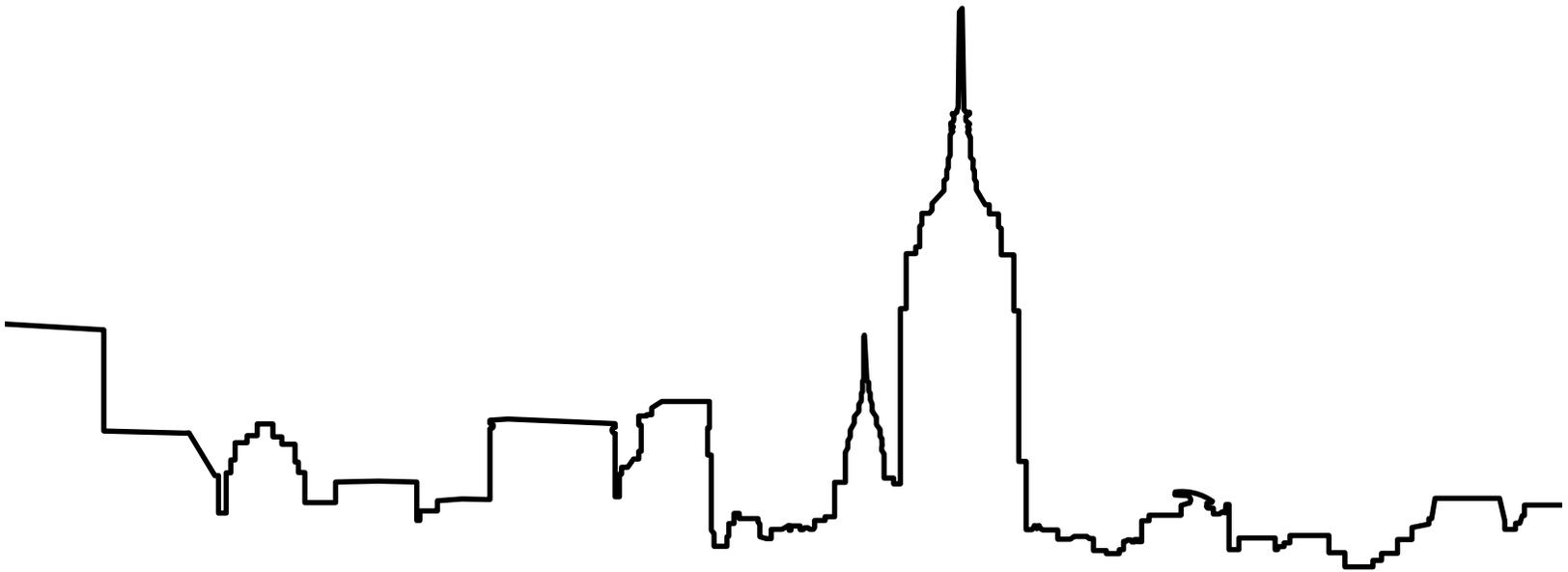


# TEMPORARY INSTALLATIONS

Application Guidelines





The Landmarks Preservation Commission (LPC) is the Mayoral agency charged with designating and regulating individual landmarks and historic districts. The Commission is comprised of a professional staff, and 11 Commissioners who are appointed by the Mayor.

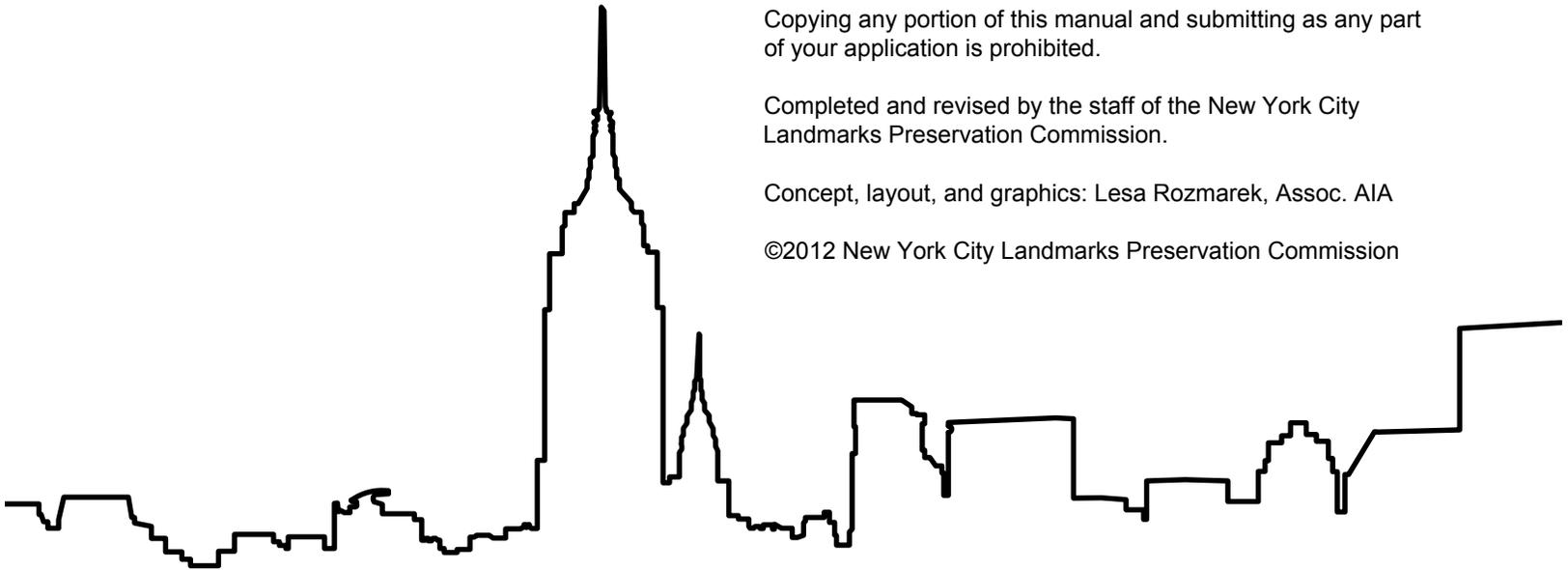
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, [www.nyc.gov/landmarks](http://www.nyc.gov/landmarks) or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

