Save.

lo Dashbaard				
ner Validat	ion			
	Add Facade Easement Detail		×	
nfy Owner Information cade Easement Instation	* Indicates a Required Field *Name Maria *Phone (123) 456-7890 *Address test	*Email Address test@gmail.com		ioni Lanamenti Conservanav i frædde in exchange for a
		Cancel	Save	Add Facade Easement Detail

d. Once the details are saved, a confirmation message will be displayed on the screen and the facade easement details will be displayed under the Easement holders section. Click Continue to navigate to the Attestation page.

Verify Owner Information     Facade Easement	the Trust for Archit	t is a legal agreement between a ectural Easements, for the purpo	private owner and a non-profit organia air of protecting the architectural char- ost owners will select no to answer the	acter of a historic building's fa	
Alteglation     Drevumy	* Indicates a Re	cade easement on the property			
	Easement h	olders		+ Add	Facade Easement Detail
	Name	Phone	Email Address	Address	Actions

Note: You can Edit or Delete the Facade Easement details using the edit and delete icons under the Actions column in the Easement Holders section.



8. If you select No for 'Is there a facade easement on the property?', click Continue to navigate to the Owner Validation Attestation page.

Landmarks Preserva Commission	
- Return to Dashboard	
<b>Owner Validation</b>	1
A COLORADOR	Facade Easement
<ul> <li>Verify Owner Information</li> </ul>	A facade easiment is a legal agreement between a private owner and a non-profit organization, such as the New York Landmarks Conservancy or the Trust for Architectural Easements, for the purpose of protecting the architectural character of a historic building's facade in exchange for a financial
O Facade Easement	benefit. Fecade easements are rare and most owners will select no to answer this question
<ul> <li>Atrestation</li> </ul>	
Overview	Please provide any facade easement information below.
	" Indicates a Required Field
	* Is there a facade easement on the property?
	Yes 💌 No
	Back Continue

9. On the Owner Validation Attestation page, read the statement fully, then confirm your understanding by selecting the checkbox, then entering your Full Name, and clicking Continue.

Retern to Dasitboard			
Owner Validation	n		
Verity Owner Information     Facade Easement	Attestation Complete this attestation by checking the box below constitutes your signature and affirms the	() indicate that you reviewed and understand the statement and externel.	t certify il la correct. Typing your name
Attestation     Overneex	with the work proposed in this applic provided herein, including all suppler signature is not authentic, or represe or rescind any approval issued in reli-	I hereby swear or affirm that I am the owner or authorized repr ation, and I give my content for this application to be filed elec mental materials, is correct and complete to the best of my kino ntations are not truthilu, that the Landmarke Preservation Com area on them. Turthe understand that knowingly providing fai in up to a year in jail or a substantial fine.	tronically with LPC. The information wedge. I also understand that if the alsoin may withdraw the application
	association. A co-op or condominium unit	Date June 19, 2023 Idings, the "owner" is the authorized representative of the co-o owner can act as the "owner" ONLY IF the work is limited to int y to perform that work under the cooperative/proprietary lease	erior alterations or IF the work is

10. On the Owner Validation Overview page, review all of the information and click Submit to LPC to submit the application to LPC.



O Overview	Owner Information			East
Overview	Owner Name			
	First Name	Middle Name	Lant Mano-	
	Contact Details and Location			
	Mobile	Photes	Phone Ext	
	Address			
	City	State		
	Zip Cesi	Email Address		
	Facade Easement			tan.
	Is there a facade easement on the pro No	serty?		
	Attestation			bis
	No this application to be filed electronica the signature is not autrentic, or represent	reby sweet or effirm that I am time towner or authoritist representative by with LPC. The information provided herein, including all supplementations are not truthing. that the Lundmanks Preservation Commission withmastron in this submassion is a class A mediameterize and may in	rtal imaterials, is correct and complete to the tast, of my knowled in may withdraw the application or resigned any approval issued in	(a) I aims understand that if
	Pull Name	Date Juce 19, 2023		

11. The application has now been submitted to the Landmarks Preservation Commission. Click the Return to Dashboard button to see the application status on the Dashboard.



### Still need help?

We're here to help with any questions you may have. Click on the <u>Contact Us</u> page on our website for more information on how to reach out for more assistance.