

FASTRACK APPLICATION FORM FOR WORK ON DESIGNATED PROPERTIES

INSTRUCTIONS FOR FILING

This application for certain work types can be processed within ten days of receipt if it is complete and there are no outstanding LPC violations against the property. A complete application includes **ALL 5 SECTIONS** of this two page form and materials needed to describe the project and its compliance with the Commission's rules. Please read the instructions for each section carefully, and provide the information requested.

1. FASTRACK MATERIALS CHECKLIST: Please complete the materials checklist for your proposed work type. All required materials must be submitted with this application; otherwise your application cannot be processed through the FasTrack system.

INTERIOR ALTERATIONS

- ☐ Interior Alterations
- ☐ Place of Assembly/Certificate of Occupancy/No Work Proposed

- ☐ Submit a copy of your signed and sealed DOB Drawings

CONCRETE SIDEWALK REPLACEMENT AND BELOW-GRADE UTILITY INSTALATIONS

- ☐ Photographs showing existing material(s), condition and the pattern of sidewalk and adjacent sidewalks
- ☐ Plan showing existing and proposed concrete scoring pattern indicating relationship to the patterns of the adjacent sidewalks
- ☐ Concrete specifications showing tint color to match the adjacent sidewalks.

ROOFTOP AND REAR YARD DECKS AND RAILINGS

- ☐ Photos of existing roof and from surrounding points on the street to determine the potential visibility
- ☐ Existing and proposed elevation & sections at the same scale showing the dimension of the proposed deck, railings and steps
- ROOFTOP DECKS AND ASSOCIATED RAILINGS:**
 - ☐ Also include site line section drawings from across the street and oblique views to show they are not visible. Sight lines must be taken from a 6'-0" eye level.
- REAR YARD DECKS:**
 - ☐ Also include a site plan indicating the location of the building and deck to show they won't be visible from a public thoroughfare

MINOR EXTERIOR FAÇADE / ROOF REPAIRS

- ☐ A condition statement describing the type and extent of deterioration
- ☐ Written specifications for method of repair
- ☐ Recipe of mortar and/or resurfacing/patching mix Name of chemicals or treatment products proposed

WINDOW AND DOOR WORK ON NON-VISIBLE FAÇADES

- ☐ 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/doors
- IF ALTERING OR CREATING NEW MASONRY OPENINGS:**
 - ☐ Façade elevations showing the existing and proposed window/door openings

TEMPORARY INSTALLATIONS

- ☐ Photographs of the proposed location
- ☐ A plan and time schedule for the installations (60 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 dismantling of the installation
- ☐ If the applicant is not a public or quasi-public agency, an escrow agreement is established. Please contact the LPC Director of Enforcement for instructions.
- IN THE CASE OF ARTWORK:**
 - ☐ The applicant is also required to submit a written instrument signed by the artist and the building owner that evidences the owner's authority to remove the artwork when the temporary installation permit expires and that waives any protection under applicable federal or state law afforded to the artist or artwork that would prevent such removal at the expiration of the temporary permit, including but not limited to, the Visual Artists Rights Act of 1990, 17 U.S.C. 101 et seq. and Article 14 of the New York State Law on Arts and Cultural Affairs

HEATING, VENTILATION, & AIR CONDITIONING EQUIPMENT & ALTERNATIVE ENERGY EQUIPMENT ON ROOFTOPS AND SECONDARY FAÇADES AND REAR YARDS

- THRU-WINDOW/THRU-WINDOW/WALL- MOUNTED EQUIPMENT:**
 - ☐ Photos of the proposed location
 - ☐ Site plan, building footprint plan, block plan, or Sanborn map showing the location of the work will not be visible from a public thoroughfare
 - ☐ Elevation drawings showing unit's relationship to window(s) and dimensions of existing grille
 - ☐ Section drawing – if the unit is thru-wall or thru-window, the grille must be either flush with masonry/window or project no more than five inches
 - Paint card or indication of the color to be used to match the surrounding wall/window color.
- NON-VISIBLE ROOFTOP EQUIPMENT:**
 - ☐ Photos from surrounding points on the street to show the units won't be visible from the street
 - ☐ A building section and roof plan showing rooftop unit(s) and dunnage with clear dimensions
 - Sightline section drawing taken from a 6'-0" eye level from any point where the addition may be visible

UNENCLOSED SIDEWALK CAFES

- ☐ Photographs of the base of the building, including the storefront associated with the sidewalk café
- ☐ Two copies of a dimensioned site plan showing the number and location of the tables

2. PROPERTY INFORMATION

ADDRESS:				FLOOR/APT. #:	
BOROUGH:	BLOCK:	LOT:	COMMUNITY BOARD:	ZONING:	

3. ATTACH MATERIALS NEEDED TO COMPLETE THE APPLICATION

Required materials must be submitted to complete the application for FasTrack. These materials include documentation that explains the existing and proposed conditions, and clearly illustrates how the proposed work does or does not meet LPC Rules. LPC Rules and guides are available on the website www.nyc.gov/landmarks.

For a complete list of materials required for the most common work types, please refer to the Permit Application Guide as you complete the application. You can download a PDF copy of the **Permit Application Guide** on the LPC website. Please include all materials required for the proposed work type in the FasTrack Materials Checklist (Section 1).

An application may be completed by the owner, tenant, lessee, co-op shareholder, architect, engineer, contractor, or other individual or firm, and must be signed by the property owner or an authorized representative. Please list all relevant contacts below. This application will not be deemed complete until it is so certified by the Landmarks Preservation Commission. You may contact the LPC if you need information about the application process, details about the types of drawings or other materials that may be required, or for general guidance: Tel: (212) 669-7817 | info@lpc.nyc.gov. Submit by mail or in person to: **ATTN: New Applications, NYC Landmarks Preservation Commission, 1 Centre St., 9th Fl. North, New York, NY 10007**

4. CONTACT INFORMATION (please check off Primary Contact)

TENANT/LESSEE/CO-OP SHAREHOLDER

☐ PRIMARY CONTACT

Name:	Company/Corporation/Organization:	
Address:	City & State:	Zip:
Phone:	E-mail:	

ARCHITECT/ENGINEER/CONTRACTOR (IF APPLICABLE)

☐ PRIMARY CONTACT

Name:	Company/Corporation/Organization:	
Address:	City & State:	Zip:
Phone:	E-mail:	

PERSON FILING APPLICATION (E.G., EXPEDITOR, ATTORNEY, MANAGING AGENT) ☐ PRIMARY CONTACT

Name:	Company/Corporation/Organization:	
Address:	City & State:	Zip:
Phone:	E-mail:	

5. OWNER'S INFORMATION, CONSENT, AND SIGNATURE

I am the owner of the above-listed property. For applications for work on or in a cooperative or condominium building, the "owner" is the Co-op Board or Condominium Association. An officer of the Co-op Board or Condominium Association must sign this application. I am familiar with the work proposed to be carried out on my property and give my permission for this application to be filed. The information entered is correct and complete, to the best of my knowledge.

IMPORTANT: The managing agent of a cooperative or condominium association must be an officer of the board to sign this application

NAME _____

TITLE (if applicable) _____

COMPANY, CORPORATION, OR ORGANIZATION (if applicable) _____

MAILING ADDRESS _____ CITY, STATE, ZIP CODE _____

PHONE _____ E-MAIL _____

SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE