

# Post-Approval Application for work on landmark properties

## Submission Tips

- Attach only **ONE** application per email submission.
- Attach all images and materials as individual files. Do not paste them into the body of the email.
- Image files must be JPG/JPEG, GIF, or PNG formats.
- PDF files must be flattened.
- Large files of 10MB or more are not accepted by email and must be submitted using a file transfer service.
- Do not secure files or file transfer links with a password or other encryption.
- Compressed files (ZIP, RAR) are not accepted.
- **SAVE** completed application form before submitting.

## Filing Requirements and Instructions

You **SHOULD ONLY USE** this form if you are filing for a Notice of Compliance (sign-off) for approved work, an amendment to an existing LPC permit, or submitting filing drawings for a Certificate of Appropriateness.

You **MUST FILE** a complete application in order to obtain your permit or sign-off. 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 and/or request, like photos of completed work, list of changes, architectural drawings showing changes, etc. Consult the LPC Permit Guidebook at [www.nyc.gov/landmarks](http://www.nyc.gov/landmarks) for a list of required materials for your work type.
3. Submit this form and all corresponding materials **BY EMAIL** to:

**applications@lpc.nyc.gov**

**ATTN: Post-Approval Applications**

### For help:

Call LPC at **212-669-7817** or email [info@lpc.nyc.gov](mailto:info@lpc.nyc.gov).

## Property Information

Address \_\_\_\_\_ Floor / Apt. No. \_\_\_\_\_

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

## Person Filing Application

This person will be considered the "applicant" and will receive all correspondence as the primary point of contact for the application.

Name \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Applicant's Statement

This check box must be marked by the applicant for the application to be considered complete.

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. I also understand that if the representations are 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. Finally, I understand and agree that by checking this box I am electronically signing this document, and that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

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## Filing Type

Notice of Compliance (sign-off) Original Docket No(s) \_\_\_\_\_

Permit Amendment Original Docket No. \_\_\_\_\_

Certificate of Appropriateness filing drawings Original Docket No. \_\_\_\_\_  
(For proposals that have already been approved at a public hearing/meeting)

Do you intend to fix work that was done without an LPC Permit or document completed corrective work? Yes No

If yes, provide the Warning Letter/Summons/Notice of Violation No. \_\_\_\_\_

## Proposed Work

Check **ONLY IF** applying for an amendment or if you are seeking a sign-off and work was added to the scope after the initial permit was issued.

**Interior Alterations:** Altering or making changes to interior spaces

**Restoration and Other Facade Work, Roof Work:** Repairing or restoring the facade, roof or other architectural features

**Storefronts:** Installing, repairing or replacing storefronts

**Awnings and Canopies:** Installing or replacing awnings and canopies

**Signage:** Installing or replacing signs and related lighting

**Windows and Doors:** Installing, repairing or replacing windows and doors

**Additions and New Construction:** Making additions to existing buildings, and constructing new buildings

**Excavation:** Excavating in basements, cellars, yards and areaways

**Front, Side, Rear Yards and Areaways:** Making changes to the front, side or rear yards and areaways

**Barrier-Free Access:** Making changes to doors and entrances and installing or replacing ramps and lifts

**Sidewalks:** Installing, repairing or replacing sidewalks and vault lights

**Health, Safety, Utility Equipment:** Installing health, safety and utility equipment (e.g. security cameras, utility meters, light fixtures, etc.)

**Heating, Ventilation, Air Conditioning (HVAC), and Other Mechanical Equipment:** Installing or replacing HVAC equipment and other equipment (e.g. solar panels, generators, etc.)

**Fire Escapes:** Installing, replacing or repairing fire escapes

**Temporary Installations:** Installing temporary signs, artwork, banners, kiosks or making other temporary construction-related modifications

**Other:** (Describe) \_\_\_\_\_



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## 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 \_\_\_\_\_

## Facade Easement

If there is a facade easement, the easement holder must consent to the work.

Is there a facade easement on the property? Yes No

If yes, provide easement holder's information below

Name \_\_\_\_\_

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.

In submitting this form electronically, I hereby swear and I affirm that 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 electronically with LPC. The information provided herein, including all supplemental materials is correct and complete to the best of my knowledge. I also understand that if the signature is not authentic, or representations are 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.

Digital signatures may be placed using Adobe Acrobat Fill & Sign or other third-party software signature features, or by clicking the prompt on the signature line to create and sign with a Digital ID.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The signature of the Owner or Authorized Representative may be an original or digital signature

Printed Name \_\_\_\_\_ Title \_\_\_\_\_