


NYC
Landmarks Preservation Commission

Preservation 101: An Introduction to the Landmarks Preservation Commission



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What is the Landmarks Preservation Commission?

The Landmarks Preservation Commission is the NYC agency responsible for identifying and designating the city's landmarks and historic districts. The Commission also regulates changes to designated buildings. The Commission consists of 11 Commissioners and a permanent staff.

The LPC has designated and regulates over 29,000 buildings in all five boroughs, including 107 historic districts and over 1,400 individual landmarks.

Departments at LPC

- Archaeology** – reviews subsurface work and mitigates archaeological finds
- Environmental Review** – offers guidance and information about impact certain projects may have upon the City's archaeological and architectural resources
- Research** – evaluates and proposes buildings for designation as landmarks
- Preservation** – regulates landmarked buildings through issuance of permits
- Enforcement** – ensures compliance with the Landmark Law




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The History of the LPC

The LPC was established in 1965 when Mayor Robert Wagner signed the local law creating the Commission and giving it its power. The Landmarks Law was enacted in response to New Yorkers' growing concern that important physical elements of the City's history were being lost despite the fact that these buildings could be reused. Events like the demolition of the architecturally distinguished Pennsylvania Station in 1963 increased public awareness of the need to protect the city's architectural, historical, and cultural heritage.



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The Landmarks Law (1965)

- protect improvements that represent the city's cultural, social, economic, political and architectural history
- safeguard the city's historic, aesthetic and cultural heritage
- stabilize and improve property values
- foster civic pride
- protect and enhance the city's attractions to tourists
- strengthen the economy of the city
- promote the use of historic districts, landmarks, interior landmarks and scenic landmarks for the education, pleasure and welfare of the people of the city

§ 25-301, New York City Administrative Code

Declaration of Public Policy

"The standing of this city as a worldwide tourist center and world capital of business, culture and government cannot be maintained or enhanced by disregarding the historical and architectural heritage of the city and by countenancing the destruction of such cultural assets."

Definition of a Landmark

"Any improvement, any part of which is thirty years old or older, which has a special character or special historical or aesthetic interest or value as part of the development, heritage or cultural characteristics of the city, state or nation, and which has been designated as a landmark pursuant to the provisions of this chapter."

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Criteria for Landmarking

30 years old, in whole or part	Cultural significance	Historical significance	Architectural significance
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Types of Landmarks: Individual Buildings and Structures




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Types of Landmarks: Historic Districts


Areas with a Unique 'Sense of Place'



Soho-Cast Iron
(Designated 1973)



Addisleigh Park
(Designated 2011)



Prospect Heights
(Designated 2009)

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Types of Landmarks: Interior

Customarily Open to the Public



Grand Central Terminal
(1903-13, Reed & Stern and Warren & Wetmore)



Loew's Paradise Theater
(1928-29, John Ebersohn)

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Types of Landmarks: Scenic

City-Owned Public Spaces



Central Park
(Designed 1858, Olmsted & Vaux)



Morningside Park
(Designed 1873 & 1887, Olmsted & Vaux)


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The Path to Designation

The Process

1. Request for Evaluation
2. Review for Eligibility
3. Calendaring and Public Hearing
4. Designation Report
5. Commissioners Vote to Designate
6. City Planning and City Council



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Performing Work on a Designated Property



When is approval required?

The Landmarks Preservation Commission must approve in advance all work affecting an individually designated building or any property within an historic district, including any restoration, alteration, reconstruction, demolition or new construction.

The Commission has adopted rules that authorize the staff to issue permits for certain types of work. If your proposal meets the criteria set forth in the rules, the staff will issue a permit. Ninety to 95% of applications are approved at staff level pursuant to the Commission rules.

If the proposed work does not qualify for a staff permit, the proposal may be presented at a public hearing for approval by the full Commission.

When is approval NOT required?

No permit is necessary for ordinary maintenance or for interior alterations that do NOT require a DOB permit. It is always best to call LPC if you are unsure whether you need a permit.


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What are the LPC's Rules?

Title 63

The Commission has established Rules and Regulations that allow Commission staff to issue permits for various frequent work types such as; HVAC equipment, awnings, window replacement, masonry repair, and signage. These Rules allow for staff-level review and approval of work that meets certain criteria.



THE NEW YORK CITY LANDMARKS PRESERVATION COMMISSION




RULES

The Commission's Rules and the Landmarks Law are included in the Charter, Administrative Code, and Rules of the City of New York, and available for download on our website.

