

FasTrack 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

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

- Interior alterations
- Reviews of 'as built' drawings for DOB applications for a Certificate of Occupancy or Place of Assembly permit, and other applications where **no work** is proposed
- Minor restorative work on non-visible facades or roofs
- Replacement of windows or doors on non-visible secondary facades
- Installation of Heating, Ventilation and Air Conditioning(HVAC) and other mechanical equipment on non-visible rooftops and rear yards
- Installations of through-wall HVAC equipment on non-visible secondary facades
- Installation of through-window HVAC equipment on non-visible secondary facades
- Installation of wall-mounted HVAC units on non-visible secondary facades
- Installation of non-visible rooftop and rear yard decks and railings
- Replacement of concrete sidewalks or installation of utilities below grade
- Temporary installations (temporary signs, artwork, banners, kiosks, etc.)
- Installation of unenclosed sidewalk cafes

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 the required materials for each work type.
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 **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.

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Proposed Work

Check all that apply; be sure to include materials listed after each type of work.

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Interior alterations or DOB applications for a Certificate of Occupancy or Place of Assembly permit, and other applications where no work is proposed

Two sets of signed and sealed DOB Drawings

Minor restorative work on non-visible facades or roofs

Photos of the proposed work location

Description of damage to be repaired and extent of deterioration

Written specifications for method of repair (pointing or patching and mortar mixture to be used for repair, cleaning or stripping technique, etc.)

Replacement of windows or doors on non-visible facades

Photos of the proposed work location clearly showing all windows and doors to be replaced

A block plan or site plan showing the windows/doors will not be visible from any surrounding street

Typical elevation drawings or catalog cut sheets of proposed windows or doors

IF ALTERING OR CREATING NEW MASONRY OPENINGS:

Facade elevations showing the existing and proposed window/doors openings

Installation of HVAC equipment and other mechanical equipment on non-visible rooftops, rear yards or secondary facades

IF YOU ARE INSTALLING EQUIPMENT THAT IS MOUNTED TO OR PASSING THROUGH A WINDOW OR WALL, YOU NEED TO PROVIDE:

Photos of the proposed work location clearly showing all windows or walls to be modified

A block plan or site plan showing the proposed equipment will not be visible from any surrounding street

Elevation drawings showing the relationship of the proposed equipment relative to the existing windows and the dimensions of the equipment

Section drawings through the window and/or wall if the unit is thru-wall or thru-window, showing the grille will be either flush with the existing masonry or window, or project no more than five inches for small caps (144 square inches or less in surface area)

IF YOU ARE INSTALLING EQUIPMENT ON THE ROOF, YOU NEED TO PROVIDE:

Photos of the proposed work location and photos from surrounding points on the street to show the equipment will not be visible

A building section and roof plan showing HVAC or mechanical equipment and dunnage of framing with clear dimensions

Sightline section drawing taken from a 6'-0" eye level from any point where the installation may be visible

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Proposed Work

Check all that apply; be sure to include materials listed after each type of work.

(continuation)

Installation of non-visible rooftop and rear yard decks and railings

Photos of the proposed work location and from surrounding points on the street to show the deck and railings will not be visible

Existing and proposed elevation and sections at the same scale showing the dimensions of the proposed deck, railings and/or steps

For rooftop and deck railings, also include site line section drawings from across the street and oblique views to show they are not visible. Sightline must be taken from a 6'-0" eye level from any point where the installation may be visible.

For rear yard decks, also include a site plan indicating the location of the building and deck to show they will not be visible from any surrounding street.

Replacement of concrete sidewalks or installation of utilities below grade

Photos of the proposed work location showing existing materials and conditions and the pattern of the sidewalk and adjacent sidewalks

A site plan showing existing and proposed concrete scoring pattern as related to the patterns of the adjacent sidewalks

Concrete specifications showing tint color to match the adjacent stone or concrete sidewalks

Temporary installations (temporary signs, artwork, banners, kiosks or other temporary modifications)

Photos of the proposed work location

A plan and time schedule for the installations (180 calendar days or less for signs, and one (1) calendar year or less for all other installations)

Specifications for any repair work that may be necessary after the temporary installation is removed

If the applicant is not a public or quasi-public agency, an escrow agreement to ensure removal upon permit expiration and proper repair, if necessary. Please contact the LPC Enforcement Department at (212) 669-7951 for instructions

IN THE CASE OF ARTWORK:

The applicant must also submit a written statement signed by the artist and the building owner that provides evidence of the owner's authority to remove the artwork when the temporary installation permit expires. The statement must also show that the artist waives any protection under federal and state laws that would prevent such removal when the temporary permit expires. This waiver includes protections offered under the Visual Artists Rights Act of 1990 U.S.C. 101 et seq and Article 14 of the New York State Law on Arts and Cultural Affairs

Installation of unenclosed sidewalk cafes

Photos of the proposed work location, including photos the storefront associated with the sidewalk café

A site plan showing the number and location of the tables and planters/dividers

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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 _____

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 _____