



Business Recovery Application Form for work on landmark properties

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E-filing Verification Cover Sheet for Application Forms

Note: **Both** parts of this form must be initialed by the required signatory for it to be considered complete. Electronic signatures or initials are acceptable (e.g. using DocuSign, Adobe Sign, etc.), as are scanned original initials.

Part 1.

_____ In submitting this application form electronically and placing my initials on the line preceding this paragraph, I hereby swear and affirm that **I am the owner of the property, or the managing agent of the property with authority to sign applications on behalf of the owner**, that the signature on the application and the initials on this form are mine, and that I am familiar with the scope of work being proposed and approve of it. I also understand that if the signature or initials are not authentic, or the representations 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.

Part 2.

_____ 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**, and that the initials on the line preceding this paragraph are mine, and that I am identified in the application form as the

[*add name, company name, address*]. I also understand that if the initials are not authentic, or the representations 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.

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Staff use only

LPC Docket #:

Staff:

Date Received:

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. This form includes instructions on what to submit depending on the type of submission and links to lists of required materials for each work type.

3. Submit this form and all corresponding materials **BY EMAIL** to:

recovery@lpc.nyc.gov

For help:

Contact LPC's Recovery Team at recovery@lpc.nyc.gov or call **646-202-3938**.

Property Information

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

Person Filing Application

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

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 _____

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.

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 with LPC. The information provided herein, including all supplemental materials is correct and complete to the best of my knowledge.

Signature _____ Date _____
Owner or Authorized Representative
Printed Name _____ Title _____

Work permitted under Recovery Review is subject to audit by the LPC and may have to be modified if not compliant with approved work. Non-compliant work is also subject to other enforcement actions, including fines.

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Self-Certification

Your application can be reviewed with a faster turnaround time if you self-certify your application. Only certain types of **temporary work** (work lasting no more than one year) are eligible for self-certification. If you are proposing permanent work (work lasting more than one year), check the corresponding box below and proceed to the following page.

The work proposed is temporary, lasting no more than one year.

If this applies to you, continue to fill out the rest of this page. Do not fill out page 3.

The work proposed is permanent, lasting longer than one year.

If this applies to you, check this box, and then skip to page 3 and follow the instructions there.

Proposed Temporary Work

Check all that apply.

The temporary installation of any of the work types listed below is eligible for self-certification. If you are proposing work to be installed for less than 1 year (less than 180 days for signs), check all that apply below.

If you are proposing a temporary work type listed below, the only **additional materials** you need to submit along with your completed application is a **written description of where you intend to install the work**, using annotated photographs to clarify, if possible.

Awnings with straight slope and open sides not attached to historic fabric

Signage in windows, bracket signs, and sign panels that meet zoning and are not installed in historic fabric

Replacing glass in non-historic storefront windows with an operable frame and glass to create a pass-through

Installations within the interior that extend to the exterior without removal of historic fabric

Interior partitions blocking portions of windows

HVAC equipment and louvers within non-historic storefronts and commercial openings

Lighting not installed in historic fabric to activate outdoor space

Movable wood or metal ramps

Sidewalk infrastructure in concrete sidewalk, such as no-touch fixtures, stanchions bolted to the sidewalk, decks for seating, hand sanitizer stations, payment stations

Other (please describe): _____

Affirmation

The owner must fill this out and check the box to complete the self-certification of the application.

I, _____, own the property identified on Page 1 of this Application, and attest to the following:

- that none of the work that is proposed in connection with this application involves physical attachment to historic material or, if the building is in a historic district, into stone sidewalk paving. "Physically attach" means attached mechanically (with bolts, screws, nails, anchors or another type of mechanical attachment) or adhesive attachment. "Historic material" means material that was original to the building or was added to it at least 30 years ago.
- that none of the work attaches on cast iron, terra cotta, or stone.
- that I agree to remove the work and restore the building to its previous condition, with proper approvals from the LPC, when the temporary permit expires.
- that if the work involves the installation of artwork I am in possession of a release from the artist approving of the removal of the artwork when the temporary permit expires.

I affirm the above statement is true.

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Proposed Permanent Work

Check all that apply.

For **permanent recovery work** (work lasting more than one year, or more than 180 days for signage), check the corresponding box below. **Ensure that your work meets the LPC rules** by looking up the work type in the [Permit Guidebook](#), available at nyc.gov/landmarks (go to Applications > Rules/Guides).

You will need to submit **supplementary materials** along with this application form to show that your work meets the rules. Checklists of what materials you need to submit are also located in the [Permit Guidebook](#), organized by work type.

Contact the Recovery Team at recovery@lpc.nyc.gov or call **646-202-3938** with any questions about what supplementary materials are needed to complete your application and ensure the quickest turnaround time.

Any work type described on page 2 of this application form that is permanent instead of temporary, or is being installed in historic fabric

- Submit the materials listed for your work type in the corresponding chapter of the [Permit Guidebook](#)
- Contact the Recovery Team at recovery@lpc.nyc.gov or call **646-202-3938** to discuss how to file a complete application that can be processed under Expedited Recovery Review

Replacing the entire existing storefront or installing permanent operable doors, windows, or a pass-through in a historic or non-historic storefront

- Submit the materials listed for your work type in [Chapter 3](#) of the Permit Guidebook (start at page 3.8)

Sidewalk infrastructure in bluestone or granite sidewalks

- Submit the materials listed for your work type in [Chapter 10](#) of the Permit Guidebook (start at page 10.6)

Permanent HVAC equipment and louvers within historic or non-historic storefronts and commercial openings

- Submit the materials listed for your work type in [Chapter 12](#) of the Permit Guidebook (start at page 12.14)

Permanent barrier-free access ramps

- Submit the materials listed for your work type in [Chapter 9](#) of the Permit Guidebook (start at page 9.7)

Another work type related to recovery, not included on this list

- Submit the materials listed for your work type in the corresponding chapter of the [Permit Guidebook](#)
- Contact the Recovery Team at recovery@lpc.nyc.gov or call **646-202-3938** to discuss how to file a complete application that can be processed under Expedited Recovery Review