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Public Hearing Process

When Work Doesn't Meet the Rules




- Staff will meet with you to discuss the project and the process, and where appropriate, will make recommendations that reflect the Commission's policies.
- The application must be presented to the local Community Board prior to the hearing date
- At the hearing, the 11 members of the Commission review the proposal, listens to testimony from the applicant and the public, discusses the proposal and either votes to approve or deny the application, or recommends changes and reschedule the item for a future public meeting
- If approved, the staff issues the permit upon receipt and review of the final DOB filing drawings

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Application Process

LPC uses the Application Form to track projects.



- Tax block and lot can be obtained from the Department of Buildings. Zoning can be found through the Department of City Planning. Please see www.nyc.gov or dial 311 (212-NEW-YORK) for further information.
- If you are requesting a permit to remedy a violation, please note the violation number here.
- Choose the work types that apply to your request here.
- If additional City permits are required, please check these boxes, as appropriate.
- Since LPC uses a single application form for all proposals, some fields may not apply to your project. For example, do not fill out "Tenant/Lessee/Co-op Shareholder" if the property is a single-family residence.
- Some projects do not require an architect or architectural drawings, such as painting. Home owners are welcome to submit applications themselves.
- An original owner's signature, or other officially recognized authority, must sign the form.


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Application Materials

Required materials must be filed with your application form. These materials vary by project, but typically include:

- ✓ Photographs
- ✓ Floor plans (i.e. interior work)
- ✓ Technical drawings (i.e. windows and doors)
- ✓ Material samples (i.e. masonry repointing)
- ✓ Technical specifications (i.e. waterproofing, rebruestoning, façade cleaning)
- ✓ Elevations (i.e. storefronts, façade changes)
- ✓ Sightline drawings (i.e. storefronts and rooftop additions)


Complete applications (all required materials submitted with application) are processed faster and permits issued more quickly. If additional materials are required, LPC staff will provide a Materials Checklist.



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The Permitting Procedure

What happens to my application?



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Can I Obtain a Permit Quickly?



FasTrack service makes it possible for applicants to obtain permits for certain types of work in an expedited fashion. LPC has assigned a team of expert preservationists to work exclusively on permits for work ranging from interior alterations to window replacement and HVAC installation. Through this service, your project will be approved within **10 business days** if your application includes the required documents and materials and there are no outstanding LPC violations on your building.

The following work types can be approved through the FasTrack service:

- Interior alterations
- Notices of Compliance ("sign offs") for interior work
- Reviews of "as built" drawings for PAA permits or other "no work" applications
- Concrete sidewalk replacement and below grade building utility installations
- Minor restorative work on rear facades
- Window replacement on non-visible facades
- Window/door opening modification on non-visible façade
- rear decks on non-visible facades and non-visible roof decks
- non-visible HVAC units in rear yards, areaways, and rooftops
- thru-wall HVAC equipment on secondary and non-visible facades
- wall-mounted HVAC units on secondary and non-visible facades
- sidewalk cafes

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Filing Effective Applications

Helpful Tip!

- Read the Rule(s) for your scope of work to understand the criteria so you can submit complete documentation explaining how your project responds to the criteria. Even if your project doesn't meet the rules, you should still submit ALL the relevant documentation so that staff can advise you accordingly.
- Always submit as complete an application as possible, incomplete application will take longer to process.
- When submitting digital information, like photographs, name the file so that it is easy to tell what the photograph is showing.
- If LPC asks you for more information, follow-up as quickly as possible.
- Include documentation of the original façade by submitting a copy of the 1940s tax photo.



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Is My Building a Landmark?

NYCityMap City-Wide GIS
gis.nyc.gov/dolitt/nycitymap

Department of Buildings BIS
nyc.gov/buildings

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Is My Building a Landmark?

LPC website – Proposed Districts

Street Signage

LPC website – Maps

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Helpful Tip!

Determining Historical Appearance: References for Work

Between 1939 and 1941, New York City photographed every house and building within the five boroughs. LPC staff use these photos to determine the historic appearance of structures, and thus, the appropriateness of work.

Tax photos can be ordered through the **Municipal Archives** at www.nyc.gov/records or by dialing 311 (212-NEW-YORK).

