

Expedited Certificate of No Effect Application for interior 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

You **SHOULD ONLY USE** this form if the interior work you are applying for meets the below conditions and there are no outstanding LPC violations against your property.

- The interior work **WILL NOT** be performed on any portion of a space designated as an **interior landmark**.
- The interior work **WILL NOT** be performed at the first or second story of a building where there is commercial use at the ground floor.
- The interior work **WILL NOT** involve any change to, replacement of, or penetration of an exterior wall, window, skylight, or roof, including penetrations, replacements, or changes for ducts, grills, exhaust intakes, vents, or pipes.
- The interior work **WILL NOT** involve excavation, or will only involve minimal excavation and no underpinning.

Note:

If staff deems that the application does not qualify for expedited service, it will be reassigned as a standard application within two business days. You will be notified by email should this occur.

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 proposed work, including a set of signed and sealed Department of Buildings (DOB) filing drawings.
3. Submit this form and all corresponding materials **BY EMAIL** to: **applications@lpc.nyc.gov**

For help:

Visit the LPC website: **www.nyc.gov/landmarks**, call LPC at **212-669-7817** or email **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.

Expedited Certificate of No Effect Application for interior work on landmark properties

Architect's or Engineer's Sworn Statement and Signature

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.

As the architect or engineer of the above-referenced property which is the subject of the attached application, I state that **(YOU MUST CHECK ALL)**:

The proposed work described on the attached plans and specifications:

- A** Is interior only;
- B** 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;
- C** Will not be performed on any portion of a space designated as an interior landmark;
- D** Will not involve excavation, except for minimal excavation related to elevator or mechanical work, or any change to, replacement of, or penetration of a window, skylight, exterior wall or roof or any portion thereof; and
- E** For floors 1 through 6, will not involve a dropped ceiling greater than one foot (1'-0") below the head of a window, a perpendicular partition abutting a window, or a parallel partition blocking more than one foot (1'-0") of a window, any of which is less than a minimum of one foot (1'-0") back from the interior window sill or frame, whichever is further from the glass.

My associates, if any, likewise join in the request for an expedited review of the application; and

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.

Name _____

Firm _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Signature _____ Date _____

Registration No. _____

*Architect/Engineer's Seal
(R.A. or P.A.)*

Expedited Certificate of No Effect Application for interior work on landmark properties

Owner's Information, Sworn Statement, Consent and Signature

In co-op or condominium buildings, the "owner" is the co-op corporation or condominium association. A condominium unit owner can also act as the "owner" because the work is limited to interior alterations.

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.

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.

As the owner of the above-referenced property which is the subject of the attached application, I state that **(YOU MUST CHECK ALL)**:

The proposed work described on the attached plans and specifications meet the criteria for expedited review as described on page 1 of this form;

No change to, or modification of, the proposed work shall be undertaken by me, the owner, my architect or engineer or any other agent without the prior approval of LPC;

I will take any necessary remedial measures to obtain compliance with the Landmarks Law and the LPC Rules, if necessary;

There are no LPC violations in effect against the property which is the subject of the proposed work for which an expedited review is requested;

The application is complete; and

The architect or engineer and associate architects or engineers, if applicable, have not been excluded by:

The LPC Chair from the procedures for expedited review pursuant to Section 2-34 of the LPC Rules; or DOB Commissioners from the procedures for limited supervisory check of applications and plans pursuant to Section 21-02 of the Rules of the City of New York.

Name _____

Title _____ Organization _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Signature _____ Date _____

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

Notary Stamp