

Sarah Carroll
Chair

March 16, 2020

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. Typed lettering is not valid for electronic signatures or initials and will not be accepted.

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.



Standard Application for work on landmark properties

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, like photos, architectural drawings, material samples, etc. Consult the **LPC Permit Guidebook** at www.nyc.gov/landmarks for a list of required materials for your work type.
3. Submit this form and all corresponding materials **BY MAIL** or **IN PERSON** to:

NYC Landmarks Preservation Commission
1 Centre St., 9th Floor North
New York, NY 10007
ATTN: Applications

Note:

If you are filing for a Notice of Compliance (sign-off) for approved work, an amendment to an existing permit or submitting drawings for a Certificate of Appropriateness, use the **Post-Approval Application Form**.

For help:

Call LPC at **212-669-7817** or email info@lpc.nyc.gov.

Property Information

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

Person Filing Application

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

Additional Information

Answer yes or no.

Do you intend to fix work that was done without an LPC Permit? Yes No
 If yes, provide the Warning Letter/Summons/Notice of Violation No. _____
 Are you filing with any other NYC agencies? Yes No
 If yes, check all that apply below

Department of Buildings	City Planning
Board of Standards and Appeals	Other

Proposed Work

Check all that apply.
 (continues on next page)

- 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

Standard Application for work on landmark properties

Proposed Work

Check all that apply.
(continuation)

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) _____

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.

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 _____