1930s tax photo, at left
Current photo, at right

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Making Changes

Windows, Storefronts, Restoration & Repair, Additions

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Windows

Rules and Guidelines

- Ordinary Maintenance, Repairs and Replacement
- Parts of a Window
 - Configuration
 - Material
 - Operation
 - Detail
 - Finish

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Windows

Making Changes to Historic Windows

How the Rule Works

HISTORIC WINDOW VS. PROPOSED WINDOWS

VISIBILITY: principal façade, secondary façade, visible and non-visible façades

TYPE OF BUILDINGS
rowhouses, buildings exceeding 41 ft street frontage and over 6 story in height

TYPE OF WINDOWS
regular windows and special windows

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Windows

Filing an Complete Application

Application Checklist

- A [permit application](#) form signed by the owner of the building
- photos of building and typical existing window(s) elevation drawings of the proposed and historic windows to show the configuration
- vertical and horizontal section drawings of the proposed windows showing the head/sill, jamb, mullion and muntin to show the details, profiles, dimensions
- vertical and horizontal section drawings of the historic windows if they still exist to compare the details
- floor plan indicating the number and location of proposed windows
- color / finish sample
- conditions statement/photos describing the extent of deterioration for windows to be removed
- documentation of the original window (if the existing windows are not the original windows)

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Windows

A Sample Application

**Repair and Replacement of Windows in
Landmark and Historic District Buildings**

Example Application
CHAPTER 2, SECTION 2

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Restoration and Repairs

Maintenance, Repairs and Restoration

- **Ordinary Maintenance, Repairs and Restoration**
- **Substitute Materials**

Sheet metal cornice

Fiberglass cornice

Restoration and Repair work that follow LPC guidelines and good preservation practice are eligible for Staff-Level Permits

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Restoration and Repairs

Filing an Complete Application

Application Checklist

- A [permit application](#) form signed by the owner of the building
- photo(s) of entire building
- conditions statement describing the type and extent of deterioration
- Two copies of the DOB filing drawings if the work requires DOB review
- written specifications for the method of repair
Specifications should include mortar and/or resurfacing/patching mixes, and other proprietary products being used, and should note that new material will match the historic material in terms of color, texture and dimension, color samples, and water pressure.

Approval of test patches is required after the permit is issued.

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Restoration and Repairs

Some common repair work gone wrong

Improper brick repointing - why?

Bad abrasive cleaning - why?

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Restoration and Repairs

Restoration of a block over time ...

BEFORE


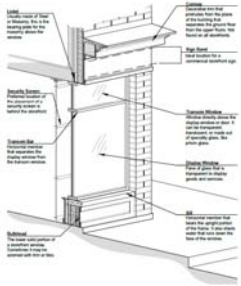
AFTER

66, 68 and 70 South Portland Avenue
Fort Greene Historic District

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Storefronts

Rules and Guidelines





- Restoration
- Special Districts
- Components of a Storefront
 - Masonry opening/ piers
 - Storefront infill
 - Materials and details
 - Display window
 - Bulkhead
 - Transom
 - Sign band and Signage
 - Cornice
 - Security screens and housing
- Design Considerations

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Storefronts

Filing an Complete Application



Application Checklist


- A [permit application](#) form signed by the owner of the building
- If the project requires a Department of Buildings Permit, submit two copies of -the DOB filings drawings. Drawings must be signed and sealed by a licensed architect or engineer.
- Color Photographs of building and close-ups of existing storefront
- Elevation drawings of existing, proposed storefront, and an overall building elevation, and Large scale section details at head, jamb, bulkhead, and sill.
- Enlarged Floor Plan of storefront area
- Drawings of Signage, Lighting, and Security, Color and Material Sample(s)



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Storefronts


A Sample Application




Storefront Installation

Preparing an Application

Case #ER 7 | SECTION 1





REVIEW LPC RULES AND GUIDELINES MANUALS TO ENSURE COMPLIANCE WITH REGULATIONS



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Awnings

Rules and Guidelines

Types of Awnings

- Fixed Awning
- Retractable Awning


Principles

- Types of Building
 - Residential/ Commercial / Institutional
- Type of Awnings
 - Fixed/ Retractable
- Material of Awning
 - Canvas- Color, stripes etc
- Location of Awning
 - Entrance, storefront, terraces
- Details/ method of attachment within the masonry opening
 - significant features- arched openings etc.,
- Signage
 - limited to the skirt
 - Size of letters
- Other Details
 - Skirt, height from sidewalk