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## Temporary Installations

Temporary installations are proposals that call for introducing elements or making modifications to a landmark site that will exist for a temporary period of time. Installations include signs, artwork, banners, kiosks and temporary modifications related to approved work.

[Section 2-18 of the Landmarks Preservation Commission's Rules](#) governs and specifies the criteria for temporary installations. This chapter summarizes the criteria of Section 2-18, and offers guidance on how to submit an application that conforms to them, so you can successfully obtain a staff-level permit.

Permit applications that do not conform to this rule will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: [www.nyc.gov/landmarks](http://www.nyc.gov/landmarks)

### No Permits Required

Permits are not required for:

- Movable installations
- Fixtures that are not permanently attached to any part of the landmark or landmark site

### When LPC Approvals Are Required

Permits are required for:

- Banners
- Kiosks
- Artwork
- Signs
- Construction-related work
- Other installations not covered here

A staff-level permit will be issued if:

- Signs or banners are installed for one single period not to exceed 60 days
- Kiosks, artwork, construction work and other installations remain for one single period not to exceed one year
- The property's protected architectural features are not harmed by the installation
- A timetable and plan for dismantling the installation is submitted and approved by LPC's staff
- For artwork, the applicant submits documentation that proves the building owner's authority to remove the artwork when the permit expires, and waives federal and state laws governing the removal of artwork (See Section 2-18(c) of LPC's Rules)
- Specifications are provided for the repair of the site after the temporary installation is removed
- An escrow agreement or other adequate assurance is established with LPC for the removal of the installation after a permit expires. No escrow is required if the applicant is a public agency or authority.

### Renewals

Approvals may be renewed for up to **two additional periods** if the proposed temporary installation is:

- Located on publicly owned property
- Related to approved construction on the property deemed by the LPC's staff to be proceeding promptly
- Meets the above requirements

## Application Checklist for Temporary Installations

Below is a list of required descriptive materials for your temporary installation proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site.

- Completed application form
- Color photographs of the building and/or site for proposed installation(s)
- Color rendering or drawing of proposed installation
- Detail drawing showing the proposed installation and its method of installation or attachment.
- A timetable and plan for the dismantling of the installation
- Specifications for the repair of the site after the temporary installation is removed
- For artwork: written statement signed by the artist and the building owner that proves the owner's authority to remove the artwork when the permit expires and that waives federal and state laws governing the removal of artwork. See page 3 for a sample letter.
- Except for public agencies or authorities, an escrow agreement or other adequate assurance establishing a mechanism for the removal of the installation after a permit expires

**\*An LPC staff preservationist will contact you if additional materials are required.**

## Sample Artist Waiver Letter

Applicant  
1928 Blackstone Street  
New York, New York 10000

April 1, 2012

Landmarks Preservation Commission  
Municipal Building  
1 Centre Street, 9th Floor North  
New York, New York 10007

Attention: Landmark Preservationist

Dear Landmark Preservationist:

Please find enclosed for your consideration an application for the temporary installation of an artwork in a [*landmark / historic district*] designated by the LPC.

PROJECT:           Artist:           [*Insert artist name*]  
                          Title:            [*Insert artwork title*]  
                          Date:            [*Insert date of installation*]  
                          Materials:       [*Insert artwork materials*]  
                          Dimensions:     [*Insert artwork dimensions*]

SCHEDULE:         [*Insert date of installation (Month, Year) / duration of installation*]

SITE:                [*Insert location, such as, "on rooftop bulkhead" and address*]

OWNER:             [*Insert property owner name*]

Enclosed are the project statement, renderings and fabrication drawings. [*Describe all other current approval processes, such as, "We are at this time working with a structural engineer to submit drawings for approval to the Department of Buildings."*]

[*Describe agreement between Owner and Artist*].

Thank you for your time and consideration. If you have any questions about this application, please contact me at [*insert your phone number*] or [*insert your e-mail address*].

Sincerely,  
Applicant