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Awnings

Filing an Complete Application





Application Checklist

- A [permit application](#) form signed by the owner of the building
- If the project requires a Department of Buildings Permit, submit two copies of -the DOB filings drawings. Drawings must be signed and sealed by a licensed architect or engineer.
- Color Photographs of building with proposed location of awning indicated
- Close up color photograph of proposed location of awning
- Elevation drawing of awning with dimension
- Section detail of awning showing point of installation, method of installation, angle of awning and dimensions
- Color and Material Sample

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Signage

Rules and Guidelines

• In approving an application for signage the LPC staff will consider the overall amount of approved signage for the storefront. If the staff determines that the overall amount of signage is excessive and will detract from the architectural features of the building, the adjacent buildings, or the streetscape

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Signage

Filing an Complete Application

Application Checklist

- ❑ A [permit application](#) form signed by the owner of the building
- ❑ color photo(s) of the entire building with proposed location of signage indicated
- ❑ close-up photo of proposed location of signage
- ❑ detail drawings showing dimensions of the sign and how it will be attached to the building
- ❑ drawing of the sign with dimensions and sign lettering indicated
- ❑ material and color sample(s)

A staff member will contact you if additional materials are required.

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Additions on Buildings

rooftop additions- guidelines and rules



- Visibility
- Scale
- Surrounding Buildings
- Materials
- Form
- Effect on Significant Features

Additions Eligible for Staff-Level Permits must not be visible from any public thoroughfare, set back at least three feet from the rear façade, rise no more than one story of no more than 11 feet from the roof of the original structure, should be allowed by zoning and the building should not have previously approved or grandfathered rear addition

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Rooftop Additions

Filing an Complete Application

Application Checklist


- ❑ A [permit application](#) form signed by the owner of the building
- ❑ If the project requires a Department of Buildings Permit, submit two copies of -the DOB filings drawings. Drawings must be signed and sealed by a licensed architect or engineer.
- ❑ Photographs and sight-line drawings
- ❑ Front (street), rear, and side elevations and building section drawings
- ❑ Mock-up of the proposed addition
- ❑ If visible, photos of the mock-up and photomontages showing proposed addition
- ❑ Copy of the DOB Objection Sheet showing there are no zoning objections

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Additions on Buildings

rear additions- guidelines and rules



- Visibility
- Scale
- Surrounding Buildings and Surrounding Rear Yards
- Materials
- Form
- Effect on Significant Features

Additions Eligible for Staff-Level Permits must not be visible from any public thoroughfare, should not extend to the rear lot line or eliminate the rear yard, a majority of other buildings on the block have comparable rear enlargements in terms of height and projection into the rear yard, the existng rear façade would not be entirely removed, should be allowed by zoning and the building should not have previously approved or grandfathered rooftop addition

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Rear Additions

Filing an Complete Application

Application Checklist

- ❑ A [permit application](#) form signed by the owner of the building
- ❑ If the project requires a Department of Buildings Permit, submit two copies of -the DOB filings drawings. Drawings must be signed and sealed by a licensed architect or engineer.
- ❑ Color photos of rear façade and close-ups of any significant features
- ❑ Existing and proposed rear elevations, building sections
- ❑ Sightline/visibility sections, and floor plans including the rear yard
- ❑ Full block plan at large scale, color coded to describe the number of floors of each building and addition
- ❑ Photos of other rear facades and rear yards within the block
- ❑ If visible, photos of the mock-up and photomontages showing the proposed addition
- ❑ Copy of the DOB Objection Sheet showing there are no zoning objections


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Making additions to buildings

A Sample Application

Building Additions
Preparing an Application
CHAPTER #1 | SECTION 1




REVIEW THE RULES AND REGULATIONS CAREFULLY TO ENSURE COMPLIANCE WITH REGULATIONS

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HVAC s and Mechanicals

guidelines and rules



- Visibility
- Effect on Significant Features




The installation of rooftop HVAC units are reviewed as mechanical rooftop additions., and requires visibility studies in addition to the supplemental materials.

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Mechanical applications

Filing an Complete Application



Application Checklist

- A [permit application](#) form signed by the owner of the building
- photo(s) of building with proposed A/C locations indicated
- elevation drawing showing A/C centered under window(s) and dimensions of the exterior grille
- section drawing showing grille flush with masonry and dimension beneath sill, catalogue cut sheet showing grille type and unit (architectural grille), paint card showing finish to match surrounding masonry (Through wall A/C units)
- Sightline/visibility sections, and floor plans including the rear yard (rooftop HVACs)
- If visible, photos of the mock-up and photomontages showing the proposed addition

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Sidewalks

guidelines



- Repairs
- Historic Fabric
- Relationship to the adjacent properties

Applications for concrete sidewalk replacements and the installation of below grade utility installations can be Fastracked when the Landmarked Building: has no outstanding LPC violations and if:

- If the proposed new concrete sidewalk will be tinted or untinted to match the color of the adjacent sidewalks
- scored to align with the scoring or flag pattern of the adjacent sidewalks and
- Stone curbs must be retained and preserved.

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Sidewalk Applications

Filing an Complete Application

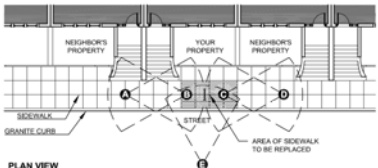

Application Checklist

- A [permit application](#) signed by the owner of the building
- Photos showing existing material(s), condition and the pattern of sidewalk and adjacent sidewalks.
- Plan showing existing and proposed scoring pattern indicating relationship to the patterns of the adjacent sidewalks
- Concrete specifications showing tint color to match the adjacent sidewalks, or replacement bluestone material

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Photographing a Sidewalk

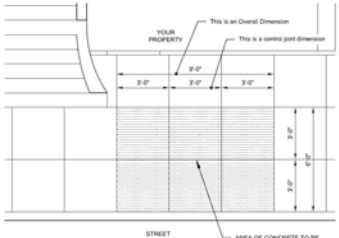



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FASTRACK PERMIT SERVICE NYC

Sidewalk Drawings & Tint Specifications



TO SIMULATE THE COLOR OF GRAY TO MATCH EXISTING CONCRETE:


SPERM Concrete, Inc.
 15 Ave. 108 St., Long Beach, CA 90804 and used
 LANSING Color "M-01" "Strong Blue"
 2 lbs per 50 lbs bag (10 lbs. Portland Cement and 40 lbs. sand)
 SPERM Concrete, Inc.
 15 Ave. 108 St., Long Beach, CA 90804 and used
 LANSING Color "M-01" "Strong Blue"
 2 lbs per 50 lbs bag (10 lbs. Portland Cement and 40 lbs. sand)
 Other equal quality materials are available for approval.

TO SIMULATE THE COLOR OF DARK GRAY BLUESTONE:

SPERM Concrete, Inc.
 15 Ave. 108 St., Long Beach, CA 90804 and used
 LANSING Color "M-01" "Strong Blue"
 2 lbs per 50 lbs bag (10 lbs. Portland Cement and 40 lbs. sand)
 SPERM Concrete, Inc.
 15 Ave. 108 St., Long Beach, CA 90804 and used
 LANSING Color "M-01" "Strong Blue"
 2 lbs per 50 lbs bag (10 lbs. Portland Cement and 40 lbs. sand)
 Other equal quality materials are available for approval.

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FasTrack Permit Service
Sidewalk Cafes

LPC can FasTrack applications for sidewalk cafés that are filed at the [Department of Consumer Affairs](#). The drawings you submit must be clearlabeled, and show that the new work includes moveable installations that will not be attached to the building or sidewalk.

Application Checklist

- A [permit application](#) form signed by the owner of the building
- 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.



Sample Sidewalk Cafe Site Plan
Architectural drawings showing the layout of the sidewalk cafe, including the location of tables and chairs, and the storefront. The drawing is dimensioned and includes a north arrow.

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Enforcement

- a **complaint** is received by the Enforcement Department
- officer goes out to **investigate** the building and take photographs
- photographs are compared to designation photos of building
- **permit history** is researched
- any alterations made without a permit receive a **Warning Letter**, which allows owner to respond to LPC without facing court appearance or fines

Door in violation (L) replaced with appropriate doors (R)



Multiple violations (L) corrected and brought into compliance (R)




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Resources for Homeowners

Historic Preservation Grant Program



LPC's federally funded Historic Preservation Grant Program provides grants to income-eligible homeowners and non-profits to restore severely deteriorated facades.

Eligible work may include masonry rebuilding and repointing, repair and replacement of windows and front doors, and cornice restoration.

To qualify for a grant, the building must be a designated or proposed individual New York City landmark, or be listed or eligible for listing on the National Register of Historic Places.

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For Further Information



Municipal Building, 1 Centre Street, Manhattan
1907-14, William M. Kendall of McKim, Mead & White

The Landmarks Preservation Commission
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Michael R. Bloomberg, Mayor
Robert B. Tierney, Chair

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